

# **GMS STUDENT HANDBOOK**

## **WELCOME TO GREENFIELD MIDDLE SCHOOL 2015-16**

At GMS we believe that we all show our Hawk Pride by being Ready, Responsible, and Respectful. You will find success and pride in your accomplishments by becoming an organized, well-informed individual.

At the beginning of the school year every student at Greenfield Middle School (GMS) is given an Assignment Notebook (also known as an Agenda Book) to stay informed and organized. You are expected to carry this assignment notebook and take notes that describe the subject matter covered in each class period. Students find that they are better prepared for their classes when they keep the assignment notebook accurate and updated. Parents will know more about homework being assigned if they regularly check the assignment notebook. In combination with Infinite Campus and our school's website, you have the tools needed to stay organized and informed.

This handbook contains our school expectations, rules and procedures. *School Board Policy* information is also included. Parents and students should periodically refer to this section so student expectations are understood and maintained. An internet link for our school board policies can be found at [www.neola.com/greenfield-wi](http://www.neola.com/greenfield-wi) for your convenience.

The staff of GMS wishes you a very productive school year. Work hard and get involved in all the positive aspects of GMS. Remember that every individual has a unique contribution to make. Make GMS a better school because you are here!

## **ORGANIZATIONAL STRUCTURE**

GMS is organized around the middle school house system. A house can best be viewed as a "school within a school". We currently have six houses in our school; Orange and Violet in 6<sup>th</sup>, Blue and Yellow in 7<sup>th</sup>, and Green and Gold in 8<sup>th</sup>.

The house system provides a positive transition for students from elementary to high school because it offers the benefit of small learning communities of educators collaborating to provide students with the support and enrichment they need to reach their academic potential. Students receive core content instruction from a variety of teachers who collaborate regularly to develop strategies to help each and every student. At times, houses collaborate to provide grade level educational experiences for all students.

The house model allows for responsive scheduling, co-teaching, thematic instruction, and flexible grouping to enhance all students' educational experience.

The middle school experiences consist of making new friends, trying new courses and in many cases, new terminology. To help you better understand this new level of education some "household" terms are defined below:

**House** – A specific area of the school where students are assigned for their core academic classes.

**Academic Classes** – Also known as core classes, these are classes that concentrate on the most fundamental of educational skills. The five classes considered the core academic classes are Mathematics, English/Language Arts, Social Studies, Science, Communication Arts (6 & 7), Computers (6), and Reading/World Language (7 & 8).

**Related & Fine Arts** – The following classes are considered Related or Fine Arts classes. These classes meet for six or twelve week sessions: In sixth grade: Study Skills 6, Health 6, Family and Consumer Education (FACE), Art 6, Pre-Engineering 6. In seventh grade: Focus Art Class, Focus FACE class, Focus Project Lead the Way(PLTW), Heath 7, Business 7. In eighth grade: Focus Art 8, Focus FACE 8, Focus PLTW 8, Business 8, and Health 8. Music (General Music 6, Band, Chorus), Communication/Drama (7 & 8) and Physical Education occur every other day during the school year.

## **CASES NOT COVERED BY SPECIFIC RULES**

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take action as necessary and are not forbidden by law to ensure an orderly educational atmosphere within the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively regardless of the existence or non-existence of a rule covering the offense. School rules and policies apply to all students enrolled regardless of age.

Copies of *School Board Policies* are available on-line and in the Middle School Main Office. Any new *School Board Policies* that affect students will be posted on-line.

***The policies in this handbook are subject to change.***

# ACADEMIC INFORMATION

## GRADING

Greenfield Middle School provides a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

## HONOR ROLL

Outstanding academic achievement should never go unnoticed. Throughout the school year the GMS Honor Roll is posted so students can be recognized for their academic achievement.

## INTERVENTION TEAMS

Intervention Teams meet to discuss concerns or the lack of achievement of individual students. The team consists of faculty members who interact directly with the student, as well as the school psychologist, administration, parents and student. Teaching strategies and techniques are discussed to address the needs of the student.

## PARENT CONFERENCES

Autumn Parent/Teacher conferences are scheduled for October 21 and 28 at GMS. Spring Conferences are set for March 16, 2016.

In addition to the regularly scheduled conferences, parents are encouraged to visit with teachers, counselors, and/or administrators when the need arises. Please call the school to arrange for a conference that will meet your child's specific needs.

## PARENT PORTAL / PROGRESS REPORTS

Parents/guardians may monitor their child's academic progress by logging into our Infinite Campus Parent Portal.

Parent Portal Usernames and Passwords can be obtained during registration. If the password is forgotten or lost, parents/guardians can obtain this information from the GMS Office by showing legal identification.

Progress reports are also sent home with students at the mid-point of each trimester. In addition students failing or at risk of failing their Fine and/or Related Arts class(es) will receive a progress report mid-point during their six week class.

## REPORT CARDS

Report cards are sent home every trimester to notify parents of their student's progress. Our report cards provide room for letter grades and effort evaluation and/or general teacher remarks when appropriate.

## SUMMER SCHOOL

Students who are not academically successful or who desire enrichment activities during the regular school year will be strongly encouraged to attend the four-week session of summer school. Attending summer school can provide the necessary support to improve academic success the following school year. Summer School information will be available in the spring.

# ATTENDANCE

In accordance with Wisconsin State Law, all children between 6 and 18 years of age must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse or fall under one of the exceptions in the state statutes, or have graduated from high school. Wisconsin State Law states that students are not to miss more than 10 days within a school year. **A parent/guardian may only excuse their child 10 times during a school year. Further absences may require a written doctor's excuse.** Any student, who has excessive absences, whether excused or unexcused, may be referred to Municipal Court for a truancy ticket. It is the parent's/guardian's responsibility to get their child to school (*Refer to Board Policy 5200*).

