

Greenfield Middle School

Student-Parent Handbook 2018-2019

Greenfield Middle School

200 North Fifth Street
Greenfield, Ohio 45123
Phone: (937) 981-2197
Fax: (937) 981-0417

This agenda belongs to:

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____

Homeroom Teacher: _____

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PARENT/STUDENT ACKNOWLEDGEMENT FORM

My child _____ and I have

(Please print child's name)

reviewed the rules, regulations, and policies in the handbook. We understand and agree to abide by these Board adopted policies. We understand that he/she is to keep this handbook with them at all times.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Please sign and turn this page into your homeroom teacher.

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TABLE OF CONTENTS

Parent/Student Acknowledgement Form	3	
Welcome Statement	6	
Mission Statement	6	
Principal's Message	6	
Grading Scale	7	
Honor Roll	7	
Student Activity and Athletic Eligibility	7	
Learning Expectations	8	
The School Day	9	
Entering and Leaving School	10	
Hall Passes	10	
Daily Time Schedule	10	
Lunch Period Requirements	11	
Lockers	12	
Student Responsibility for School Property	12	
Taking Medication at School	12	
Injuries	12	
Lost and Found	13	
Library	13	
Fire and Tornado Drills	13	
Dances	13	
Visitors	13	13
School Calendar	14	
Interim Reports	15	
Grading Report Periods	15	
Report Cards	15	
Parent-Teacher Conference Dates	16	
Additional Calendar Information	16	
Attendance Policy	17	
Tardies	18	18
Student Conduct Code/Tiger PAWS	19	
Dress Codes/Items Prohibited at School	21	
Fighting/Violent Behavior	23	
Student Use of Tobacco	23	
Cellular Telephones	23	
Demerits	24	
Detentions	24	
Saturday School	24	
In-School Restriction	25	
Out of School Suspension	25	
Juvenile Court	25	
Expulsion	26	
Bus Transportation	26	
Bus Rules	26	

Pupil and Parent Bus Responsibilities	27
Important Student Information	28

WELCOME

Welcome to Greenfield Middle School. Our school program is designed to offer you learning experiences that are appropriate for your age level and be of use to you in your future life and career choices. In order to get the most out of your middle years you must do your best in the programs and activities made available to you. We want your years here to be successful, rewarding and satisfying. This handbook will help you know the rules and procedures of your school. Knowing and understanding this information will make your school experience pleasant and enjoyable. It is hoped that your parents will review the handbook with you. The handbook contains a daily planner and many other useful things to help students to become successful.

MISSION STATEMENT

The mission of Greenfield Middle School is to provide a diverse and challenging curriculum to prepare our students for future and more in-depth challenges. Preparation will be achieved through various forms of instruction to assist in conquering the many challenges middle school students face every day.

PRINCIPAL'S MESSAGE

On behalf of the Middle School staff I would like to welcome you to Greenfield Middle School. Your academic success is our utmost priority. I also want to encourage you to be involved in as many activities as possible. We have a wide variety of choices from choir/band, Hi-Y, Student Council, various athletics, and Quiz Bowl. The staff at Greenfield Middle School is eager to work with you to make the most of your educational experience while you are here. You will find that the staff, administration, guidance department, **as well as your parents**, will work as a team to help you succeed at your highest level. **Achievement and assessment testing** will be very much a part of your school year. We will be using the information from these tests to find out what you personally need, as well as the needs of your classmates, in order to provide the best possible instruction to help you achieve at your highest level.

GRADING SCALE

Student's nine weeks grades at Greenfield Middle School will be averaged using the following grading scale:

A+	99 – 100
A	94 – 98
A-	92 – 93
B+	89 – 91
B	85 – 88
B-	82 – 84
C+	79 – 81
C	75 – 78
C-	73 – 74
D+	70 – 72
D	66 – 69
D-	64 – 65
F	63 and below

HONOR ROLL

All A's Honor Roll- Students who receive all A's in all subjects for the grading period.

A/B Honor Roll - Students who receive all A's and B's in all subjects for the grading period. Each student must receive at least one A and one B with no grade lower than a B to qualify.

STUDENT ACTIVITY AND ATHLETIC ELIGIBILITY

A student enrolling in the seventh grade for the first time is eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grades 7 or 8 must be currently enrolled and must have been enrolled in school during the immediately preceding grading period and receive passing grades during the grading period in five (5) of those subjects carried during the preceding grading period in which he/she received a grade, and receive a minimum 1.51 GPA.

LEARNING EXPECTATIONS

The purpose of homework is an opportunity for students to have additional practice with specific skills, to give a preview of an upcoming skill/unit, to act as an extension for a unit/skill and to promote creativity.

The Teachers' Responsibilities:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Give clear instructions and make sure students understand the purpose.
- Clearly state due dates so that students know when an assignment is due.
- Provide a system to access assignments.
- Give feedback and/or correct homework.
- Communicate with other teachers.
- Involve parents and contact them if a pattern of late or incomplete homework develops.

