

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

## TO OUR PARENTS:

The middle school years comprise one of the more challenging stages of growing up. The transition from child to adult is taking place with the "in-between-ager" not really fitting into either category.

Your son or daughter will enter middle school as a child and leave as a teenager. During these Middle School years, your child will experience rapid physical and emotional changes. He/she will participate in activities that will be both fun-filled and challenging and that will help to bridge that developmental gap.

Through all these changes and adjustments, your child is developing into an individual who will need your support. It's important for you to remember your child probably will have many friends, but only you can be his or her parent.

The typical middle school student probably thinks that he or she is almost grown up and ready to make his or her own decisions. In actuality, your child needs your guidance as much, if not more, than ever before.

We hope that all of our parents at Greenwood Middle School will become involved in our total school program. Let your child know you are interested in what he or she does each day.

We invite you to get to know us.

## NOTIFICATIONS

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

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Civil Rights Compliance Coordinator, Title 1, ADA, and 504 Coordinator:

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

**McKinney-Vento Act:** As parents raising children while trying to manage the **difficulties of homelessness**, we understand that it becomes difficult focusing on your child's education. **The McKinney-Vento Act** was created to give your children some rights as you navigate your way to a permanent housing situation. The Act (Subtitle B – Education for Homelessness Children and Youth), reauthorized at Title X, Part C, of the No Child Left Behind Act, ensures educational protections for children and youth in homelessness situation. If you believe you and your student/s qualify as homeless under the McKinney-Vento Act, please contact your school principal or counselor to receive information about your rights and responsibilities.

**Parental Communication:** While the school tries to provide timely communication with parents via email, phone or mail, at times it becomes the **STUDENT'S RESPONSIBILITY TO RELAY INFORMATION TO HIS/HER PARENT**. It is expected that students will deliver this information in a timely manner.

**Directory Information:** Each year the Superintendent shall provide public notice to students and their parents of the Corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; awards received; listing on an honor roll; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational op-

tions.

Parents and eligible students may refuse to allow the Corporation to disclose any and all of such "directory" information" upon written notification to the Corporation within ten (10) days after receipt of the Superintendent's annual public notice.

**Pesticide Use:** Requests for notification of pesticide use forms are available in the school's main office.

**Use of Trained Dogs:** The Greenwood School Board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. This may also include the examination of lockers or students and items in their possession.

## CHARACTERISTICS OF MIDDLE SCHOOL STUDENTS

- \* are often more interested in friends' opinions than that of parents
- \* are often very interested in socializing (school work may slide and the telephone may be in use constantly!)
- \* may seem extremely sensitive and often critical of themselves and others
- \* may want additional privileges and freedom
- \* need time and patience to grow up emotionally as well as physically
- \* are often concerned with physical appearance
- \* may act serious one moment and silly the next
- \* may feel the need for more privacy from the family
- \* may need help to develop good social skills
- \* may want to expand their interest by joining clubs
- \* need to develop a positive self-image
- \* may be very interested in fads and trends

## MISSION STATEMENT

The mission of the Greenwood Community School Corporation is to continuously improve the system of teaching and learning that results in increased achievement in all students. Improved achievement will be seen in reading, writing, math and other skills.

### **GREENWOOD MIDDLE SCHOOL BELIEVES THAT:**

1. Learning best takes place in a safe and non-threatening environment that promotes trust and respect.
2. All students can increase their current level of knowledge and skill.
3. Students should be instructed in the responsibility of a citizen in a democratic society.
4. Students must be actively engaged in the learning process.
5. Teachers should work in partnership with parents and community to help students achieve their greatest individual potential.
6. Teachers are positive role models.
7. Teachers must create high quality work for learners that will be engaging, compelling, and relevant.
8. All components of the educational system must be aimed at improving student achievement.

### **A. SCHOOL DAY AND CLASS TIME SCHEDULES**

The doors of Greenwood Middle School will open at 7:50 A.M. The regular school day will consist of Pride and eight periods.

# GENERAL INFORMATION

## BELL SCHEDULES 2017-2018

Regular Day		
	Period 1	8:00-8:38
	Period 2	8:42-9:22
	Period 3	9:26-10:06
	Period 4	10:10-10:50
6th GRADE	LUNCH	10:50-11:20
	Period 5	11:24-12:04
	Period 6	12:08-12:48
7th GRADE	Period 5	10:54-11:34
	LUNCH	11:34-12:04
	Period 6	12:08-12:48
8th GRADE	Period 5	10:54-11:34
	Period 6	11:38-12:18
	LUNCH	12:18-12:48
	Period 7	12:52-1:32
	Period 8	1:36-2:16
	Period 9	2:20-3:00

Early Release Wednesday		
	Period 1	8:00-8:20
	Period 2	8:24-9:02
	Period 3	9:06-9:44
	Period 4	9:48-10:26
6th GRADE	LUNCH	10:26-10:56
	Period 5	11:00-11:38
	Period 6	11:42-12:20
7th GRADE	Period 5	10:30-11:08
	LUNCH	11:08-11:38
	Period 6	11:42-12:20
8th GRADE	Period 5	10:30-11:08
	Period 6	11:12-11:50
	LUNCH	11:50-12:20
	Period 7	12:24-1:06
	Period 8	1:10-1:48
	Period 9	1:52-2:30

2 Hour Delay		
	Period 1	Does not meet
	Period 2	10:00-10:30
	Period 3	10:34-11:05
	Period 4	11:09-11:40
6th GRADE	LUNCH	11:40-12:10
	Period 5	12:14-12:45
	Period 6	12:49-1:20
7th GRADE	Period 5	11:44-12:15
	LUNCH	12:15-12:45
	Period 6	12:49-1:20
8th GRADE	Period 5	11:44-12:15
	Period 6	12:19-12:50
	LUNCH	12:50-1:20
	Period 7	1:24-1:55
	Period 8	1:59-2:30
	Period 9	2:34-3:00

## **B. ATTENDANCE**

Regular attendance is a must if success as a student is to be achieved. Unreported absences will be unexcused.

1. **To report an absence**, parents must call and leave the reason for the absence on the school's 24 hr attendance line. (889-4043). Failure to report the reason will result in an unexcused absence. A student must be called in each day of his/her absence unless the parent is able to report a time period during which the student will not be in attendance. **Unreported absences will be recorded as unexcused.**
2. If students are absent and have been excused by a doctor, a physician's slip must be turned in to the Guidance Office the day of the student's return.
3. **EXCESSIVE ABSENCES MAY REQUIRE A DOCTOR'S EXCUSE IN ORDER FOR THEM TO BE CONSIDERED VERIFIED. IF THIS IS NOT PROVIDED, ABSENCES WILL BE RECORDED AS UNEXCUSED.**
4. **Students who are absent from school may not participate in "after-school" activities on the day(s) of their absence(s).**
5. Whether the student has missed one class or more, it is the student's responsibility to ask for make-up work. Students absent **3 or more days** may request that homework assignments and books be gathered for them. **This request must be made before 9:00 A.M.** of the day the student wants to have the work ready. Books and assignments can be picked up in the main office; however, the most efficient way to find out what assignments are missed during a school absence is to check the teachers' Canvas page or social media.
6. According to the Indiana School Attendance code, students from ages 13-16 who are identified as having chronic absenteeism may be reported to the Department of Motor Vehicles and prevented from receiving their driver's licenses until they are 18. Requests for work permits also may be denied for students with attendance problems.
7. **Students with chronic conditions should be prepared to produce medical documentation (Certificate of Incapacitation) describing the need for frequent absences.**
8. **Excessive absences may be reported to Johnson County Probation or the Johnson County Prosecutors' Office for an investigation of educational neglect. Students who fall into this category may meet at GMS with a representative from Johnson County Juvenile Probation after their sixth unexcused absence. If two additional unexcused absences are accumulated, they may be required to report to the Juvenile Probation Department for a truancy meeting. Excessive absences may lead to expulsion.**
9. **Individual Attendance Plans** will be developed for those students with a history of poor attendance.
10. Attendance records from previous schools **will transfer to Greenwood Middle School's records** and be counted towards the student's current attendance totals.
11. Early dismissal will be granted when necessary, if the student brings a parental note to the **Guidance office before classes start on the morning** that the excuse is requested. **The parent or guardian must sign out the student before leaving the building. Parents/Guardian should report to the Student Services office to pick up their student.**
12. We cannot guarantee that messages received in the Guidance Office after 2:30 pm will be delivered to the appropriate student/person. Please call before 2:30 pm to give us adequate time to deliver the message.
13. **PLEASE DO NOT CONTACT YOUR STUDENT VIA THE STUDENT'S CELL PHONE DURING THE SCHOOL DAY. Students are not to use their personal phones for calls or texts from 8:00-3:00. Should you need to contact your child, please call the school directly and your child will be notified.**