Letters are sent informing parents/guardians of a student's attendance after five (5), ten (10), and thirteen (13) absences. After thirteen (13) absences, medical excuses will be required for an absence to be excused.

## STUDENT ABSENCE

Regular attendance is a responsibility that should be shared by parent(s)/guardian(s), student, and school. The School Board considers the following as excused absences:

- Personal illness (Medical verification may be required)
- Family emergencies or crises
- Attendance at the funeral of a relative or friend
- Religious holidays or religious instruction during released time for such purpose as provided by law
- Doctor or dental appointments (We encourage parents/guardians to make such appointments, whenever possible, when school is

not in session. Verifications of appointments may be required.)

- Attendance at special events of educational value, approved by the principal or designee
- Required appearances in court or other legal proceedings
- Attendance at or involvement with, special activities not herein mentioned may be considered for classification as excused at the discretion of the principal or designee (Whenever possible, the request for such excuses shall be pre-arranged).

Unexcused absences are those that may have parental approval but are not designated as legal absences in the above section. Truant absence is any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for purpose of defeating the intent of S.118.15 of the Wisconsin Statutes. Chronic trancies may be referred to the Municipal Court for ticketing (*Refer to Board Policy 5200*).

## **WHEN ABSENCE IS NECESSARY**

The parent or guardian will notify the school telling the reason for the student's absence.

- Parent/guardian must call school between 7:00 a.m. – 8:30 a.m. on the day of absence. The telephone number which can be accessed 24 hours a day for attendance is 281-3481. Please report your child's name, grade, and reason for absence. This procedure needs to be followed each day that the student is absent.
- Parents/guardians must write an excuse giving student name, date, and days of absence, and reason for absence. This written excuse is required by Board policy.
- Upon returning to school, students must bring their written excuse to the attendance office.
- Students must make up all work due to absence.
- If a student is absent, they will be expected to complete the assignment in a reasonable amount of time – the time allowed to complete the work will not exceed the number of days absent. Parent/guardians may request homework for their student.
- It is the student's responsibility to obtain the assignments from their teachers when they are absent.
- Any assignments not turned in during the allowed time frame will be subject to partial credit or no credit.
- Absence due to travel or personal reasons must be arranged in advance. Students are required to gather assignments that they will miss **prior to the absence**. All assignments are due upon return to school.

## **EXCUSED PARTIAL DAY ABSENCE**

Students must never leave school during the school day without first reporting to the office. Students who need to leave school to secure medical or dental services must bring along a statement from home or an appointment card from the doctor or dentist before they will be released from school. These should be brought to the attendance office in order to secure a dismissal pass. Parents/guardians must appear in the main office or attendance office to pick up their child and sign them out. Upon returning to school, students must sign in at the attendance office. Failure to properly sign out or in will result in absence being considered unexcused or possibly truant.

## **ABSENCES FOR RELIGIOUS INSTRUCTION**

The School Board desires to cooperate with those parents who wish to provide for religious instruction for the children but also recognizes its responsibility to enforce the attendance requirements of the State.

The Board shall permit students, with written parental permission, to be absent from school during required school periods at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school.

A student must be properly registered and a copy of such registration must be filed with the principal. The supervisor of the religious instruction must report monthly to the District the names of the students who are attending the weekly instruction.

The District will assume no liability for a student while attending religious instruction nor will it provide transportation for such instruction.

No solicitation for attendance at religious instruction shall be permitted on District premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

Parents/Guardians may make requests regarding the above to the building principal. All requests shall be judged individually, based upon State and Federal guidelines. The principal shall inform the parents/guardians in writing of his/her decision in a timely manner. If a parent/guardian is not satisfied with the building principal's decision, she/he may appeal to the Superintendent, and if necessary, to the Board. Appeals beyond the Board may be made to the State Superintendent of Public Instruction in accordance with the complaint procedure (*Refer to Board Policy 5223*).

## TARDIES

Students are expected to arrive at school and to all classes on time. If a student arrives to school tardy on five occasions in a trimester, the student may be subject to attendance intervention. It is important for students to be to class on time so that they do not miss any instruction.

## HAWK PRIDE

Greenfield Middle School implements "Hawk Pride" to help students make positive choices at school. This Positive Behavioral Interventions and Supports (PBIS) system is designed to meet the needs of middle school students. Students will be taught the school's expectations throughout the school year, receive positive recognition for meeting these expectations and interventions when their choices do not meet expectations. This program is designed to recognize students for good behavior. An additional goal of the system is to create a building atmosphere in which students respect one another and demonstrate appropriate behavior.

A student whose choices do not meet expectations may be issued an Extended Learning Opportunity (ELO) slip. **When a student has been reminded of the behavioral expectation and the teacher has exhausted all efforts to correct the behavior, the teacher will then complete the ELO slip.** If the student does not adjust their behavior(s) to meet expectations, the teacher submits the slip and the student will need to attend an after-school ELO session to refocus on the expectations of the classroom and school.

## VIOLATION OF SCHOOL RULES

Students who have violated school rules will receive disciplinary action that is appropriate for the particular offense. If the student commits a "major" violation of school rules, they will speak with a building administrator and receive consequences in line with their violation. Efforts will be made to communicate with parents to help prevent further misconduct by students. Each time students violate established rules they will proceed through one or more of several disciplinary steps. Consequences may include one or more of the following:

- Re-teaching of expectations by school staff
- Service time to the school through a "detention" or ELO
- In-house detention
- Out-of-school suspension

## DISCIPLINARY ACTIONS

**ELO** – An after-school session focused on re-teaching the school's expectations, setting personal goals, and/or providing community service to the school. Students remain at school for an additional 45-60 minutes in a designated room with school staff. Students will need to make arrangements in advance for transportation home.