The Students' Responsibilities:

- Write down assignments and due dates in the "GMS Student Agenda" Book.
- Be sure all assignments are clear; don't be afraid to ask questions if necessary.
- Work on homework independently so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.
- Turn work in on time (**on time is when the teacher asks for it**).
- Turn in completed missing/late work within five school days of the due date.
- Students who miss work because of an absence will need to get his/her make up work. The student then has the total number of days missed to make up the work.

The Parents' Responsibilities:

- Set a regular, uninterrupted study time each day.
- Help student establish a quiet, well-lit study area.
- Monitor student's organization and daily list of assignments in their agenda book. Expect to see the Agenda book daily.
- Help student work to find the answers, not just get it done.
- Be supportive when the student gets frustrated with difficult assignments and encourage them to ask for help. Help student understand that asking for help is not a weakness.
- If there is no homework assigned, encourage student to read over the day's notes or read a book for at least 20 minutes.
- Access Progress Book (the GMS online grading system) to monitor student's progress.
- Contact teacher(s) to stay well informed about the student's learning process.

Grading Late Work:

- If an assignment is turned in one day late, there will be a 10% deduction taken off the final grade.
- If an assignment is turned in two-five days late, there will be a 20% deduction taken off the final grade.
- If missing work is completed during an assigned Saturday School, there will be a 20% deduction taken off the final grade.
- If missing work is not completed during an assigned Saturday School, then a zero will be assigned and the student will not have another opportunity to make up the assignment.

Consequences for Late Work:

- If the student does not complete two (2) assignments from the same academic class, after school detention will be assigned.
- If the student does not complete the assignments after the detention has been served, Saturday School will be assigned.
- If the work is not completed during the assigned Saturday School, the student will receive a zero for the assignment and will not have another opportunity to make up that specific assignment.

***There are numerous opportunities for your student to correct late or missing work and he/she still has accountability. If you notice a zero on your student's Progress Report or in Progress Book, know that your student has made a conscious effort to NOT do the work, and it may be time to contact his/her teachers.**

THE SCHOOL DAY

You will have opportunities to learn, to be with your friends, and to be with adults who care very much about you. We wish the very best for you each day, and we expect you to do your part to help all of us to have a great day. When many people are packed into a small place, everyone must practice common courtesy all the time. You are guided throughout the school day by the rules, regulations and customs (all based on common courtesy) of Greenfield Middle School. So that you know what we expect of you, please read the following summary of these rules, regulations, and customs so you can govern your behavior accordingly. **You are responsible for knowing and observing rules, regulations, and customs.**

ENTERING AND LEAVING SCHOOL

Upon arriving at school all seventh and eighth grade students are to report to the Middle School gymnasium. Sixth grade students report to the cafeteria. Students are not to arrive to school prior to 7:15 am. Students are to enter at the nearest door and go directly into the building. Students are not to visit their lockers or restroom until after the 7:36 A.M. bell. No students are to loiter at the colonnades or in front of the building, but report to their designated areas. Students who ride a bus are **not** permitted to walk off school property after their bus arrives. Students walking to school or being dropped off are not permitted to leave school property once they arrive. Leaving school property will result in disciplinary action. After school is dismissed, students are to leave school grounds unless you are with a teacher or participating in a student activity supervised by a teacher or an interscholastic sports squad.

HALL PASSES

Students are required to have a hall pass at all times unless it is time allotted between classes. In most cases, the agenda will serve as that hall pass.

DAILY TIME SCHEDULES

The daily time schedules are printed in this handbook for you to use. Please remember that the bells signify the end of the period. The teacher dismisses you; tones or bells do not. A three minute passing time is provided. Do not be late to your classes. Do not run in the hallways. Please keep noise to a minimum and walk on the right side of the hallway and stairways.

Sixth Grade Schedule:

7:15 - 7:36	All 6th Graders Report to the Cafeteria	
7:36	Students Leave for the Middle School	
7:45	Tardy Bell	
7:45-7:50	Homeroom	5 minutes
7:50-8:36	1st Period	46 minutes
8:39-9:23	2nd Period	44 minutes
9:26-10:07	3rd Period	41 minutes
10:10-10:53	4th Period	43 minutes
10:56-11:39	5th Period	43 minutes
11:42-12:12	Lunch	30 minutes
12:15-12:55	6th Period	40 minutes
12:58-1:38	7th Period	40 minutes
1:41-2:30	8th Period	49 minutes

Seventh Grade Schedule:

7:36	Entry Bell	
7:40	Take Up Bell	
7:45	Tardy Bell	
7:45-7:50	Homeroom	5 minutes
7:50-8:36	1st Period	46 minutes
8:39-9:23	2nd Period	44 minutes
9:26-10:07	3rd Period	41 minutes
10:10-10:47	4th Period	37 minutes
10:50-11:24	Lunch	34 minutes
11:27-12:12	5th Period	45 minutes
12:15-12:55	6th Period	40 minutes
12:58-1:38	7th Period	40 minutes
1:41-2:30	8th Period	49 minutes