*\*The determination of whether an absence is considered EXCUSED lies with the Principal.*

## **LATE TO SCHOOL POLICY**

Because we have daily announcements and a remediation/enrichment process at the beginning of the school day, it is very important for students to be at school and in their first class on time. We do know that there are unavoidable circumstances such as doctor appointments that are scheduled early in the morning, or buses that are delayed and arrive late to school. As always, these tardies will be excused and will not result in a consequence. Any student **arriving late to school** is to directly report to the Student Services office upon entering the building, sign in, and receive a pass to class. Any student receiving more than 3 late to school slips or tardies during a week will be assigned a Friday Night School detention for the following week. If being late to school becomes a chronic condition, an individual behavior plan may be created to address this situation.

## **VACATIONS AND TRIPS**

It should be understood that we consider the education of the children of Greenwood to be of primary importance. To gain this educa-

tion, it is necessary that each student attend as many days of school as is possible. **With this in mind, we feel that students should not be taken out of school for vacations and/or trips unless it is extremely necessary.** If it is necessary that a student be absent from school for this purpose, a letter from the parents should be presented one (1) week before leaving. This period of one (1) week is for the student's benefit as all assignments may be required to be completed before the student leaves. This allows ample time for assignments that will be missed to be secured and completed. All assignments required to be completed by the teachers prior to leaving and that are not completed shall be considered as failing work and no credit or make up will be allowed.

The students will receive a form from the guidance office to present to their teachers giving them the necessary information concerning the absence. Each teacher will then give the assignments that will be missed during their absence. Vacation day absences that are not reported according to school procedures will be considered unexcused absences.

**Students with 10 or more absences will be counted as unexcused for the days missed for a vacation or trip.**

### **C. CAFETERIA POLICY**

Greenwood Middle School will operate a closed cafeteria system; however, students with special dietary problems will be permitted to leave the building for lunch. Approval for leaving must be obtained from the principal and the reason must be stated in writing and signed by a physician.

**Students may purchase lunches on a daily basis or may use the GMS Cafeteria prepay system in which money is put "on account". Information about the PrePay program will be provided to students at the beginning of the school year.**

**Daily lunches must be paid for in cash or through the use of the student's lunch account.** Students will be allowed to charge no more than one lunch. On the second request for a charge, a peanut butter and jelly sandwich and milk will be provided. Students are responsible for keeping enough money in their lunch accounts in order to purchase lunches or for bringing their money to school daily. Any accrued charges need to be repaid and will roll-over from year to year if left unpaid. **If students qualify for free lunches, the government will fund these lunches. Qualification forms are available in the general office or at <http://www.gws.k12.in.us/lunch>.** GMS does serve breakfast on a daily basis. Students may enter the cafeteria no earlier than 7:30. Students will begin to be released at 7:50 and are expected to report on time to their Pride class. This time is not reserved for socializing. Students must purchase and consume their food items if they enter the cafeteria during breakfast.

No soft drinks or candy are to be brought to school, unless requested by a doctor. Food and/or beverages brought or bought for lunch must be consumed in the cafeteria. Any student caught throwing items in the cafeteria will be given a consequence that addresses the incident.

Parents and adults on a student's emergency contact list are welcome to join their students for lunch but will have to eat in another location besides the cafeteria. However, if students are taken out for lunch by their parent, they must sign out and must be gone only during the time of their lunch period. We request parents take only their own student. **Parents are NOT permitted to have "fast food" delivered to their child at lunch.**

The cafeteria is open between 10:34 A.M. and 12:38 P.M. Students will sit at their assigned tables.

Students should remember their student i.d. numbers and/or have their money ready when going through the line. The School Board sets Woodmen lunch prices during the summer. A la carte items will range in price and are usually more expensive.

End of Year Balances or Refunds: Funds remaining in students' cafeteria accounts at the end of each school year (or negative balances) will automatically be applied to the student's balance for the next school year. Only in the event that a student leaves the school district (i.e. moves, graduates, etc.), may a refund of account balance be requested. A written request must be submitted to the Food Service Department within 30 days of the end of the school year or 30 days after the date the student leaves the district in order for the balance to be refunded. A form to submit for refund is available at the school office and on the Food Service page of the Greenwood Schools website ([www.gws.k12.in.us](http://www.gws.k12.in.us))

Lunch Detention: Those students assigned to lunch detention are to report to Section 4 as soon as they arrive in the cafeteria. Lunch detention students will be released to get their lunch and turn in their trays by a cafeteria supervisor. Students are not allowed to talk during this time. Any misbehavior in the lunch detention area may result in a suspension from school.

Breakfast: The cafeteria opens at 7:30 am to serve breakfast. Students may enter the building at this time to take advantage of this opportunity. If students enter the cafeteria during this time they must purchase something to eat and / or drink. Students found entering the cafeteria without buying food or drink will be told not to return.

Students needing to brush their teeth following the mid-day meal will need a doctor's note in order to be released from the cafeteria. Students will need to store their own toothbrushes and will report to the restroom across from the clinic in order to brush their teeth. No late passes will be written for students who are late to their next period class after teeth brushing.

The USDA and the State of Indiana are equal opportunity providers and employers.

## D. BOOKSTORE

The bookstore will be open during the school day for students. All school supplies and books needed by the student can be purchased during these hours. There will be a \$10 fee charged for returned checks.

## E. BOOK RENTAL POLICY

Book rental will be paid before the opening of school. Full rental payment is expected by the first day of classes. **Each student is responsible for his/her textbook. If the book is lost or sustains damage that can't be attributed to normal wear, the student will be responsible for reimbursing the bookstore accordingly. Other school supplies, such as technology, lab equipment, computers, etc., if damaged or destroyed, may also be the financial responsibility of the student.** Payment plans are available. Outstanding balances will be transferred to the next year's account.

Since our books are on a rental basis, it is the responsibility of each student to take good care of the books issued to him/her. Any books that are lost during the school year must be replaced at full book cost. If the book is found, the money paid for the replacement will be refunded in full.

Our books are bar coded. **If damage** is done to the bar code in **any way**, it is an automatic \$10.00 fine.