**DETENTION** – A lunch or after-school session where students are seated quietly in the detention room. Students need to remain on task in order to receive credit for their detention. Any student removed from detention will not receive credit and will need to repeat the detention the following day. Additional time may be assigned.

**IN-HOUSE DETENTION OR SUSPENSION** – a detention or suspension in which students are removed from the regular classroom schedule for a designated period of time. Students spend part of a day or all day in a supervised in-house detention room. Students must report to the office immediately upon arrival to school. Students are expected to complete their school work by the end of the day. Students will eat their hot or cold lunch in the detention / ISS room.

## IN-HOUSE DETENTION EXPECTATIONS

Each and every student must observe the following in-house detention room expectations or they may be sent home for the remainder of the day with the expectation that they will serve the in-house detention when they return to school:

- Quiet conditions are to be observed at all times.
- Come prepared to work. All assignments must be completed by the end of the day.
- Sit properly in desk with both feet on the floor facing forward.
- Permission must be gained before speaking, leaving desks, or asking questions.

**OUT-OF-SCHOOL SUSPENSION** – a suspension in which a student is excluded from attending school for a designated period of time [S.120.13(1)(B)].

Severe or repeated misconduct will result in more severe consequences. Students failing to serve assigned consequences can re-

ceive a more severe consequence. Parental/guardian support for school assigned consequences is extremely important in the process of modifying student behavior.

## GENERAL EXPECTATIONS

Student expectations are laid out on the GMS Expectations Matrix. These expectations can be summarized in three overall expectations: Be Ready, Be Responsible, and Be Respectful. The Matrix describes what these three expectations look like in different settings. Please refer to the matrix for more specific information.

Students who violate the behavioral rules and expectations, are disruptive or unruly, violate District policies, or interfere with the ability of the teacher to teach effectively will be removed from class and referred to administration for appropriate consequence. In severe cases, students will be referred to the Greenfield Police for ticketing.

## BUSES

The policy of the District is to provide a safe, efficient, and economic system of student transportation. The District's responsibility for individual students begins with a rider's bus stop and ends with a rider's drop off. Transportation shall be provided to eligible riders who abide by the established bus conduct rules and regulations. Failure to observe such rules and regulations may result in suspension and/or expulsion from bus riding privileges. Student conduct which provides for a safe transportation environment is expected. While on the bus students are to follow all posted bus rules and the directions of the bus driver at all times. Any misconduct on the bus can cause the driver to be distracted and jeopardize the safety of everyone on the bus as well as other vehicles on the road (*Refer to Board Policy 8600*).

### TRANSPORTATION RULES

- A. Students are to ride their assigned bus at all times and only enter and exit at their assigned bus stop. Students may not ride another student's bus. **Permission will not be granted for students to ride a bus other than their assigned bus.** Requests for changes in transportation assignments must be pre-arranged and be of a permanent nature.
- B. Students are to report to their bus stops approximately five (5) minutes before their scheduled pick up time. Students are to conduct themselves in an orderly and quiet manner while at bus stops.
- C. Students are to enter the bus in an orderly fashion, go directly to a seat and remain seated until the destination is reached.
- D. Students are to keep their hands, arms, head and other objects inside the bus.
- E. There is to be no shouting, roughhousing, profanity, unauthorized consumption of food or beverages, spitting, or throwing of objects on the bus. Students are to keep their hands, feet and other objects to themselves.
- F. All items such as books, book-bags, athletic equipment, musical instruments, etc., must be kept out of the bus aisles.
- G. The emergency door is used for emergencies only. Students are not to touch emergency and safety equipment on the bus.
- H. Smoking is not allowed at bus stops or on the bus at any time.
- I. It is unlawful to vandalize buses in any way. Damage done to buses may be referred to the Greenfield Police Department. *Students/parents/families are liable for damage done to school buses.*
- J. Students will treat each other and the driver with respect at all times. Students will follow the directions of the bus driver at all times.
- K. Bus surveillance systems are used to maintain safety and should not be blocked or touched for any reason.

### REGULAR BUS UNLOADING (START OF SCHOOL DAY)

- A. Buses will unload in the morning at the South Entrance next to the teacher parking lot.
- B. Students are to remain in their designated grade level area after unloading from the bus. 6th Grade – East end of building; 7th Grade – South Entrance next to teacher parking lot; 8th Grade – North Entrance past Main Lobby Entrance.
- C. Students will be directed to enter the building at 7:15 A.M.

### REGULAR BUS LOADING (END OF SCHOOL DAY)

- A. Buses will load in the afternoon in the driveway loop on the West end of the building (between GMS and Barnard Park).

B. Bus route numbers are located to the left of the bus door. Students must ride their designated route to and from school.

C. Students will load their buses promptly at the end of the school day. Students need to proceed to their bus or risk missing it.

## **AFTER SCHOOL ACTIVITY BUSES**

There are no after school activity buses for students who live in Greenfield. Students who attend Greenfield Middle School from Milwaukee Public Schools through the Ch. 220 program, have an activity bus provided if they sign up for it due to an after-school activity. The bus leaves GMS at 4:15 P.M.

## **BUS MISCONDUCT CONSEQUENCES**

Failure to obey bus rules may result in suspension from bus service privileges. Suspension from bus service can be from one (1) to five (5) days. Repeated offenses may result in permanent removal from bus service. During the time a student has lost bus service privileges, it is the responsibility of the parent/guardian and student to get to and from school in a timely manner. Any misconduct on buses results in a referral slip and will become part of the student's behavior record.

## **BICYCLES/WALKING/SKATEBOARDS/SCOOTERS**

Many students at GMS are bused to school. However, some students live close enough to school may choose to walk, ride a bike or scooter, or ride a skateboard in good weather. All bicycles must be placed in the bike rack and should be locked. All Skateboards and scooters must be turned in to the office upon arrival at school and should be picked up at the end of the school day. The school is not responsible for bikes, scooters or skateboards that are stolen or damaged.