Eighth Grade Schedule:

7:36	Entry Bell	
7:40	Take Up Bell	
7:45	Tardy Bell	
7:45-7:50	Homeroom	5 minutes
7:50-8:36	1st Period	46 minutes
8:39-9:23	2nd Period	44 minutes
9:26-10:07	3rd Period	41 minutes
10:10-10:45	Lunch	35 minutes
10:48-11:23	4th Period	35 minutes
11:26-12:12	5th Period	46 minutes
12:15-12:55	6th Period	40 minutes
12:58-1:38	7th Period	40 minutes
1:41-2:30	8th Period	49 minutes

LUNCH PERIOD REQUIREMENTS

The Board of Education policies do not permit middle school students to leave the school campus during the lunch period. However, the parent may request, with a note, special permission from the principal for the student to leave the campus to eat at home if the residence is near campus. The decision should be made and a note brought in within the first 9 week grading period if parents want students to go home during lunch. Any student who receives such permission must keep in mind that the lunch period is roughly 30 minutes long and that he or she must return for the next period on time. Students must sign out when leaving and sign in when they return to school. When finished eating, students are to report to the courtyard. Students are not allowed in the building at lunch time without permission from a teacher. Do not carry any food or drinks out of the cafeteria. Finish all food and drinks in the cafeteria, and dispose of all trash in the trash containers. Lunch cost for the 2018-2019 school year is \$2.50.

LOCKERS

Your homeroom teacher will assign a locker to you. All students will be issued a school lock which they are expected to use to lock their lockers. This lock is to be returned at the end of the year or if you move out of the district. The school retains the right to inspect any locker at any time and without notice to you. The school will cooperate with the police in the investigation of any thefts, but the school cannot accept responsibility for possessions lost because of theft from a locker, including the breaking or theft of the lock. A lost or stolen lock will not be replaced until a \$5.50 replacement fee is paid.

Locker checks will randomly be made throughout the school year at the administration's discretion. Disciplinary action will be taken if a student REPEATEDLY fails to use the issued lock.

STUDENT RESPONSIBILITY FOR SCHOOL PROPERTY

You are expected to do your part in taking good care of school property. If you break, damage or lose school property you will be disciplined according to the Greenfield Middle School discipline code, and you and your parents will be billed for the damages and/or replacement costs. You and your parents will be responsible for prompt payment of all debts incurred at Greenfield Middle School. This includes textbooks.

TAKING MEDICATION IN SCHOOL

Students who must take medication during the school day must have completed and returned a signed parental request and information form prior to bringing the medication to school. These forms are available from the school nurse upon request. The completed form along with the medication must be taken to and kept in the nurse's office. The student must report to the nurse at the appropriate time to take the medication. Cough drops are permitted, but a note allowing them must be given by the office.

INJURIES

All injuries to students must be reported to the principal immediately. In case of serious injury or illness, the school will render first aid and contact parents as soon as possible. Should there be an illness or injury of a serious nature, and the parents cannot be located, the school will make every effort to secure medical aid and emergency medical care. A written report describing all aspects of an accident must be turned in to the principal within 24 hours. Students are given an opportunity to purchase an accident insurance policy at the beginning of the school year. You are encouraged to obtain this or similar protection.

LOST AND FOUND

A lost and found table will be placed in the middle school building. It is located in the gymnasium.

LIBRARY

The library is located on the third floor. Books may be borrowed for two weeks and then renewed if needed. Students who do not behave in the library will be escorted back to study hall or their classroom. Library privileges may be suspended.

FIRE AND TORNADO DRILLS

Fire and tornado drills insure your safety in an emergency, so you should take them with caution and seriousness. When the fire alarm sounds, students are to exit the building in a quiet and orderly fashion. Students are to remain at least 30 feet from the building. Fire drills are unannounced and occur periodically throughout the school year. Teachers will instruct you in the procedure for exiting from the room and the building. All persons shall leave the building during a fire drill. Tornado drills will occur periodically throughout tornado season. All persons, upon being notified by announcement or air horn signal, shall go immediately to their assigned areas and remain there until dismissed (first floor). The potential danger associated with a fire and/or tornado drill demands complete compliance with all rules, regulations, and directions given.

DANCES

Throughout the school year, the middle school will be holding dances. These activities are a privilege, not a right. The behavior and attendance of a student throughout the school year can determine whether or not a student is permitted to attend these functions. Middle school dances are for grades 6-8 only. All school rules apply at dances. Only Greenfield Middle School students are permitted to attend.

VISITORS

Greenfield Middle School is very happy to have parents or other interested citizens visit the school any time. Visitors must get a special visitor's pass from the principal. Should you want to speak to a particular teacher, please call in advance so an appointment can be made for a time a teacher is not in class.

Student visitors are not permitted to visit Greenfield Middle School.