In addition, each student will be held accountable for keeping their book storage areas (lockers) in good working order. Should the locks on lockers sustain damage, they **MUST** be reported for repair. Repair requests are submitted in the Guidance Office. **If damage is not reported and/or locks become inoperable, THE STUDENT WILL BE RESPONSIBLE FOR PURCHASING A NEW LOCK.** These locks are expensive items and students should be aware that they are responsible for keeping them in working order.

## F. COUNSELING DEPARTMENT

School counselors promote educational success by enhancing the development of academic skills, interpersonal skills, and self-understanding. School counseling services also educate students in decision-making, problem solving, goal setting, self-esteem, and educational and occupational opportunities. Both student and parents should feel free to consult with counselors about classroom concerns, plans, and decisions, or personal concerns. Counselors will assist parents in making advance arrangements for conferences with teachers, and will provide individual and group counseling. The counselors are also responsible for arranging for the Peer Mentoring programs. We invite you to get to know us.

Mr. Paul Reuter

Ms. Kyrian Marshall

## G. SCHOOL CLOSINGS

In the event of an emergency school closing due to weather, etc. the local TV and radio stations should be consulted. (Specifically, WIBC (1070 AM) and WTP (107.9), and WISH-Channel 8.) Do not call the school to confirm a closing. **The school's automated calling system will be used to alert parents to school closings/delays, in addition to being used for other school-home communication.**

## H. TELEPHONE

The office telephones are for emergency use only. Students should obtain written permission from a teacher before using the office phone. **Phones in the classrooms are to be used only with teacher permission. Students will not be allowed to call home to report an illness from the classroom phones or their own cell phone.** The health room attendant will make those calls only after seeing the student. **Students, on a very limited basis and only with teacher permission, may use classroom telephones.**

**While students are allowed to bring cell phones to school, the phones (and/or any other electronic equipment such as iPods) should not be seen or heard during the school day unless given permission by school personnel. If they are, they will be confiscated and be held in the principals' office for three days. Multiple violations will result in more serious consequences.**

## I. STUDENT ASSISTANCE:

There are programs available for students eligible for assistance to attend Greenwood Middle School. The student or parent may request appropriate forms to reduce or pay the cost for school fees or lunch. Parents will be notified if their student qualifies for either program after review of the completed application. **Parents also may apply for assistance online. Information about the online application process will be available at the school.**

School accident insurance is available if families do not have access to private coverage. **If students are going to participate in school activities, it is important that they have health/accident insurance. GMS will not assume financial responsi-**

bility for the cost of medical care.

GMS also provides opportunities for students to be involved in the 21st Century Scholars program. This program provides financing for college. If students would like to access this service, they must enroll during their seventh or eighth grade years. Enrollment can be done during schedule pick-up, at the school or online.

For more information about any of these programs, please contact the Assistant Principal.

**J. FUND-RAISING SALE:**

The school does not permit students to sell items at school regardless of whether it is for personal profit or to be donated to a non-profit organization. The school system will designate approved fund-raisers each year.

**K. LOST AND FOUND:**

Students who find lost articles are asked to take them to the main office during the school day. Students are expected to check frequently in the office for lost items. These items are given to charitable organizations once every nine-weeks.

**L. LOCKERS:**

All lockers made available for student use on the school premises are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause or can reasonably cause, or can reasonably be foreseen to cause an interference with school purposes or any educational function or which are forbidden by state law or school rules. **The student's use of the locker does not diminish the school corporation's ownership or control of the locker.**

The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material and to prevent the use of the locker to store prohibited or dangerous material such as weapons, illegal drugs, or alcohol. The office will assign lockers.

Students who experience difficulty with a locker and need repairs **must report that information in the office.** *If lockers and/or locks are damaged, students can be financially responsible for the repair of that damage.*

**STUDENTS SHOULD NOT store money or valuable items in the locker. Students are not to share lockers.** Lockers are to be kept locked at all times.

**GMS will not be responsible for items that are discovered missing from unlocked lockers.**

**M. VISITORS:**

Visitors who are parents/guardians on a student's emergency contact list are most welcome. Under no circumstances, however, is a student to bring a non-GMS friend or student visitor to the school unless the principal grants prior permission. **No one will be permitted to enter the school that does not come to the Guidance Office window and properly identify himself/herself, state the purpose of the visit, provide a valid i.d. that will be surrendered to the office for the duration of the visit (to be returned when the guest leaves the building), sign in and be given a visitor's badge.**

Parents wishing to discuss problems with a teacher or the progress of their student should **call the guidance department to arrange a conference.** Unless an appointment is scheduled, it is usually difficult to meet with a teacher during the school day. Because most of a teacher's day is involved in direct student instruction, **parents should not report to a teacher's classroom without first having reported to the office to determine if the teacher is available.**

**N. FIELD TRIPS:**

Students must have signed permission slips on file before being allowed to go on any field trip. Parents may be asked to help to chaperone field trips. They will also be subject to a limited criminal history check. All field trips will have a direct connection to the GMS curriculum and State Standards.

**O. SCHOOL INSURANCE**

It is preferable that all students who wish to participate in athletics must either purchase school insurance or provide proof of insurance coverage to the athletic director before their first practice. School insurance is available to all students if they desire this form of protection. If students do not have insurance, their parents will be required to **The cost of medical treatment for an injury sustained in a school activity will be the responsibility of the parent or the parent's insurance carrier.** The covering company sets the cost of school insurance annually. Information about school insurance is available in the school office.

**P. SCHOOL NURSE-CLINIC**

The clinic is located in the main office. Any student who becomes ill or is injured should receive **written permission** or a pass

from his/her teacher to report to the clinic. Passes should include the date, time and a staff member's signature. Exceptions will be made in cases of obvious emergencies.

**GMS also must have parent contact phone numbers and emergency contact phone numbers available in the event of illness or accident.** Several contact numbers are preferable and if numbers change, it is the parent's responsibility to notify the school of the change. To best provide for students, we also need the names and telephone numbers of the student's doctor and dentist.

If a student becomes ill at school, parents or their designee will be asked to pick up the child. **It is the parent's responsibility to find transportation home for the student.** Students who leave school because of illness must sign out in the Guidance Office before leaving.

State law requires that you provide a health history of your child to be kept on file at school. **IF STUDENTS HAVE HEALTH CONDITIONS THAT REQUIRE SPECIFIC ACCOMMODATIONS, A RECENT PHYSICIAN'S STATEMENT MUST BE ON FILE THAT DESIGNATES THE NATURE OF THOSE ACCOMMODATIONS. *If students have a chronic condition that causes frequent absences, a physician's explanation (certificate of incapacitation) about the need for these frequent absences must be on file in order for the absences to be recorded as excused.***

Indiana law also requires a parent of a school child to provide the school corporation with a physician's certification or other documentation including the date for each immunization and the child's age at the time received.

The school reserves the right to take specific measures to guard against the transmission of both casual and non-casual contact of communicable diseases. Students/staff may be removed from school for the duration of a contagious period or if there is specific evidence to warrant exclusion.