Students may not ride skateboards/scooters on school premises. Violators may be referred to the Greenfield Police Department for ticketing.

## **LOITERING**

Students are to promptly leave school premises and grounds after their daily program is finished. Only students involved in supervised, school-sponsored activities are to be on school premises outside of the regular school day. Families picking up students after school should not plan on having children waiting on school grounds after 3:10 PM.

## **CAFETERIA PROCEDURES**

### **GMS BREAKFAST**

Breakfast is served each morning from 7:15 a.m. – 7:25 a.m. Students may enter the building at the southeast entrance and purchase a bag breakfast at the cost of \$1.30. The reduced cost is 30 cents. Students may use their lunch account number or pay cash.

If a student rides a bus that arrives to school late, a breakfast pass will be issued by the attendance clerk if applicable. Students need to pick these passes up prior to going to the cafeteria for breakfast.

### **LUNCH PERIOD PROCEDURES**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered for \$2.60 or reduced lunch at 40 cents. The Food Service Department uses an accounting system for the school lunch and breakfast program that allows money to be deposited into a family account. This system allows families to make one deposit at any of the schools in the district to cover the cost of all the children in the family. The system operates similar to a checking account – money is put into the account and your child/ren will draw on the account when they purchase lunch, milk etc.

The lunchroom supervisors and your fellow students will appreciate your cooperation in the following matters:

- Students receive an ID number when they register at school. This ID number is also your lunch number. Every student must memorize their ID number and keep their ID number confidential.
- Prepayments for lunch can be made at [myschoolbucks.com](http://myschoolbucks.com) or with a check/cash placed in an envelope and handed to the cashier when students go through the lunch line.
- Your lunch account can be used only for one lunch per day. A second lunch will cost the adult price. Extra entrees can be purchased.
- Students will be allowed to charge up to two (2) lunches.
- A la Carte items include milk, juice, ice cream sandwiches and bars, granola bars, fruit rolls, cookies, muffins, baked chips and Sun Chips. Adjustments to the items offered may occur during the year.

## **CAFETERIA CONDUCT**

- A. Pass through the cafeteria in a safe and orderly manner.
- B. Students are to form a line, obtain all food, and then be seated. Students may purchase additional entrées after they have eaten their meal.
- C. All food is to be eaten while seated at a table.
- D. No food or drink may be taken from the cafeteria.
- E. Leave the table and floor in your area in a clean condition. If you make a mess, don't leave it for others; clean it up before you leave.
- F. Deposit all lunch litter in wastebaskets.
- G. Return all trays to the dishwashing area.
- H. Follow all directions given by adults.
- I. A staff member will dismiss students from the lunchroom.

## **LUNCH MISCONDUCT CONSEQUENCES**

After eating, students may go outside during good weather. When the weather is inclement the gym will be used. It is expected that students will conduct themselves appropriately during the lunch period whether in the cafeteria, gym or outside. Failure to behave in an acceptable manner in the cafeteria, gym or outside may lead to a loss of privileges at lunch and/or a referral to parents. Throughout the school year various organized activities will be conducted during this time. Students are encouraged to get involved as often as possible.

## **COUNSELING**

Two middle school counselors are available to all students. Often problems concerning both school and personal life appear overwhelming. In many situations, conferring with a counselor can help with these problems. Students may sign up in the counseling office for an appointment with the counselor. The counselor will then call them to their office at the earliest possible time. Working together with teachers, administrators and parents/guardians, the counselor encourages a student's academic and personal growth.

### **Counseling Services**

- Individual Counseling
- Student Assistance Program/Student Support Groups
- Classroom Guidance Activities
- Orientation Programs (Parent/guardian and Students)
- High School Registration
- Future Planning Conferences (grade 8)
- Coordination of Counseling & Related Programs

## **STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Program (SAP) is an extension of the Counseling Services. The SAP originated to help students with alcohol and other drug use issues. However, over the years our focus has expanded to include topics such as: grief/loss, family changes, conflict resolution, stress management, self-esteem and friendship issues. These services are provided through support groups and/or individual counseling. Students, parents or teachers may make referrals to the SAP through the guidance office.

## **MEDIA CENTER PROCEDURES**

The school Media Center is open during regular school hours. When using the GMS Media Center, please observe these guidelines:

- Students may visit the library on a pass to check out books, magazines, or to use a computer to complete school work.
- Students may check out four (4) books.
- Books are checked out for two (2) weeks and may be renewed.
- There are no late fines, but students with overdue materials may not take out additional books.
- Full replacement cost will be charged for lost or damaged materials.

# **ACCEPTABLE USE POLICY FOR COMPUTERS, COMPUTER NETWORKS AND THE INTERNET**

The School District of Greenfield is pleased to offer students and staff access to district computers, computer networks, and the Internet. To gain access, all users must sign and return a user agreement to the Library Media Center or designee. Users under the age of 18 must obtain written permission from a parent/guardian. Students are responsible for good behavior on school computers, computer networks and the Internet just as they are in a classroom or a school hallway. Access entails responsibility. Access is a privilege, not a right (*Refer to Board Policy 7540.02 and 7540.03*).

## **GMS ONLINE SUBSCRIPTION DATABASES**

Several resources are available to middle school students. To access these databases go to the district website, [www.greenfield.k12.wi.us](http://www.greenfield.k12.wi.us) and select Middle School. Then choose Media Center from the menu on the left. Next select Learning links and Electronic Resources. Passwords are required when access from home.