**Greenfield Exempted Village School District
2018-2019 School Calendar**

August 13	Professional Day
August 14	Professional Day
August 15	Teacher Work Day
August 16	First Day For Students – Begin First Grading Period
September 3	Holiday – Labor Day
September 4-7	Highland County Fair – No School
September 10	School Resumes
October 18	Early Dismissal/End of 1 st Grading Period (41 Days)
October 19	Central Day – No School
October 22	Begin 2 nd Grading Period
November 19	Parent-Teacher Conference Day TBA
November 20	Parent-Teacher Conference Day TBA
**April 17	Parent/Teacher Conference Compensatory
November 21-23	Thanksgiving Break
November 26	School Resumes
December 21	Early Dismissal/End of 2 nd Grading Period (42 Days)
December 24	Begin Christmas Recess (24 th – 31 st)
December 25	Holiday – Christmas Day Observed
January 1	Holiday – New Years Day
January 2 - 3	Recess
January 4	Professional Development
January 7	Begin 3 rd Grading Period - School Resumes
January 21	Holiday – MLK Day
February 14	Parent-Teacher Conference Day TBA
February 15	Parent-Teacher Conference Day TBA
**April 18	Parent Teacher Conference Compensatory Day
February 18	Recess Day – Presidents Day
March 15	Early Dismissal/End of 3 rd Grading Period (48 Days)
March 18	Begin 4 th Grading Period
**April 17 - 22	Spring Recess
April 23	School Resumes
May 24	Last Day For Students – End 4 th Grading Period (46 Days)
May 27	Memorial Day
May 28	Teacher Work Day

INTERIM REPORTS

September 21, 2018
November 20, 2018
February 08, 2019
April 16, 2019

Interim Reports will be sent home with all students that are failing a class on the above dates. Teachers are encouraged to also send reports home with students who have shown significant improvement. If you prefer a progress report is mailed to you at home, please contact Mrs. Melissa Murdock at 937-981-2197.

GRADING REPORT PERIODS

Grading Period 1	08/16/2018 – 10/18/2018	41 Days
Grading Period 2	10/22/2018 – 12/21/2018	42 Days
Grading Period 3	01/07/2019 – 03/15/2019	48 Days
Grading Period 4	03/18/2019 – 05/24/2019	46 Days

REPORT CARDS

First nine weeks October 25, 2018
Second nine weeks January 10, 2019
Third nine weeks March 21, 2019

Last nine week report cards: Students or parents may pick up report cards at the Greenfield Middle School office on Monday, June 03, 2019 to Monday, June 10, 2019 from 9:00 a.m.-12:00 p.m. and from 1:00 p.m.-2:00 p.m. During the last grading period, send a self-addressed stamped envelope or \$.50 to school and we will mail it home.

PARENT - TEACHER CONFERENCES

November 19, 2018	5:00 - 8:30 p.m.
November 20, 2018	3:00 - 6:30 p.m.
February 14, 2019	5:00 - 8:30 p.m.
February 15, 2019	3:00 - 6:30 p.m.

HOLIDAYS

Labor Day	September 03, 2018
Thanksgiving Day	November 22, 2018
Christmas Day	December 25, 2018
New Year's Day	January 1, 2019
Martin Luther King Jr. Day	January 21, 2019

RECESS DAYS (NO SCHOOL)

September 04-07, 2018
November 21-23, 2018
December 24, 2018 – January 04, 2019
February 18, 2019
April 17-22, 2019

TEACHER WORK DAYS (NO STUDENTS)

Professional Dev. Day	August 13, 2018
Professional Dev. Day	August 14, 2018
Teacher Work Day	August 15, 2018
OEA Central Day	October 19, 2018
Professional Dev. Day	January 04, 2019
Teacher Work Day	May 28, 2019

Greenfield Exempted Village School District Attendance Policy

Under the Ohio compulsory school attendance law (Ohio Revised Code 3321) children between the ages of six (6) and eighteen (18) must attend school. A child under six years of age who has been enrolled in kindergarten also shall be considered of compulsory school age per Ohio Revised Code. The Greenfield Exempted Village School District believes success in school is directly related to attendance and has adopted policies to encourage and reward good attendance. Ensuring good attendance will require a strong partnership between the district and the parent(s). This policy spells out the district's student attendance expectation and procedures for absences.

Attendance is important to us:

The Greenfield Exempted Village School District requires that students enrolled in the District attend school in accordance with the laws of the State. The State of Ohio also ranks school districts on their attendance rate. One of the indicators of an excellent district is a 93% or higher attendance rate. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation to maximize its effectiveness.

Excused Absences

* Absences from school that may be excused are:

- Personal illness (parental note)
- Doctors, Dentists, etc. appointments (doctor's note)
- Death of a member of the immediate family (parental note)
- Observance of a religious holiday (parental note)
- Other circumstances as pre-approved by the principal or designee

Expectations from Parents:

Parents are expected to notify the school of their child's absence on the first day of the absence. The parent should call the child's school the day of the absence and send a signed and dated note stating the reason for the absence on the first day the child returns to school. Notes for excused absences will not be accepted if they are not submitted within three (3) school days of the child's return to school.