## **IMPORTANT**

**For grades 6 – 12, the law requires:**

- \* 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4<sup>th</sup> dose was administered on or after the 4<sup>th</sup> birthday and at least 6 months after the 3<sup>rd</sup> dose).
- \* 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday).
- \* 3 doses of Hepatitis B vaccine (3<sup>rd</sup> dose must be on or after 24 weeks of age).
- \* 2 doses of measles (rubeola) vaccine on or after the first birthday.
- \* 2 doses of mumps vaccine on or after the first birthday.
- \* 1 dose of rubella (German measles) vaccine on or after the first birthday.
- \* 2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent / guardian indicating month and year of disease is sufficient.
- \* 1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.
- \* 1 dose of meningococcal conjugate vaccine (MCV4).

**According to state law, students who do not have the proper immunizations will be excluded from school. State immunization requirements can change yearly. Please check with the health department for any recent change. New students have 21 days to present evidence of proper immunization.**

**All students must go through the health room and be evaluated before being sent home. Once evaluated, school personnel will contact parents if students need to go home. Students may not call home from a teacher's room or a cell phone to request that parents pick them up because of illness.**

Children experiencing elevated temperatures will not be allowed to remain in school. Elevated temperature is 100F/37.8C or above. The child must remain home until his/her temperature is below 100F/37.8C for 24 hours without the aid of fever reducing medication.

Any skin rash of unidentified origin will require the student to be excluded from school. The student will be permitted to return to school if the rash is gone and/or a doctor's release is obtained stating the student is non-contagious and can return to school.

If a child has any health problem that is acute and "disruptive" to the class situation, the child will be sent home until the symptoms subside.

**Students will be excused from PE class for ONE DAY ONLY by bringing in a parental note. Additional absences from PE will**



**require a physician's statement.** All medical notes should be brought to the health room. Copies will be made for the PE teachers.

No pierced body parts or tattoos will be given routine care. This should be taken care of at home, before or after school.

Elevator keys will be issued to students as needed, with a doctor's note. There will be a **fine of \$5.00** for any key that is lost and/or not returned to the health room.

**Any student who has a chronic health issue that would result in frequent absences will be asked to provide a doctor's statement/Certificate of Incapacitation that explains the need for these absences. This statement must be on file in order to excuse/verify the absences. A new statement is required each school year.**

Students with a chronic medical condition may have a health care plan created.

The School Corporation provides the following screening during the school year:

**Screening    Grade**

- a. Vision                      Kdg., 3, 5, 8
- b. Hearing                      1, 4, 7, 10

**Any special health problems that would require special accommodations must be explained by a doctor's note (this includes medications that need to be kept with the student such as inhalers, etc.).**

*Based on State and Corporation policy, parents may be notified of pesticide applications and use at Greenwood Middle School. If parents would like to be notified in advance, they should contact the school nurse or an administrator for a copy of these policies and to be put on the notification list. Parents must make this contact in order to be notified.*

## **Q. MEDICATION**

All medications are to be left with the health aide or school nurse and must be delivered to the health room immediately upon arriving at school. Students will be given permission to come to the clinic to take medication; however, it is the student's responsibility to take the proper dosage at the proper time intervals as prescribed by the physician.

All medicine, BOTH PRESCRIBED AND OVER THE COUNTER, will be dispensed by school personnel. (See Greenwood Community Schools, Statement of Policy for details.) All medication must be in the original container and the student's name must appear on the label. If students need to carry medications such as inhalers or epi-pens with them during the school day, a doctor's note indicating this need must be on file in the health room. The note must include the student's name, specific doses and situations under which the student may use the medication.

IC 20-34-3-18 Students may take home medication stored at school per school discretion and parent permission. Parent permission must be in writing.

Students must have a note from a parent or guardian to take any medications at school. This includes Tylenol/Benadryl slips which can be obtained from the Clinic office or when students pick up their schedules. These permission slips must be renewed each year. No phone verbal permission can be accepted. Benadryl may be given in emergencies only (bee sting, allergic reaction, insect bites).

## **R. FIRE, TORNADO AND LOCK DOWN DRILLS**

Fire, tornado and lock down drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to designated area.
3. Take these drills seriously. They are "practice" so that you are ready to respond quickly and effectively in the case of a real emergency.

## **S. BUS REGULATIONS**

Students who come to school on the bus should return home on the bus unless they have a note from a parent and have followed the appropriate sign-out procedures in the Student Services office. (\*Students may not call for these passes from the classroom and requests for bus passes must be made before noon.) REQUESTS MUST BE MADE IN WRITING. Electronic requests (texts, emails, FAX, etc) will NOT be accepted. All requests must include the name of the student with whom they will be riding home as well as the address of where they will be dropped off. **BECAUSE OF SAFETY ISSUES, NO VERBAL REQUESTS WILL BE HONORED.**

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Extreme behaviors or an accumulation of infractions could result in bus privileges being denied for the rest of the year.

Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as

they are dismissed from school in the afternoon.

Bus garage - 889-4098

## **T. CONVOCATIONS**

A few times a year, GMS will provide all-school assemblies/convocations for our students. Convocations can serve a variety of purposes and require a variety of behavioral expectations. Some will be "fun" assemblies where cheering, skits and celebration are expected. Some will be of a more serious nature where utmost respect is important. **Before the convocation, you will be notified of the type of convocation that is being held.**

Students will sit by grade level in an assigned area of the gymnasium. Staff members will sit among the students and will be available if help is needed. Any staff member also may correct any student who becomes disruptive. These students may be removed from the convocation and banned from attending further assemblies.

## **U. SCHOOL CLEANLINESS**

GMS is your "home" for about 7 hours a day. It is always more pleasant to "live" in a nice environment. Also, research shows that clean and well-kept surroundings help to make learning easier.

Since there are around one thousand people in the building every day, it is important that all of us do our part in keeping our building clean and tidy. Please throw away paper in the trashcans, keep your lockers neat, and make sure that you are careful when using equipment and furniture.

**Students will be held responsible for cleaning, repairing or replacing anything that is intentionally damaged or destroyed.**

## **V. ANNOUNCEMENTS**

Announcements are given the first thing each morning.

Additional announcements are provided at the beginning of seventh period.

It is important that you are quiet and attentive during announcements. They may pertain to you.

**Students will be held responsible for information provided during announcements.** Please don't miss a deadline or activity because of not paying attention.

# ACADEMIC PROCEDURES AND POLICIES

## **A. GRADES AND GRADING SCALE**

100-93 = A

92-90 = A-

89-87 = B+

86-83 = B

82-80 = B-

79-77 = C+

76-73 = C

72-70 = C-

69-67 = D+

66-63 = D

62-60 = D-

59 and below = F

Grades are issued each nine weeks. Students' progress reports ("midterms") will be provided on-line to all students approximately the fifth week of each nine-week period.

## **B. REPORT CARDS**

Grades will be distributed the week following the end of the nine weeks. These can be obtained by going online to your child's PowerSchool account.

## **C. PROMOTION POLICY**

It is the goal and policy of the Greenwood Middle School to actively promote student achievement at the appropriate grade level. We at Greenwood Middle School believe that our students should attain the highest academic achievement possible so that they may be adequately prepared to utilize future opportunities. **Any determination to retain a student at his/her current grade level will be based on standardized test scores, academic achievement, age, teacher input, attendance, parental input and administrative input.** GMS has a formal retention policy that is used in making retention decisions.

## **D. HONOR ROLL**

There will be an "A" Honor Roll and an "A/B" Honor Roll. All subjects taken by a student during the nine-week grading period will be considered when determining the honor rolls.

"A" Honor Roll – A student must not have a grade lower than an A- in all classes to qualify for this honor roll

"A/B" Honor Roll - A student must not have a grade lower than a B- in all classes to qualify for this honor roll.