## **ACTIVITIES AND CLUBS**

### **ATHLETIC ACTIVITIES**

It is the policy of the School District of Greenfield that students participating in athletics and other extra-curricular activities are subject to the following eligibility rules (*Refer to Board Policy 2430*).

### **SCHOLASTIC REQUIREMENTS**

- Must have completed all work below 7th grade (For 6th graders, all work below 5th grade).
- Must attain a grade point average of 1.5 on a 4.0 scale during a grading period and have no failing grades.

### **CONSEQUENCES**

- A. A student not meeting the scholastic requirements shall be ineligible until those requirements are met, but not for less than 15 consecutive school days and nights. If a student has not achieved eligibility at the end of 15 days and nights, he/she will remain ineligible for the remainder of the athletic/extra-curricular season. The grade period for the middle school is comprised of three trimesters.
- B. If a student received a failing grade in the final trimester at the middle school but attends summer school and those grades, when averaged into the appropriate final grade minus the failure, attains a 1.5 G.P.A., the student will be eligible for fall sports and other extra-curricular activities.
- C. Ineligible students would be limited to practices only during their period of ineligibility.
- D. Scholastic requirements may be waived for EEN students and students participating in the district's at-risk program upon recommendation of the student's counselor, at-risk coordinator, or assistant principal, and with the approval of the building principal.

### **GRADE CHECKS**

A grade check will be conducted for each sport

- 3rd Trimester will be used as a basis for Girl's Basketball and Intramural Football.
- A grade check will be completed at the beginning of each athletic season for all sports other than Girl's Basketball.

### **BEHAVIORAL REQUIREMENTS**

All students must continue to meet our behavioral expectations in order to participate in athletics. Students failing to meet these expectations may result in a suspension from game(s) until behavioral expectations are met.

### **SCHOOL ATTENDANCE REQUIREMENTS**

- A. To participate in an event (i.e. practice, game, meet or activity), a student must be in school attendance the three class periods prior to the event.
- B. If a student is absent because of a non-illness reason and has a satisfactory office excuse, he/she can participate in an event on the day of absence.
- C. A student may be deemed ineligible for the remainder of the grading period if absent more than 5 days during the period unless absences are excused by the school administration pursuant to *Board Policy 2430*.

## **ATHLETIC TRAINING CONDUCT AND ELIGIBILITY RULES**

- A. Abstain from the use, possession, buying, and disbursement of alcohol, anabolic steroids, tobacco, and controlled substances – including look-alike drugs (*Refer to Board Policy 2431.01*).
- B. Exemplify good behavior at all times.
- C. Refrain from theft of school and personal property. Note: Possession of stolen goods with knowledge that they are stolen is considered theft.

## **PENALTIES FOR VIOLATION OF RULES**

Penalties for violations could be suspension from practice, suspension from games or even suspension from the team, depending on the violation.

## **OTHER PROVISIONS**

- A. Athletes shall meet reasonable dress expectations on both home and away event days. Example: shirts and ties, dresses, designated team attire, attire determined at the discretion of the coaches/advisors, etc.
- B. Coaches and Advisors will collaborate with school administration if an issue arises whereby a student may need to be removed from his/her team. Students can be removed for what administration considers a valid reason.
- C. During a period of suspension from athletic events a student may still practice with his/her team.
- D. If a suspension from athletic events is not completed during one sport season it is carried over to the participant's next sport season.

## **SPORTS PROGRAMS**

An intramural/interscholastic sports program for all interested students is conducted throughout the school year. Students are welcome to participate in the sport(s) of their choice. Intramural activities do not require a physical.

Physicals are required for those students who participate in interscholastic sports (Junior Parkland Conference). All 6th and 7th grade students need a physical from a qualified doctor, which is good for two years. Eighth grade students not participating in previous years must have a physical.

### **7TH – 8TH GRADE BOYS**

Fall – Intramural Flag Football

Fall – Interscholastic Cross Country

Winter – Junior Parkland Conference Wrestling

Winter – Junior Southeast Conference Basketball

Spring – Junior Southeast Conference Track

Spring – Intramural Softball

### **7TH – 8TH GRADE GIRLS**

Fall – Intramural Flag Football

Fall – Interscholastic Cross Country

Fall – Junior Southeast Conference Basketball

Winter – Junior Southeast Conference Volleyball

Fall/Winter – Interscholastic Cheerleading

Spring – Junior Southeast Conference Track

Spring – Intramural Softball

### **6TH GRADE BOYS**

Fall – Intramural Flag Football

Fall – Interscholastic Cross Country

Winter – Junior Parkland Conference Wrestling

Spring – Intramural Softball/Soccer

## 6TH GRADE GIRLS

Fall – Intramural Flag Football

Fall – Interscholastic Cross Country

Fall/Winter – Interscholastic Cheerleading

Spring – Intramural Softball/Soccer

## CLUBS AND OTHER EXTRA-CURRICULAR ACTIVITIES

Various after-school activities beyond those described here are held each year. Students should pay attention to daily announcements for information regarding all the activities offered at GMS.

Some past groups and clubs have been:

• Art Studio	• Chess Club	• Cooking Club
• Forensics	• Geography Bee	• Talent Show
• Girls Excellence Club	• Battle of the Books	• Yearbook
• Newspaper	• Gamer's Club	• Teens in Technology

## FORENSICS

Participants choose from 16 categories of public speaking and prepare a selection to read or recite for competition. Categories include news broadcasting, acting, poetry, and persuasion to name a few. Students learn to communicate with confidence, poise, and effective delivery. Applications to the team are taken in November, and rehearsals begin in December. Competitions are held from January through March.

## JAZZ ENSEMBLE

Jazz Ensemble is open to band students who have one year of experience playing an instrument. Students in Jazz Ensemble will learn various styles including swing, rock, Latin, and others as well. Jazz Ensemble meets outside of regular school hours, usually before school one day a week. They perform at several concerts and school events throughout the school year.