Actions Taken by the District for Excessive Absences (excused and unexcused):

1. A letter is sent (with a list of absences) to the parent following the 5th (32.5 hours), 10th (65 hours) and 15th (87.5 hours) day of total absences. An additional letter from the truancy officer from the Southern Ohio Educational Service Center will also be sent at the 10th (65 hours) unexcused day of absence.
2. Habitual Truant is defined as 30 or more consecutive hours, 42 or more hours in a month, or 72 or more hours in a year without a legitimate excuse.
3. Parents of habitual truant students will be contacted to participate in an Absence Intervention Team to develop absence intervention plans. Failure of student

attendance improvement within 60 days will result in a referral to the district's designated truancy officer, which may result in an appearance in municipal and/or juvenile court.

4. Only professional notes will be accepted for an excused absence after the 10th (65 hours) day absent.

5. Ohio Revised Code (3321.13) requires the school administration to report any student who is absent 60+ unexcused hours in a month or 90+ unexcused hours in a school year to the Bureau of Motor Vehicles to deny or suspend an Ohio driver's license or instructional permit.

Student Vacation Policy

Students are required to complete a vacation policy application if they are going to be out of school for three (3) or more days. This application must be picked up in the office, signed by the parent and student, and submitted to each of the student's teachers for the listing of assignments. The completed form, with each teacher's signature and assignments listed, must be submitted to the principal at least two (2) school days prior to the beginning of the absence. Vacation days must be approved by the principal to be an excused absence. Be aware that vacation days are included in the total number of days absent. As a reminder, and absence over 10 days can only be excused through a professional note (doctor's note, for example), and any vacation days will accrue as UNEXCUSED absences. Students are discouraged from taking vacations during exam days. However, if it cannot be avoided, it is the student's responsibility to set SPECIFIC alternate times, with each teacher, to take the exam. In no case will a student have more than three (3) school days to make-up the exam after returning from vacation.

Tardies

We ask parents to make punctuality a priority. The first few minutes of the school day are very important as tardiness disrupts classroom teaching and learning. Students arriving to school up to sixty (60) minutes late or leaving sixty (60) minutes early will be counted as tardy. Students who come to school more than sixty (60) minutes late or leave more than sixty (60) minutes early will be counted one half (1/2) day absent. Student's leaving early is discouraged as the last few minutes of the school day are devoted to instruction, review of homework assignments and announcements. If it is necessary for the child to arrive late or leave early they must report to the office to be signed in or out by the parent. A tardy will only be considered excused if a professional note is provided within 3 school days for the time missed.

TARDIES

To School: Students are limited to four tardies for each grading period. A fifth tardy to school will result in an after school detention.

To Class: We expect each student to be on time to class each day. Three minutes enables all points of the campus to be reached on time. Excessive tardiness will follow the same disciplinary action as outlined above.

STUDENT CONDUCT CODE

This student code is designed to help you know what we expect of you in regard to your conduct in school. In general, we expect your best, your full cooperation with teachers, administrators, and all other employees of the Board of Education.

Tiger PAWS

Greenfield Middle School is in its THIRD year of a PBIS (positive behavior interventions and supports) initiative. The school-wide “PAWS” program stands for **P**ride – **A**ttitude – **W**ise choices – **S**afety. Students displaying these positive behaviors are awarded Tiger PAWS that may be redeemed for numerous rewards throughout the school year. It’s our belief that providing incentives for positive behaviors encourages all students to buy-in to the expectations of this building and be more successful in school and life. Our first two years using Tiger PAWS was a huge success on cutting down attendance and behavior issues!

Please keep in mind these important principles:

1. You are under the authority of the school system on your way to and from school, while you are in school and on field trips. You are also under the authority of the school if you are truant from school.
2. You are under the authority of the school while you are attending school events outside of school hours. You are to be guided by the student conduct code while attending those events as well as while you are attending school.
3. You are to observe the student conduct code as well as special rules for bus riders at all times while you are riding, getting on the bus, getting off the bus, waiting at the bus stop, or in transit to and from extracurricular activities or other school activities or programs.

A violation of any rule may result in disciplinary action, including, removal of bus transportation privileges, community service, detention, removal from school activities, parent-teacher conferences, in-school restriction, Saturday school, emergency removal, suspensions, expulsion, or referral to civil authorities, or a combination of these. Disciplinary action is to follow the school-wide discipline plan developed and established by the principal in your building.

Rule 1: Follow the directions of all school employees the first time.

1A: Act of Defiance. A student shall not commit an act of defiance, directly or indirectly, against a person in authority. This includes any adult employed by the Board of Education.

1B: Falsification. A student shall not provide false information to a school employee.

Rule 2: Respect all human beings associated with the school at all times.

* **2A: Disruption at School.** A student shall not by use of violence, force, coercion, or threat cause material disruption or obstruction in the Greenfield School System.