## **E. RESPONSIBILITIES OF THE STUDENT**

The student's main responsibility at Greenwood Middle School is to be accountable for his/her own learning. Students will be expected to strive for high academic achievement. In order to accomplish this, the student should:

1. have good attendance.
2. be at school and in class on time.
3. have good work habits and organizational skills.
4. know how to prioritize and budget time. Students should effectively use any study time provided at school.
5. come to school/class prepared with the proper learning materials.
6. ask questions and participate in class. If there is something you are unclear about, ask.
7. contribute positively to the learning going on in class.
8. take appropriate learning materials home.
9. do homework, including studying for tests.
10. complete work and turn in assignments on time.
11. take responsibility in obtaining and completing any assignment missed due to an absence from school.
12. behave respectfully and appropriately.
13. set and achieve short-term and long-term goals.
14. know how to work.
15. know how to work with others in a group setting.
16. know how to do research.
17. know how to use technology.
18. be respectful of the other students and adults.

### **HOMEWORK TIPS:**

1. Set aside a special time in which to do assignments.
2. Find a special place free from excessive noise and other distractions in which to work.
3. Organize time so assignments can be completed in a reasonable length of time.
4. Carefully check the completed assignments.
5. Remember that homework information is available via the homework hotline or the Internet.

## **F. CURRICULUM**

### **SIXTH GRADE**

1. Math
2. Science

3. Social Studies
4. Language Arts
5. Reading
6. Physical Education/Health
7. Business and Information Technologies
8. Band, Choir or Resource Study Hall (ELT)
9. Music
10. Pride Remediation or Enrichment

#### SEVENTH GRADE

1. Math
2. Science
3. Social Studies
4. Language Arts
5. Reading
6. Physical Education/Health
7. Art
8. Industrial Technology
8. Band, Choir or Resource Study Hall (ELT)
9. Pride Remediation or Enrichment

#### EIGHTH GRADE

1. Math
2. Science
3. Social Studies
4. Language Arts
5. Physical Education/Health
6. Business and Information Technologies
7. Family and Consumer Science (FACS)
8. Band, Choir or Resource Study Hall (ELT)
9. Computer Integrated Technology
10. Spanish, Computer Programming, Band II, Indiana History, or ELA II
11. Pride Remediation or Enrichment

### **G. PROGRAM FEATURES**

**Basic Skills/Core Classes** are the foundation of the Middle School program and are an integral part of the High School curriculum. Language Arts, Math, Science, Social Studies, Reading, Health and Physical Education form the core of the curriculum.

**Related Arts Classes** provide a blend between teacher-directed and student-directed learning. They give students an opportunity to explore their interests in such areas as art, band, choir, family & consumer science, industrial technology, cultural studies and computer science.

**Pride Time** is a thirty-eight minute period at the beginning of each school day. Based on previous ISTEP+ results and Aimsweb, students are scheduled into Pride classes and receive either remediation or enrichment.

**High Ability Classes** are offered in all grades to those students who qualify in Math, Science, Language Arts, and Reading. High Ability social studies also is offered in the seventh grade.

**English Language Learners Classes** are offered for those students who qualify.

**Accelerated Reader Program** is designed to encourage students to read literature that has been identified as exceptional reading for middle school children. The students read an Accelerated Reader book, take a 10 to 20-question test, and earn points for pass-

ing the test. There is an end-of-the-year event for those students who have excelled in this program and who have maintained passing grades in their classes.

Core Standards / Literacy Skills are the basis for all GMS curriculum.

RTI (response to intervention) is a program that is provided to selected students in order to improve reading and math achievement or behavior.

ELT (extended learning time) is a small-group study hall that is designed to help selected students improve their study skills.

Individual Education Plans may be created for those students for whom traditional plans are ineffective.

## H. GRADES AND EXTRA-CURRICULAR EVENTS

Any student who receives two or more "F's" on his/her nine-weeks report card will not be allowed to attend extra-curricular events during the following grading period.

While the staff of Greenwood Middle School encourages students to attend and/or participate in extra-curricular activities, we believe that students who have poor academic achievement would be better served by using after-school hours to study, review and prepare for their classes.

## I. INSTRUCTIONAL MEDIA CENTER (IMC)

The Instructional Media Center has many uses and has been created to help students with research needs and recreational reading selections. Located in the IMC is a computer lab, a classroom, the PTO room, the Speech Therapist's room and the Teachers' Workroom. Students are encouraged to make use of the Instructional Media Center as much as possible.

General Guidelines for the IMC are as follows:

1. Students may come to the IMC during Study Hall (ELT) or with a pass from a teacher.
2. Students may check out up to 3 books at a time.
3. Books are checked out for a period of two weeks.
4. Books may be renewed at the end of the two weeks.
5. Reference books may be checked out only overnight.
6. If the book is permanently lost, the student will be expected to replace the book or pay the original purchase price of the book.

## J. WORK PERMITS

Students may obtain work permits from the GMS Guidance Office. Before permits are issued, age, grades and attendance records will be checked to determine if students are eligible. **If students receive failing grades and/or have poor attendance, work permits may be denied/revoked.**

# SCHOOL CONDUCT AND DISCIPLINE POLICIES

**"STUDENTS HAVE THE RIGHT TO LEARN-TEACHERS HAVE THE RIGHT TO TEACH."** We believe that students come to school to learn; therefore it is the school and teacher's goal to provide a good atmosphere that helps students learn effectively.

All students are expected to obey all school rules. Failure to obey the rules will lead to disciplinary action. Such disciplinary consequences shall be taken to promote learning and further academic purposes and goals. These rules apply in the school building, on the school grounds, **on the school bus**, and off school grounds at recognized school functions. Parents will be involved in all decisions requiring serious measures, and will be contacted at other times as per the school discipline plan.

## A. GENERAL EXPECTATIONS

**Student Behavior: Self-Discipline** is one of the most important lessons education teaches. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency and that leads to a school environment where learning can take place effectively.

Every student should strive to be considerate of others. Making boisterous noises, slamming doors, running in the halls, marking on desks, walls, floors or lockers, and talking while someone else is speaking are examples of behavior that good citizens avoid.

## B. HALLWAY EXPECTATIONS

Walk everywhere. Use lockers properly (closing doors properly, materials placed in locker properly, and not sharing a locker with another student). Use proper hall etiquette (keep to the right during passing periods etc.). Use appropriate behavior at all times in

the halls (no horseplay, rude behavior or inappropriate language).

### **C. CAFETERIA EXPECTATIONS**

Remain in the seat except when getting food or taking trays back. Keep the table and floor area clean.

Return trays and silverware to the dish room when finished.

Avoid excessive noise, horseplay, pushing, etc.

Obey the cafeteria supervisor's instructions.

Misbehavior (including throwing food) may result in a Friday Night School or other disciplinary consequences

### **D. PERSONAL GROOMING AND DRESS**

The mission of our school is to provide the safest and best educational atmosphere for the youth we serve.

In order to accomplish this mission the following dress code applies to our students during school and at all school functions and activities.