## NATIONAL JUNIOR HONOR SOCIETY

GMS is a member of the National Junior Honor Society. Students are reviewed each semester on their scholarship, character, leadership, service, and citizenship. Any student meeting these standards will be invited to apply for membership and will be evaluated by the faculty council after trimester two. An induction ceremony is held in May. Selection criteria are:

- Students must maintain a 3.50 cumulative grade point average
- A 90% attendance rate must be on record
- Involvement in at least one school or community related extra-curricular activity is required
- Teacher recommendations must be above average in areas of character and citizenship. Student's receiving recommendations of below average or poor from more than one teacher will not qualify,
- Students must not receive any Out-Of-School Suspensions during the school year
- The student must receive a favorable faculty council review of statistics. Review is based on teacher recommendations, GPA, attendance, as well as the application of the student
- Role model behavior is to be exhibited at all times.

## STUDENT COUNCIL

The GMS Student Council consists of a faculty advisor(s), officers, and student representation from all grade levels. Duties for Student Council members include attending monthly meetings, working at GMS dances, and participating in other Student Council spon-

sored functions, which include charitable community projects. Student Council members must maintain a 2.00 grade point average in all classes. One "F" will put a student on probation. Reasons for possible dismissal from Student Council are lack of participation, failure to meet Hawk Pride expectations, suspension, or other factors, which are given consideration at the discretion of the Student Council Faculty Advisor. Each spring, elections are held to select officers for the following school year.

## **GENERAL INFORMATION**

### **ASSIGNMENT NOTEBOOKS**

All students will receive an Assignment Notebook at the start of their school year. It is expected that every student use and keep in possession the assignment notebook on a daily basis to record assignments. Replacement assignment notebooks can be purchased for an additional \$5.00 in the main office.

### **BOOK BAGS/BACKPACKS**

Book bags of any kind are not allowed in the classroom. Book bags may be used to bring your belongings to and from school, but students must be prepared to carry any textbooks and supplies needed without the use of one.

### **CALENDAR AND ANNOUNCEMENTS**

The district calendar and announcements can be found on our district web site at: <http://www.greenfield.k12.wi.us/>

Announcements for the middle school can be found on our school web site.

### **DANCES**

The Greenfield Middle School Student Council sponsors school dances throughout the school year as a social interaction experience. Students in Honor Level I and II are able to attend dances. All GMS school rules and regulations must be adhered to at the dances. Students attending the dances must have parental permission for the activity. Dances are typically held from 2:41 p.m. to 4:45 p.m. Arrangements for transportation home must be made well in advance of dance dates. Students not attending the dance are not allowed on school grounds. GMS dances are for GMS students only.

### **EMERGENCY CONTACT INFORMATION**

Each student must have emergency contact information on file in the school office. The form used includes parent/guardian name(s), address, telephone number, email address, personal medical information, and an emergency contact person. It is important that the office be informed as soon as possible when any information on your data sheet changes. Your help is appreciated!

### **HALLWAY AND GYM LOCKERS**

Each student is assigned a hallway and gym locker for the storage of school supplies, equipment and clothing. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. It is the student's responsibility to see that lockers are kept locked and in order at all times. School issued combination locks will be available for sale to students for \$6.00. **Only school locks will be permitted.** Students will be assessed a \$6.00 fee to replace lost hallway or gym locks.

Students are to use only the lockers and locks assigned to them. Do not keep valuables in the lockers. The school is not responsible for items damaged, lost, or stolen. Keep your combinations confidential. Students may not display any items in the lockers that are inappropriate or in violation of established school rules. Students may not display any items on the outside of their lockers. **Items hung on the inside of the locker should only be hung using magnets. Tape, glue or any other adhesive is prohibited.**

(Please refer to board policy 5771 for questions regarding the possibility of a locker search.)

### **HEALTH SERVICES/EMERGENCY CARE**

A nurse is available in the district to advise and counsel the parents/guardians regarding health problems. School personnel cannot, under any circumstances, provide aspirin or other medicine to students unless a completed parent/guardian consent form is on file in the office. Prescription drugs can only be administered with written doctor's permission (*Refer to Board Policy 5330*). The schools are not staffed to assess or care for injuries that occur at home. It is encouraged that you see your family physician for treatment if your child is injured or becomes ill at home. In the event of a life-threatening situation, school personnel will initiate entry into the Emergency Medical System by calling 911. Several staff members in each school are trained in emergency first aid and CPR.

### **LOST AND FOUND**

A place in the office is provided for articles of clothing and personal items that are lost and found. Textbooks, workbooks and notebooks that have been found are placed in the office where they can be claimed. Students should write their names in all textbooks,

workbooks, and notebooks as instructed by their teachers. Also, all personal items should be labeled. Every effort will be made to relocate and return your property. Toys, collectible items and items of value should not be brought to school.

## **STUDENT FEES FOR 2015-2016**

Student fees are approved at the school board level. At the time this book went to press, the fees for 2015-16 were not yet established. These fees will be published in a different format once they are set.

## **STUDENT NAMES ON THE INTERNET**

Occasionally student writings and artwork will be featured on each school's Internet site. If any parent or guardian would prefer their student's work or name not be used, please notify the school.

## **SUPPLIES**

General supplies are not provided at GMS. However, certain materials for specific classes are available through the instructor. A list of supplies for each grade level is mailed out in August.

## **TELEPHONES**

The office telephone is a business phone and should not be used by students except for emergencies. Incoming emergency messages will be relayed to students as soon as possible. Ordinarily outgoing student personal calls must be made on the attendance or activities office phone. Students should have permission to use the phone during school hours.