* **2B: Bomb Threats.** A student shall not create or cause someone to create a bomb threat or any other type of threat to the school system or any person involved in the school system.

2C: Abusive Language. A student shall not use abusive or profane language in school at any time to other students or to any school authority.

2D: Abusive Behavior. A student shall not act in a way which is abusive, offensive, or harasses another. Each student shall treat all others with respect.

* **2E: Use or possession of Narcotics, Alcoholic Beverages, Hallucinogens, Drugs or Look-alike substance and/ or Drug Paraphernalia.** A student shall not possess, use, transmit, conceal or be under the influence of any narcotics, alcoholic beverages, hallucinogens, drugs or any look-alike substance and/or drug paraphernalia.

* **2F: Use or possession of Tobacco Product or Look-alike Substance and/or Tobacco Paraphernalia.** No student is to carry on his or her person, nor store in his or her locker, any tobacco, tobacco product, look-alike substance, or tobacco paraphernalia, nor use any tobacco, tobacco product, or look-alike substance in sight of the school building, on school property, or in any school building.

2G: Clothing. Clothing worn by the students shall conform to requirements of good taste. Clothing and accessories shall not interfere with the orderly conduct of the classes or of the school.

Rule 3: Be where you are assigned to be at all times.

3A: Tardiness. A student shall not be tardy or cause others to be tardy to school or to individual classes during the school day.

3B: Hall Pass Violations. A student shall not be in the hall without a valid hall pass.

3C: Neglecting or Refusing Detention. A student shall not neglect or refuse to serve detention or cause others to neglect or refuse to serve detention. Each detention shall be served on the date for which it is assigned, normally on the day after the infraction occurred.

3D: Class Truancy. A student shall not be truant from class or classes or cause others to be truant from class or classes.

3E: Truancy. A student shall not be truant or unexcused or cause others to be truant or unexcused.

3F: Leaving School. A student shall not leave the school grounds prior to

dismissal unless authorized by building principals.

3G: Saturday School. A student shall not fail to serve Saturday School when assigned.

Rule 4: Obey the rules of all teachers, bus drivers, cafeteria workers, custodians, administrators, and other employees of the school.

4A: Classroom rules. No student shall disobey or cause others to disobey rules posted by the classroom teacher governing classroom conduct.

4B: Building Policies and Rules. No student shall disobey or cause others to disobey rules and/or policies established by the building principal, superintendent or the Board of Education.

* **4C: In-School Suspension Policies and Rules.** No student shall disobey any rules established for the operation and orderly environment of in-school suspension.

Rule 5: Keep your hands, feet, and the rest of your body to yourself.

* **5A: Assault.** A student shall not assault or behave in such a way as could cause physical injury to anyone involved with the school system.

* **5B: Dangerous Weapons and Instruments.** A student shall not process, handle, transmit, or conceal any object that could cause injury to anyone.

* **5C: Fighting and Rowdy behavior.** A student shall not fight or attempt to cause a fight or a rowdy scene while under the jurisdiction of the school system.

5D: Student Display of Affection: Students are to refrain from public display of affection toward each other on school property.

Rule 6: Respect the property of others and that of the school.

* **6A: Tampering with Fire-Fighting Equipment or Fire Alarm System.** A student shall not cause or attempt to cause a false alarm or in any way tamper with fire-fighting equipment or the fire alarm system.

* **6B: Theft.** A student shall not steal anything which belongs to anyone else or the school system.

* **6C: Damage of School Property.** A student shall not willfully attempt to cause any damage, defacing, or destruction of school property owned by the Board of Education.

* **6D. Damage of Private Property.** A student shall not cause damage to private property on the school premises during regular school hours, during a school activity, function or event off school grounds, or in the process of coming to school or going from school to home.

*** Automatic Suspension or Expulsion**

Adopted by the Greenfield Exempted Village Board of Education, August 10, 1982;
Revised September 13, 1982.

DRESS CODES

The key to any dress code is that we all accept certain standards for ourselves, our school, and our community. Clothing and accessories shall not interfere with the orderly conduct of the classes or the school. Please observe the following requirements of good taste.

Students are not to wear the following clothing items:

- 1. Bicycle shorts, spandex shorts or short shorts.**
- 2. Sleeveless Shirts (example, tank tops or muscle shirts)**
- 3. See through mesh clothing (must wear a shirt under a net shirt)**
- 4. Clothes exposing bare midriffs or excessively tight fitting or low neck clothing.**
- 5. Skirts or shorts shorter than mid thigh.**
- 6. Items of clothing and accessories which promote, advertise, or name any drug, alcoholic beverage, tobacco, violence, or profanity, or vulgar innuendoes.**
- 7. No hats, scarves, hoods, or other head covering may be worn in the building. All hats should be placed in lockers on arrival.**
- 8. No sunglasses shall be worn inside the building (unless the student has a doctor's excuse.)**
- 9. Pajama pants**
- 10. Clothing with holes, cut or torn above the knee are not to be worn to school. Excessively worn, torn or ripped clothing is unacceptable, as are pants that are excessively baggy and/or drag the floor. Pants must be worn at the natural waist.**
- 11. Shoes must be worn at all times. No slippers may be worn.**
- 12. It is requested that the student come to school neat, clean and dressed decently. Parents are encouraged to put their child's name on coats and sweaters.**

A log will be kept of violations and the following action taken:

First Offense-Warning

Second Offense-Student will be asked to call home for a change of clothes and remain in ISR until the violation is corrected.