1. **The building principal has the authority to ban any article of clothing or accessory that creates a disruption in the school or on school property.**
2. Clothing and/or accessories bearing patches, drawings, or sayings (stated or implied) that refer to drugs, tobacco, alcohol, obscenities, violence, weapons, Satanism, or sex (stated or implied) will not be permitted.
3. All pants, slacks, jeans, Capri pants and/or trousers must be standard length garments. **Therefore, shorts, skirts, dresses, etc. must be fingertip length or longer with or without garments underneath.. Pants will be secured at the hips at all times (this means no undergarments/shorts will be visible).**
4. Shirts, blouses and/or tops of any kind must have sleeves, must be of sufficient length to touch the top of pants or skirt, must not reveal bare midriff while standing, and the **neckline must not be low enough to reveal cleavage.**
5. **Jeans must not have any kind of rips, holes and/or tears above the knee that reveal skin.**
6. Safe and appropriate footwear is required at all times.
8. Clothing and/or accessories that are deemed disruptive and/or are a potential health or safety hazard, because of their nature or the manner in which they are worn, are not permitted.
9. Headwear, including "hoodies", may not be worn during the school day inside the building.
10. Coats may not be worn to class unless granted permission by school personnel.
11. Tight clothing such as Leggings / Jeggings/ Yoga pants, (etc) worn alone is not appropriate for school. A top of appropriate length must be worn.
12. **Individual building principals have the authority to modify any of the above rules based upon building conditions or activities.**

#### **Tips on How to Dress Appropriately in Order to Avoid Being "Disruptive"**

Adolescence is the time that students turn from children to young adults. They experience rapid physical, social and emotional growth and accelerate the search for a personal identity. Selecting a clothing style that reflects that identity is often part of this process. While we understand that this is an expected and natural procedure, we also believe that a certain standard of dress is necessary to maintain order, ensure attention to work and promote safety at school.

**We also understand that, because of this maturation process, some clothing that is not disruptive at the elementary or high school level may be so at the middle school level (and vice versa).**

Many of the statements listed above in the Greenwood Community Schools Student Dress Code include the terms, "disruption" or "disruptive". **If apparel is considered "disruptive", it is not to be worn to school. In order to help clarify these terms, they have been defined as "any article of apparel or the manner in which that apparel is worn which causes a disturbance in the normal operation of the school or which provides a threat to the health and/or safety of students".**

**If students are unsure if they are properly dressed, they might ask themselves the following questions:**

1. Does my clothing expose too much? (no)
2. Does my clothing advertise something that is prohibited to minors? (no)
3. Are there obscene, profane, drug/gang-related or inflammatory on my clothing? (no)
4. Would I interview for a job in this outfit? (yes)

5. Am I dressed appropriately for the weather? (yes)

Included below is a list of items that have, in the past, met this definition and fallen under the "disruptive" heading at Greenwood Middle School.

The list includes, but is not limited to, the following:

1. Certain accessories, such as jewelry worn in a facial (with the exception of earrings or nose) or body piercing this includes the septum, have been deemed disruptive. Because of the activity level of adolescent students, we have found that this jewelry often proves to be a threat to the health and/or safety of middle school students in that it is easily dislodged, often resulting in injury. All piercings must be removed for PE class. No exceptions. This includes new piercings.
2. Certain accessories, such as spiked jewelry, watch fobs, pocket chains and wallet chains, have been deemed disruptive. We find that these accessories often do damage to the school furniture. If students wear this apparel to school, they may be asked to put it in pockets when in the classrooms.
3. Scoop-necked shirts or tops. **Corporation-wide dress code requires shirts not to reveal cleavage.**
4. Bare midriffs. While the corporation dress code requires shirts to touch the top of pants/skirts, middle school students seem to have difficulty making this judgment. Greenwood Middle School recommends that in order to avoid a dress code violation, shirts/tops be long enough to be tucked in.
5. Pants worn below the hip bone. "Saggy pants" pose a tripping danger and relay an image that does not match GMS expectations. Pants will be worn at least at the hip bone. Underwear may not be exposed above the waistline of the pants.
6. Middle school students are at the age where they usually assume the responsibility of selecting daily apparel. We hope that the listed suggestions and the Greenwood School Corporation Student Dress Code will provide guidance in making these selections and will prevent the selections from disrupting the normal operation of the school day or endangering the health and/or safety of the student. **We also hope that they will help to direct the purchase of clothing that will be appropriate for school use.**

**\*Students who violate the dress code will be referred to the office and given a choice to call a parent or guardian to bring in a proper article or wear an item from a selection provided by the school. Additional infractions will be dealt with on an individual basis.**

## **E. TARDY POLICY**

We believe that life-skills, as well as academics, should be taught and promoted in school. Punctuality is a skill that students will need throughout their lives in order to be successful. We believe, also, that lifelong success depends upon self-discipline. Because of this, we have developed the following tardy policy at Greenwood Middle School.

A student is considered tardy to class when he/she does not arrive to that class prepared and ready to start at the appointed time, as determined by the classroom teacher. Times are posted in each class and students **ARE AWARE** of when classes begin.

**If a student is tardy to class:**

A pass from the student's passport will be taken if the student is less than two minutes late.

If the student does not have his/her passport with him/her in that class, a conduct slip will be issued.

If the student has used up all passes from the passport, a conduct slip will be issued.

**A conduct slip will be issued for students who are two to four minutes late to class.**

**If a student is more than four minutes late, s/he will be considered truant from class and will be assigned a Friday Night School.**

(Students are issued new passports each nine weeks.)

Any student receiving more than 3 late to school slips or tardies during a week will be assigned a Friday Night School detention for the following week

**Students who are chronically late to for class may be assigned to an individual behavior plan that might include losing locker, hallway or cafeteria privileges.**

## **F. DANGEROUS WEAPONS**

The use or possession of a dangerous weapon is prohibited and any student who violates this rule is subject to the provisions of the Student Discipline and Conduct Code. The rules apply on the way to and from school, during lunch, at school activities and during the school day.

**Violation of this code may result in the student 1) being expelled from school and/or 2) being reported to the appropriate**

law enforcement agencies for possible legal action.

## **G. DRUG AND ALCOHOL ABUSE**

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol (or substances that are represented to be such) in or on school property; including buses, or at school sponsored events may be (1) expelled from school and (2) reported to the appropriate law enforcement agencies for possible legal action.

## **H. SMOKING**

In recognition of the impact of adult role modeling on students and the importance of preventing tobacco use, GCSC administrative policy established a tobacco-free school environment for students, staff, and the community. The use of all tobacco products and electronic nicotine delivery systems are prohibited on school grounds at all times. A student who is found to be in possession of such products will be offered an alternative to suspension. A student may attend Tobacco Education Group (TEG), an intensive tobacco education program provided by Partnership for a Healthier Johnson County, at no cost. Failure to enroll in an upcoming program within three school days will activate suspension from school.

Upon presentation of a certificate of course completion from the certified instructor that the student has attended each education session, the suspension from school will not be implemented. Failure to produce the certificate will activate the suspension from school.

## **I. FIGHTING, INTIMIDATION, HARASSMENT OR THREATENING BEHAVIOR**

In order to create a safe and secure environment at Greenwood Middle School, any act deemed dangerous or potentially dangerous to students or staff will not be tolerated. Consequences for these actions may include, but not be limited to, suspensions, expulsions or police reports. In addition, should students fight off school property, state law allows the school to assign consequences should the student's presence at school following the fight disrupt the educational process.

Any physical conflict between students may be reported to the Greenwood Police and/or the Johnson County Juvenile Probation Department.