## **TEXTBOOKS – MISPLACED/LOST SCHOOL PROPERTY**

Textbooks are assigned free of charge. Many other school materials are also assigned free of charge. It is the student's responsibility to take good care of all school issued property. Students will be charged for any misplaced or damaged school property (i.e. textbooks, goggles, locks, uniforms, etc.).

## **VISITOR INFORMATION**

All visitors must check in with the attendance secretary and wear a visitor ID badge issued by the secretary. School personnel have the right to know the identity of all persons in the building. All doors to the building are locked during the school day, except for the West entrance (main entrance).

# **ADDITIONAL BOARD POLICY**

## **ALCOHOL AND DRUGS**

NO student may consume, be under the influence of, manufacture, deliver, sell or have in his/her possession any chemical substance while on school property, at any school sponsored event or under the control of a school authority including traveling to and from school, whether the method of travel is a school bus or other method.

NO student may, manufacture, deliver, sell or have in his/her possession, any item defined by Wisconsin law as drug paraphernalia. This prohibition applies to the same locations as described in paragraph above.

Violation of this policy will result IN NO LESS THAN the following disciplinary action:

First Offense- Five day suspension, referral to police, referral to SAP for mandatory services, conference with student/parent prior to re-admission to school.

Second Offense- Five day suspension, referral to police, referral to BOE for expulsion in accordance with Policy 7434  
Suspension and Expulsion

*(Refer to Board Policy 5530 and administrative guidelines).*

## **BEHAVIOR DEGRADING TO HUMAN DIGNITY PROHIBITED**

It is the policy of the School District of Greenfield, Wisconsin that the School Board is committed to providing a positive learning and working environment, and to communicate its commitment to the values of a democratic society to all students and employees. An integral part of this commitment is the recognition that the district is becoming increasingly multi-cultural, that we value and respect the diverse makeup of the school community and that we seek equal education and employment opportunities for all students and employees. To this end, the School District will not tolerate behavior by students or employees toward persons based in whole or in part on sex, race, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning

disability which creates an intimidating, hostile, or offensive school environment. Students violating this policy will be disciplined in accordance with applicable *School Board Policies* and student handbooks. (*Refer to Board Policy 3362.02/5516*).

## **BULLYING**

Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, on school property, and off school property if the student is at any school-sponsored activity or function or while traveling to or from school or school-sponsored functions or events in transporting vehicles arranged for by School District officials. Any student that believes s/he has been or is the victim of bullying should immediately report the situation to a building administrator. All complaints will be promptly investigated and if the investigation finds an instance of bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. Retaliation and making intentionally false reports about bullying is similarly prohibited and may result in disciplinary action (*Refer to Board Policy 5517.01*).

## **CONTROVERSIAL ISSUES**

Policy 2240 states how the controversial (sensitive) issues presentation and discussion will be conducted in the classroom. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences. The School Board has adopted a set of objectives for the Human Growth and Development curriculum (*Refer to Board Policy 2414*).

## **DISSEMINATION OF STUDENT DIRECTORY DATA**

Notice is hereby given that the School District of Greenfield, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125(1)(b) and (2)(j) has designated the following as Directory Data which may be released without prior consent:

- Pupil's name
- Grade
- Date of birth
- Major fields of study
- Participation in officially recognized school activities and sports
- Weights and heights of members of school athletic teams
- Dates of attendance
- Photographs
- Degrees and awards received
- Most recent education institution attended by student

The district may disseminate directory data in oral, written, or electronic form, such as via the Internet or Cable TV. Any parent, legal guardian, guardians ad litem of non-eligible students or eligible student may advise the school district or the school said student attends, in writing, of their desire that all or any part of the directory data not be disclosed without the parent, guardian, or eligible student's consent. Such notification must be given to the district within two weeks of the start of school each fall. Any previous notice on file with the School District of Greenfield to withhold the disclosing of directory data will be void at that time.

## **DRESS CODE**

It is the policy of the School District of Greenfield that students will appear at school clothed and groomed in an appropriate manner, which is dictated by principles of good personal hygiene. While it is recognized that the choice of attire and grooming are matters of expression and are subject to fashion and current fads, good grooming is stressed at all times. Any article of clothing or manner of expression (such as hairstyle or make-up) which is determined by the building administration to materially and substantially interfere with the educational process is prohibited, including, but not limited to those expressions which are obscene, profane, pornographic, representative of clear and present danger of illegal behavior, disparaging or demeaning to others such as racial, religious, sexist or ethnic epithets, or advocating pain, death, suicide or use of drugs or alcohol. All outer clothing must cover up any and all undergarments at all times. As a safety factor of everyone, students may not wear any jackets into classrooms. Students are also asked to remove any hats or other headwear before entering the school. Failure to adhere to administrative requests concerning the dress code will result in an in-house detention or suspension from school (*Refer to Board Policy 5511*).

## **GANGS**

It is the policy of the School District of Greenfield, Wisconsin that gangs, gang affiliation and gang-related activities are banned from school buildings, school-related activities, and school property at all times. No gang insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds or at school-related activities at any time. Students are not permitted to send gang signs either through their body language or in the manner in which they wear their clothing. Violations of this policy will result in one or more of the following: parent notification, in-school detention, suspension, or recommendation for expulsion (*Refer to Board Policy 5840*).

## **NON DISCRIMINATION POLICY STATEMENT**

The School District of Greenfield does not discriminate against pupils on the basis of sex, race, national origin, creed, pregnancy, marital or parental status, sexual orientation, social or economic status, or physical, mental, emotional, or learning disability or race, color, age, sex, creed or religion, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices (*Refer to Board Policy 3122 and 4122*).