Third and Subsequent Offenses- Is left to the discretion of the administration which could result in either ISR or OSS placement.

All decisions regarding dress and appearance code will be decided by the principal or designee. In all cases of student dress, the administration's decision shall be final.

TECHNOLOGY POLICY

We are very fortunate at Greenfield Middle School to have several Chromebook carts throughout the building. It's imperative these expensive devices are taken care of at all times. The following is a procedure for using disciplinary measures when Chromebooks are not taken care of, or misused in any way:

First Offense – Warning

Second Offense – Two week loss of privileges from using any technology.

Third Offense – Loss of privileges for extended period of time under the discretion of the administration.

ITEMS PROHIBITED AT SCHOOL

1. Playing cards or collector cards of any kind
2. Squirt guns, toy guns, water balloons
3. Clothing and/or any accessories which draw unnecessary attention and cause a distraction and/or disruption to the learning environment.

FIGHTING / VIOLENT BEHAVIOR

Fighting will not be tolerated. It is a dangerous activity which creates an unsafe learning environment for the fighters and non participants. It is a disruption to the normal learning environment and will result in out of school suspension. Bullying and other forms of aggressive behavior will not be tolerated.

STUDENT USE OF TOBACCO

The Greenfield Exempted Village Board of Education recognizes its responsibility for the health and welfare of all students under its jurisdiction. This concern coupled with the No Smoking Law (RC 3312.751) compels our school district to prohibit student use of tobacco on school property or in any area under control of the school district. Subsequently, the Board of Education prohibits the smoking, use of and possession of tobacco and snuff.

A tobacco violation will result in the following action being taken:

First Offense:	Three Day Suspension
Second Offense:	Five Day Suspension
Subsequent Offense:	Ten Day Suspension and recommendation for expulsion.

CELLULAR TELEPHONES AND ELECTRONIC COMMUNICATIONS DEVICES

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school related functions, provided that during school hours and on school vehicles the cellular telephone or other ECD's remain off. **The school is not responsible for damage, theft or loss of the cellular telephone.** The phone may be used in the middle school office for calls to parents and relatives as needed with permission. The administration will maintain a record of any and all students that violate the cellular telephone policy. Making the phone visible or having it turned on while on the school bus or on the Greenfield Campus will be considered a violation of the policy and the following discipline plan will be enacted:

1st and 2nd offense –The device will be confiscated by the school district employee and placed in the Middle School Office to be returned at the end of the school day to the student.

3rd and 4th offense – The device will be confiscated by the school district employee and placed in the Middle School Office to be returned after **three school days**. The student may receive disciplinary action.

5th and subsequent offenses –The device will be confiscated by the school district employee and placed in the Middle School Office to be returned in **five school days**. The student may receive In-School Restriction or an Out of School Suspension for repeated violations of this section of the discipline code.

DEMERITS

Demerits are used for small classroom infractions such as unprepared for class, talking excessively, and other minor disruptive actions. Students will be warned, but if the behavior continues, a demerit will be issued and recorded.

The following actions will be taken:

3 rd (8 th , 13 th) Demerit	Call home from Issuing Teacher
4 th (9 th , 14 th) Demerit	Student Warned by Administration
5 th (10 th , 15 th) Demerit	After-School Detention and/or Saturday School

DETENTIONS

Students may be assigned to serve a detention or detentions for minor violations of classroom rules. If you are assigned to serve detention, report promptly at 2:30 p.m. to the assigned location. Students are to come prepared. If you fail to bring any materials, you will not receive credit for the day's detention. If a detention needs to be changed, arrangements must be made by parents, in advance, to set another date.

Failure to show for detention, without advance notification, will result in further disciplinary action. If you are absent from school and miss detention, it does not count against you but you must make up the detention the first day you are back. It is your responsibility to keep track of the number of detentions you have and the dates they are to be served. Students are required to sign the detention. A copy will be mailed home to parents, and a student may request a copy of the detention when they sign it.

SATURDAY SCHOOL

It is the principal's or assistant principal's discretion to place a student in Saturday School, a major disciplinary action. A student assigned to Saturday School must arrive at the west front door of the middle school five to seven minutes before 8:00 A.M. After 8:00 A.M. the doors will be locked and no students will be admitted, and will be considered absent. It is the student's responsibility to bring work to do. No communication is allowed with other students, and no sleeping will be permitted. Saturday School is from 8:00 A.M. to 12:00 P.M. with no lunch break. Absence from or removal from Saturday School will result in further disciplinary action.