## **J. ELECTRONIC DEVICES: CELL PHONES, CAMERAS, VIDEO/AUDIO RECORDERS, ETC.**

GMS does not allow the use of these devices during school hours and will not assume financial responsibility if they are lost or stolen. Devices may not be visible or heard for any reason during school hours without permission from school personnel. Other restrictions may apply in conjunction with school activities, such as during field trips or bus rides. Special permission to use electronic devices may be granted. Violation of this policy will result in confiscation of the device and/or an appropriate consequence. Phones will be held in the office for three days, and then students may get them back. If the parent elects to retrieve the phone for their student, the student will receive a different consequence including, but not limited to lunch and or after-school detentions.

**"Sexting" is prohibited at any time on school property or at school functions.** Sexting is the electronic transmission of sexual messages or pictures usually through cell phone text messaging. Sexting is not only potentially dangerous to the parties involved, but also may be subject to discipline, device confiscation or a criminal investigation. **In addition, should the use of social media outside the school day lead to conflict at school, the school will take appropriate measures and or/apply appropriate consequences.**

Parents, do not call or text your child on his /her cell phone during school hours. In order to get a message to your child, call the school directly and a message will be promptly sent. Students may not call or text a parent in order to be picked up due to illness. If a student is ill, the health aide will assess the student and communicate with the parent.

## **K. GREENWOOD MIDDLE SCHOOL BEHAVIOR PLAN:**

Greenwood Middle School follows a school-wide discipline policy with expectations and consequences consistent at all three grade levels. **The principal or his/her designee also grants the authority to a student's inter-disciplinary team to assign the appropriate consequences as outlined in the specific stages of the behavior plan.** A description of the policy follows.

### **Misbehavior**

The following behaviors will earn a conduct slip. Note that four (4) conduct slips will earn a disciplinary referral.

- Rudeness/discourteousness
- Inappropriate talking
- Horseplay inside or outside the classroom
- Unacceptable language
- Disruptive/uncooperative behavior
- Not prepared for class



- Cheating
- Tardiness
- Inappropriate dress
- Failure to follow school or corporation rules

### Misconduct

The following misconducts will earn an automatic disciplinary referral:

- Harassment or disrespect toward students or adults
- Destroying school or personal property
- Excessive defiance or refusal to cooperate
- Fighting
- Possession of weapons, drugs, alcohol or tobacco
- Inappropriate behavior for a substitute (results in an automatic Friday night School)
- Failure to comply with school and/or corporation rules a substantial number of times
- An accumulation of 4 conducts slips

## GMS BEHAVIOR PLAN

(“Tardies and Unprepareds” will not be included in this plan)

\*The following behavior plan will be in effect for students UNLESS their misbehavior becomes chronic or extreme. In those cases, the student will be placed on an individual behavior plan tailored to his/her needs. The principal or his/her designee also grants the authority to a student’s inter-disciplinary team to assign the appropriate consequences as outlined in the behavior plan

**Behavior Documentation:** FOUR DOCUMENTED CONDUCT SLIPS OR ONE REFERRAL WILL RESULT IN PROGRESSING TO THE NEXT STEP IN THE STUDENT’S BEHAVIOR PLAN. Parent/Guardian will be notified via email once a student reaches each step. The following steps with their consequences will be taken.

### Tier 1

- Step 1: Parent phone call and 1 day of lunch detention
- Step 2: 5 days of lunch detention
- Step 3: Choices – intervention program with a guidance counselor
- Step 4: Friday Night School and Team/Student Conference
- Step 5: 1-3 days of in-school suspension
- Step 6: 1-3 days of out-of-school suspension

### Tier 2

Steps 7 -10 will result in an Individual Behavior Plan (IBP) based on established behavior patterns

### Tier 3

Alternative Placement or Expulsion

*Misbehavior for a substitute teacher will result in the automatic assignment of an after school detention.*

**Severe Clause:** Based on the severity of the infraction, a student may be assigned a more serious consequence than would be indicated by his/her progress on his/her individual discipline plan.

Behavioral intervention techniques or the assignment of other consequences may occur when necessary and appropriate.

**\*\*\*\***Because we cannot anticipate all occurrences, Greenwood Middle School reserves the right to make additional guidelines as the need arises.

## L. OUT-OF SCHOOL SUSPENSION

Students may be assigned to out-of-school suspension for a variety of behavioral issues. This assignment is at the discretion of the principal. Students are expected to make up any work that was missed due to their suspension.

## **M. IN-SCHOOL SUSPENSION**

Rather than serving an out-of-school suspension, some students may be assigned to in-school suspension. There are limited spots for this program. These students are expected to report to the ISS room **by 8:00 A.M.** on the day of their suspension. In-school suspension students will then be dismissed at 3:00 P.M. to go home. This assignment is at the discretion of the principal.

## **N. ALTERNATIVE TO EXPULSION (ATE) PROGRAM**

The decision to offer an Alternative to Expulsion program rests with the administration of GMS; however, rather than being expelled from school, some students may be recommended for enrollment in an ATE program. There is a variety of alternative programs available and GMS does not promote or endorse any particular agency to provide this alternative program. For more information about an alternative program, please contact the Assistant Principal.

## **O. ANTI-BULLYING POLICY**

GMS supports an anti-bullying policy. **Bullying is defined as “unprovoked, overt, repeated acts or gestures, including verbal or written communications transmitted (included those committed on school-owned computers); physical acts committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student.**

Given the serious effects that bullying has on both students and schools, GMS will not simply dismiss it as a normal or inevitable part of childhood. Students of all ages deserve to feel safe and supported at school. Greenwood Middle School will address bullying issues that take place on school grounds and during school functions. If a student at GMS bullies, the following consequences may be provided:

Verbal Warning, Loss of Privileges, Student Suspension, Student Expulsion, Involvement of Local Law Enforcement.

## **P. FAILURE TO COMPLY IN A SUBSTANTIAL NUMBER OF INSTANCES**

Because the GMS discipline plan is a cumulative plan with more severe consequences at each level, students may face suspensions and/or expulsion because of a failure to comply with school expectations. A student's infractions accumulate and each infraction represents a continued disregard for school rules. After a number of infractions, including tardies and unprepareds, the student may be removed from school.

## **Q. PARENT PARTICIPATION IN STUDENT DISCIPLINE**

A parent, guardian or custodian of a student less than 18 years old shall be required to participate in any discipline action authorized under the Student Due Process Code I.C. 20-8.1-5.1 as well as the Student Discipline Handbook at the request of a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after school home study time, reviewing homework and assuring regular school attendance and attendance after school if necessary. **Upon receipt of proper notice, any parent, guardian or custodian who refuses to comply with a request from a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Department of Child Services Division of Child Welfare.**

## **R. INTERNET USE POLICY**

In order for a student to log on the internet at GMS, he/she must sign the GCSC Internet Use Policy form. Each student is then expected to comply with all of the rules associated with this policy. Failure to follow the policy's rules as they relate to the use of the Internet may result in loss of corporation-provided access to the Internet.

## **S. COPYRIGHT/PLAGIARISM**

All GMS students are expected to abide by acceptable use and plagiarism policies. These expectations will be provided to all students. **Failure to comply may constitute failure on assignments** for which these expectations are not met.

# **STUDENT INVOLVEMENT OPPORTUNITIES**

GMS strives to provide a variety of school-sponsored activities that will enrich the student's middle school experience. Non-school sponsored activities also may meet during non-instructional hours and with the principal's permission. These activities are voluntary and can be student-initiated. No extra-curricular activity should interfere with student learning.