## **SEARCH AND SEIZURE**

It is the policy of the School District of Greenfield, Wisconsin that the school principal and other administrators may conduct a search of a student if they believe the student has drugs, weapons, alcohol, or other materials in violation of school rules or state law. The search may include inspection of clothing, purses, wallets, knapsacks, and other personal property including an automobile or other vehicle parked on school grounds. The search may also include an inspection of school property including school lockers, desks, and other areas in which items may be kept. The Board also authorizes the use of breath test instruments, and the use of specially trained dogs to detect the presence of drugs and other harmful devices (*Refer to Board Policy 5771*).

## **SEXUAL HARASSMENT POLICY**

It is the policy of the School District of Greenfield, Wisconsin that the School Board recognizes the long term physical, psychological and emotional harm that can be suffered by victims of sexual assault, sexual exploitation, and related crimes.

The School Board wishes to acknowledge all Wisconsin state laws, which prohibit sexual assault, sexual exploitation and related conduct, and to ensure that any such crimes are reported. Alleged victims are encouraged to report alleged incidents to the school principal. Employees of the School District are required to report abused or neglected children whether or not the incident occurred on school premises or while the child was under the control of school authorities. This complete subject is addressed in Board Policy 3362 and 4362.

Violators will be subject to disciplinary action, up to and including expulsion.

It is the policy of the School District of Greenfield, Wisconsin to provide a learning environment free from all forms of discrimination including incidents of sexual harassment or intimidation. Anyone violating this policy, whether a student, teacher, or School Board member, is subject to disciplinary action. Additional information can be found in Board Policy 4362 and 5517.

## **SMOKING**

Policy 5530 of the School District of Greenfield, Wisconsin states that no student shall smoke or use smokeless tobacco, or have in his/her possession any type of tobacco while he or she is on school premises, in a vehicle on school grounds, or in a vehicle operated by or under the auspices of the School District of Greenfield; this includes but is not limited to, school buses, vans or any other official transportation operated by the school district. Any violation of this policy for use or possession of tobacco products will result in the following disciplinary action:

- First Offense- One day suspension, referral to police, referral to SAP for mandatory services, conference with student/parent prior to re-admission to school.
- Second Offense- Three day suspension, referral to police, referral to SAP for mandatory services, conference with students/parent prior to re-admission to school.
- Third Offense- Five day suspension, referral to the police, and recommendation for expulsion in accordance with Policy 7434. Suspension and Expulsion (*Refer to Board Policy 5530*) and *Refer to Greenfield Ord. 10.07 No Smoking on School Premises*).

## **SUSPENSIONS-EXPULSION**

It is the policy of the School District of Greenfield, Wisconsin that a student may be suspended for non-compliance with rules or a student may be expelled for repeated refusal or neglect to obey school rules. A student may also be suspended or expelled for conduct while at school or while under the supervision of school authorities which endangers property, health, or safety of others or for knowingly conveying, or causing the conveyance of any threat or false information concerning an attempt or alleged attempt being made, or to be made, to destroy any school property by means of explosives (*Refer to Board Policy 5610*).

Suspended students and their parents shall be given prompt notice of the suspension and the reasons for the suspension. A conference with the principal may be requested within 5 days. A hearing must be held by the Board of Education before a student can be expelled. The student and their parents must be given 5 days' notice of the hearing. The hearing is an opportunity for the student to answer the charges (*Refer to Board Policy 5611*).

Students have the responsibility to complete all schoolwork while suspended from school. Students are encouraged to take all books home with them at the beginning of the suspension. Homework assignments are available within one days' notice from the attendance secretary. All assignments issued while on suspension are due at the suspension reinstatement hearing. Quizzes, tests, and assessments missed will be administered upon return from the suspension (*Refer to Board Policy 5610*).

## **WEAPONS**

It is the policy of the School District of Greenfield, Wisconsin that no one shall possess or use a dangerous weapon on school property, school buses, or at any school-related event. A dangerous weapon is defined as a firearm (whether loaded or unloaded); B-B or pellet gun; explosive device; nunchaku or other martial arts instrument; metal knuckles; knife; chain; club; container of tear gas or a similar substance used to cause bodily discomfort; a look-alike weapon such as a toy which could be reasonably mistaken for an actual dangerous weapon and other objects which are intended to and capable of being used to inflict bodily harm. Any person violating this policy shall be referred to law enforcement officials for possible prosecution for violation of Wisconsin Statutes, Greenfield City Ordinances or Federal laws relating to possession or use of firearms or other dangerous weapons. In addition to prosecution, no one shall possess or use dangerous weapons or possess or use belts, combs, pencils, files, compasses, pepper spray, aerosol sprays, scissors, laser pointers, or other objects for the purpose of threatening or harming other persons on school property or at school-related activities. Students violating this policy on possession of weapons may be subject to disciplinary action, suspension and/or recommendation for possible expulsion. Any student who brings a firearm to any setting under the control and supervision of the School District may be expelled for a period of not less than one calendar year. In the case of possession with intent to threaten or cause bodily harm to others or to cause property damage, law enforcement officials will be notified, the parent/guardian will be notified, and recommendation for expulsion review will be considered. Non-students violating this policy will be reported to the police (*Refer to Board Policy 5772*).

## **WIRELESS COMMUNICATION DEVICES AND ELECTRONIC EQUIPMENT**

Students may possess wireless communication devices (WCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on Board authorized vehicles the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in hall lockers (but not locker room lockers) or vehicles, or stored out of sight. Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year. Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

The use of WCDs that contain built-in cameras is prohibited in locker rooms, classrooms, and/or bathrooms.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The matter may also be referred to law enforcement if the violation involves illegal activity and disciplinary action against the student, up to and including expulsion.

Students are personally and solely responsible for the care and security of their WCDs. The district assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices. Any items above that are discovered will be taken, parents/guardians contacted, and items will be returned to the parents/guardians. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day (*Refer to Board Policies 5136 and 5136.01*).