IN-SCHOOL RESTRICTION

The assignment of in-school restriction (ISR) is another major disciplinary action. ISR can only be assigned by the principal or assistant principal. While in ISR, students will be withdrawn from regular classes and isolated from the rest of the student population. Students will receive, and are required to complete all classroom assignments during the ISR placement. Failure to complete all assignments or to obey ISR rules will require out-of-school suspension. Students assigned to ISR are to bring appropriate classroom materials. No communication is allowed with other students, and no sleeping will be permitted. Students in ISR are to turn their cellular phone into the office before entering ISR and may pick up their phone at the end of the school day. Failure to turn over their phone will result in further disciplinary action. Students will receive two restroom breaks and a supervised lunch break.

OUT OF SCHOOL SUSPENSION

The assignment of out-of-school suspension (OSS) is also a major disciplinary action which may be assigned by the administration. While serving an out of school suspension, students are permitted to complete work that is assigned during the

suspension. The initiative for securing assignments from the teachers rests solely with the students and parents. An out-of-school suspension will be from 3 days up to 10 days. Parents will be notified of an out of school suspension by a phone call and/or written notice by mail. During the period of suspension the student is not permitted to attend classes or extra curricular activities including sports events. **Further, if the student enters school grounds during the period of suspension, he/she is subject to arrest and trespassing charges.**

JUVENILE COURT

In certain disciplinary cases, a referral to Juvenile Court may be made.

EXPULSION

The most severe form of disciplinary action is removing a student from the school premises for a period of time. Only the Superintendent can expel a student from school.

BUS TRANSPORTATION

It is the policy of the Greenfield Board of Education to provide bus transportation to all students who live more than one mile from school. However, you must understand that such transportation is a privilege which may be taken away from you if you break the bus transportation rules. Study the Bus Rules and Responsibilities and abide by those rules. The bus driver is to be obeyed at all times. If the bus driver refers you to the administration, you will be disciplined according to the following Greenfield Middle School Discipline Plan:

First Offense	Warning
Second Offense	Bus Probation
Third Offense	Bus Suspension (3 days)
Fourth Offense	Bus Suspension (5 days)
Fifth Offense	Bus Suspension (10 days)
Sixth Offense	Loss of Riding Privileges

BUS RULES

The Greenfield Board of Education will provide transportation to all students (high school, middle school & elementary) that live more than one mile from the school. The distance must be measured from the school to which the pupil is assigned to the residence of the pupil over the nearest possible highway or road as required by State Minimum Standards for Transportation. The Greenfield Board of Education will provide

transportation to all handicapped or crippled children who are unable to walk to school to which they are assigned. In case of dispute whether the child is able to walk to school or not the health commissioner shall be the judge of such ability, RC 3327.01.

Free transportation is a service provided by the Board of Education and should be regarded as a privilege by the student. Discipline on the school buses shall be the direct responsibility of the driver. Infraction of discipline or destruction of property will be reported to the bus supervisor for further action. Those who become behavior problems will be denied the privilege of riding.

PUPIL AND PARENT BUS RESPONSIBILITIES

1. Parent and pupils must assume that school bus transportation is a privilege to the student, not a right.
2. Parents will be responsible for any damage to a bus by their children.
3. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
4. Pupils must wait in a location clear of traffic and away from the bus stop.
5. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
6. Pupils must go directly to an available or assigned seat.
7. Pupils must remain seated keeping aisles and exit clear.
8. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
9. Pupils must not use profane language.
10. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
11. Pupils must not use tobacco on the bus.
12. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
13. Pupils must not throw or pass objects on, from, or into the bus.
14. Pupils may carry on the bus only objects that can be held in their laps (see paragraph of Rule 3301-83-20 of the Administrative code.)
15. Pupils must not leave or board the bus at location to which they have been assigned unless they have parental or administrative authorization to do otherwise.
16. Pupils must not put head or arms out of the bus window.
17. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
18. Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical problems which require driver attention.
19. The driver has the authority to enforce the above regulations. The pupil shall conduct themselves on the school bus as they would in a classroom except that reasonable visiting and conversation are permissible. Continued disorderly conduct or refusal to submit to authority of the driver shall be sufficient reason for refusing transportation service to any pupil. A Bus Conduct report may be given to students not following regulations. Pupils may be suspended from the bus for receiving a Bus Conduct Report. When it becomes necessary to refuse a pupil transportation due to misconduct, the school administration shall notify the parent of such refusal with an explanation of these actions. The bus driver then shall not permit the pupil to board the bus at his or her home until the parent gives assurance of future good conduct on the part of the pupil.

Important Student Information

Locker Number: _____

Locker Combination: _____ - _____ - _____

Cafeteria Number: _____

Accounts:

Website	Password
_____	--

_____	--

_____	--

_____	--

_____	--

_____	--

_____	--

_____	--