## **A. STUDENT COUNCIL**

Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, promotes high ideals of personal conduct, acts as a clearing-house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. **In addition, the GMS Student Council sponsors most of the service-learning activities that the school participates in.** Members of the Council are student body representatives and have direct access to the school administration.

## **B. ACADEMIC TEAM**

Any student who wants to compete on the academic team should get approval from the teacher in charge. The team usually begins meeting in January and continues through May with the State competition also being held that month. Students must be willing to spend time before and after school doing research. Academic teams compete in the areas of Math, Science, English, Social Studies, and an "all around" category.

## **C. YEARBOOK CLUB**

Any student may apply to be on the yearbook staff. An organizational meeting is held in September and meetings are held after school throughout the school year to plan the layout of the school yearbook.

## **D. BAND, CHOIR**

Any student can join Band or Choir. Both classes meet during the school day. There are various concerts and contests at which both band and choir students perform during the school year. Students may also be able to join the GMS Hoops Band, [Jazz Band](#), Vocal Direct.

## **E. SCIENCE CLUB**

This club focuses on environmental issues both at GMS and in the community. It is responsible for helping to maintain the GMS courtyard and pond. The club also participates in statewide recycling projects.

## **F. FCA**

Fellowship of Christian Athletes club meets in the mornings on a regular basis. The group discusses topics of integrity, sportsmanship and the role of the athlete in today's world. Membership is open to all GMS students

Students share songs, breakfast, games and stories together.

## **G. ULTIMATE FRISBEE**

Ultimate Frisbee Club is open to any middle school student. The club meets in the spring on Tuesday and Thursdays and no prior experience is necessary. Students get together to learn how to play Basic and advanced throws, along with rules and strategies will be taught.

## **H. PRINCIPAL'S ADVISORY GROUP**

This group is comprised of students selected by the principal. The group provides ideas and suggestions about the policies and procedures of Greenwood Middle School.

## **I. GMS NEWSPAPER**

This club is geared toward GMS students who have taken an interest in writing and publication. Students will publish a weekly newspaper, "The Woodmen Weekly", which is available online.

## **J. YOUNG HOOSIERS BOOK CLUB**

This club meets once a month in the mornings. Members of the club have a love for reading and read books from the Young Hoosier's book list. They have book discussions, prepare for the Young Hoosier's Competition and enjoy breakfast together.

## **K. OFFICE, IMC, HEALTH ROOM AND TEACHER ASSISTANTS**

Students interested in being an assistant should make a request of the appropriate person at the beginning of the school year. These students must have at least a "C" average and a good discipline record. They must be responsible and self-directed. Students will run errands, collect attendance and assist other students.

## **L. FOUR PAWS CLUB**

The Four Paws Club is an organization for all students at GMS. The club focuses on supporting local animal shelters through donations and service. Students also learn about animal care and conduct fund-raising events to help support their efforts. The club meets approximately twice a month in addition to its planned activities.

## **M. FUTURE FICTION WRITERS' CLUB**

This club is for students in all grades who enjoy writing. The club meets every other Friday until 4:15. Students brainstorm ideas and learn different writing techniques for writing stories and movies.

## **N. ATHLETICS**

Greenwood Middle has programs for 7th and 8th grade students in the following interscholastic sports:

Football - Fall  
Basketball - Winter  
Wrestling - Winter  
Track - Spring  
Girls Volleyball - Fall  
Cross Country - Fall  
Golf - Fall  
Tennis - Fall  
Swimming - Winter

The school has programs for 6th grade students in the following interscholastic sports:

1. Basketball - Winter/Fall
2. Golf - Fall
3. Cross Country - Fall
4. Swimming - Winter
5. Tennis - Fall
6. Track - Spring
7. Wrestling - Winter

### **O. CHEERLEADING:**

The G.M.S. cheerleading squads are comprised of that 6th, 7th, and 8th grade girls who love cheering, show school spirit and have great leadership skills. They compete in Mid-State competitions. There are workshops held prior to tryouts, which are held in the spring. The cheerleaders also attend a summer camp where they participate in a variety of activities.

### **P. DAZZLERETTE DANCE TEAM**

The G.M.S. Dance Team is comprised of approximately sixteen 7th and 8th grade girls who love to dance and perform at school events. The squad practices two times per week and participates in a summer dance camp. There is a training workshop for any 6th grade girl interested in trying out for the dance team. Tryouts are held in the spring.

### **Q. PARTICIPATION GUIDELINES**

A student who is unable to participate in PE class will not be eligible to participate in any other athletic activity until he/she is cleared for PE.

### **R. PHYSICAL AND PARENT'S PERMISSION**

A physical form, a "consent for drug testing" form, and a parent/student consent form from the Athlete's Handbook must be on file with the coach or athletic director before a student will be allowed to try out or participate in a sport.

### **S. ACADEMIC EXPECTATIONS**

Students who participate in athletics at GMS may not have more than 2 "F's" in any grading period. While this requirement is a minimum, coaches of individual sports may impose more stringent academic requirements.

### **T. EXPECTED STUDENT BEHAVIOR AT SPORTING EVENTS:**

1. Students are expected to remain at the event until the conclusion of the game, unless leaving with a parent. Once a student leaves an event, s/he may not reenter unless paying another admission fee.
2. **Students should be seated in the bleachers** during the event and show good sportsmanship and behavior.
3. Students should refrain from:
  - a. Disrespectful or derogatory yells, chants, songs or gestures.
  - b. Booing or heckling an official's decision.
  - c. Doing their own yells instead of following the lead of the cheerleaders.
4. Students should represent Greenwood Middle School with pride and good sportsmanship at all events, both home and away.
5. School rules are expected to be followed and will be enforced.
6. The Greenwood School Corporation or GMS will not be responsible for any medical costs incurred due to these activities on/off school ground or during/after school hours. Students involved in interscholastic sports, cheerleading or dance team must indicate one of the following:

The student has school student accident insurance.  
The student has football insurance through school.  
The student has adequate family insurance coverage.

The student does not have insurance.

## School Calendar 2017-18

July 28 Teacher work day (school not in session)

July 31 Students' first day of first semester

September 4 Labor Day (school not in session)

September 29 End of first grading period

October 16- Fall Break (school not in session) October 20

November 20- Thanksgiving Break (school not in November 24 session)

December 19 End of second grading period End of first semester December 20- Winter Break (school not in January 2 session)

January 2 Teacher work day

January 3 Students' first day of second semester

January 15 Martin Luther King Day (school not in session, snow make-up day if needed)

February 16 School not in session, snow make-up day if needed

February 19 Presidents' Day (school not in session, snow make-up day if needed)

March 9 End of third grading period

March 19- Spring Break (school not in March 30 session)

May 24 Students' last day of second semester End of fourth grading period End of second semester

May 25 Teacher work day (school not in session, snow make-up day if needed)

May 25 High School Graduation

Parent/Teacher conferences will be scheduled by each school.

Additional attendance days will be added at the end of the school year in the event that school is cancelled due to weather.

# GREENWOOD MIDDLE SCHOOL

Permission to leave the room will be at the teachers' discursion

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_  
(name must be signed in ink)

## 1<sup>ST</sup> Semester

### 1st 9 Weeks

	Date	Time	To	Initial	Return Time	Initial
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

### 2nd 9 Weeks

	Date	Time	To	Initial	Return Time	Initial
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

## 2nd Semester

### 3rd 9 Weeks

	Date	Time	To	Initial	Return Time	Initial
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

### 4th 9 Weeks

	Date	Time	To	Initial	Return Time	Initial
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						