

Greenfield Middle School Student/Parent Handbook



Learn Like a Tiger

Embrace Challenges
Persevere
Take Ownership
Continuously Grow
Be Engaged

Name: _____

Homeroom Teacher: _____

Locker Number: _____ Combination: _____ - _____ - _____

Cafeteria Number: _____

Policies and procedures outlined in this handbook are subject to change.

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Greenfield Middle School

Home of the Tigers

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.

Vision Statement

Greenfield Middle School is invested in creating a safe, supportive, and engaging learning environment through high expectations for all.

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.

**Greenfield Exempted Village School District
2021-2022 School Calendar**

August 16 Professional Day
 August 17 Professional Day/Teacher Work Day
 August 18 Professional Day/Teacher Work Day
 August 19 First Day For Students – Begin First Grading Period

September 6 Holiday – Labor Day
 September 7-10 Highland County Fair – No School

October 15 Central Day – No School
 October 22 End of 1st Grading Period - 2 Hour Early Dismissal - (41 Days)
 October 25 Begin 2nd Grading Period

November 22-23 Parent-Teacher Conferences (TBA)
 November 24-26 Thanksgiving Break

December 22 End of 2nd Grading Period - 2 Hour Early Dismissal - (39 Days)
 December 23-31 Christmas Recess

January 1 Holiday – New Years Day
 January 4 Begin 3rd Grading Period
 January 17 Holiday – MLK Day

February 16-17 Parent-Teacher Conferences (TBA)
 February 18 Compensatory Day
 February 21 Holiday – Presidents Day

March 18 End of 3rd Grading Period - 2 Hour Early Dismissal - (52 Days)
 March 21 Begin 4th Grading Period

April 15-18 Spring Recess
 April 19 Compensatory Day

May 25 Last Day For Students – End 4th Grading Period (45 Days)
 May 26 Teacher Work Day

INTERIM REPORTS	REPORT CARDS	
September 30, 2021 November 18, 2021 February 17, 2022 April 28, 2022	1st nine weeks 2nd nine weeks 3rd nine weeks	October 28, 2021 January 6, 2022 March 24, 2022
<p>Last nine week report cards: Students or parents may pick up report cards at the Greenfield Middle School office on Monday, June 6, 2022 to Monday, June 10, 2022 from 9:00 a.m.-12:00 p.m. and from 1:00 p.m.-2:00 p.m. <u>During the last grading period, send a self-addressed stamped envelope or \$.50 to school and we will mail it home.</u></p>		

GRADING REPORT PERIODS

Grading Period 1	08/19/2021 – 10/22/2021	41 Days
Grading Period 2	10/25/2021 – 12/22/2021	39 Days
Grading Period 3	01/04/2022 – 03/18/2022	52 Days
Grading Period 4	03/21/2022 – 05/25/2022	45 Days

PARENT - TEACHER CONFERENCES

November 22	TBA
November 23	TBA
February 16	TBA
February 17	TBA

HOLIDAYS

Labor Day	September 6, 2021
Thanksgiving Day	November 25, 2021
Christmas Day	December 25, 2021
New Year's Day	January 1, 2022
Martin Luther King Jr. Day	January 17, 2022
Presidents Day	February 21, 2022

RECESS DAYS (NO SCHOOL)

September 7-10, 2021
November 24-26, 2021
December 23, 2021 – January 02, 2022
February 18, 2022
April 15-19, 2022

TEACHER WORK DAYS (NO STUDENTS)

Professional Dev. Day	August 16, 2021
Professional Dev. Day	August 17, 2021
Teacher Work Day	August 18, 2021
OEA Central Day	October 15, 2022
Teacher Work Day	May 26, 2022

GRADING SCALE

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

A+	98 – 100
A	94 – 97
A-	90 – 93
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	59 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 students 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 may be assigned.
- If the student does not complete the assignments after the detention has been served, Saturday School may 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 middle school students are to report to their assigned homerooms. Students are not to arrive at school prior to 7:20 am. Students are to enter at the rear of the building. 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 stairwell.

Sixth Grade Schedule:

7:40	Tardy Bell	
7:40-7:45	AM Homeroom	5 minutes
7:45-8:31	1st Period	46 minutes
8:34-9:18	2nd Period	44 minutes
9:21-10:02	3rd Period	41 minutes
10:05-10:46	4th Period	43 minutes
10:49-11:34	5th Period	43 minutes
11:37-12:07	Lunch	30 minutes
12:10-12:50	6th Period	40 minutes
12:53-1:33	7th Period	40 minutes
1:36-2:25	8th Period	49 minutes
2:28-2:30	PM Homeroom	2 minutes

Seventh Grade Schedule:

7:40	Tardy Bell	
7:40-7:45	AM Homeroom	5 minutes
7:45-8:31	1st Period	46 minutes
8:34-9:18	2nd Period	44 minutes
9:21-10:02	3rd Period	41 minutes
10:05-10:43	4th Period	38 minutes
10:46-11:18	Lunch	32 minutes
11:21-12:07	5th Period	46 minutes
12:10-12:50	6th Period	40 minutes
12:53-1:33	7th Period	40 minutes
1:36-2:25	8th Period	49 minutes
2:28-2:30	PM Homeroom	2 minutes

Eighth Grade Schedule:

7:40	Tardy Bell	
7:40-7:45	Homeroom	5 minutes
7:45-8:31	1st Period	46 minutes
8:34-9:18	2nd Period	44 minutes
9:21-10:02	3rd Period	41 minutes
10:05-10:40	Lunch	35 minutes
10:43-11:18	4th Period	35 minutes
11:21-12:07	5th Period	46 minutes
12:10-12:50	6th Period	40 minutes
12:53-1:33	7th Period	40 minutes
1:38-2:25	8th Period	49 minutes
2:28-2:30	PM Homeroom	2 minutes

LUNCH PERIOD REQUIREMENTS

The Board of Education policies do not permit middle school students to leave the school campus during the lunch period. When finished eating, students must remain in their seats until dismissed to the designated area. 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 2020-2021 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. Students are NOT permitted to use their own locks.

Locker checks will randomly be made throughout the school year at the administration's discretion. Disciplinary action may 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.

LOST AND FOUND

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

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 treat 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 dangers 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 may 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.

Deliveries to Students

To prevent disruptions in the classroom deliveries of flowers, balloons, and gifts will be held in the middle school office until the last period of the day.

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 expectations 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 and assignments provided should be turned in within 5 days of returning to school. Be aware that vacation days are included in the total number of days absent. As a reminder, any 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. 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.

TITLE 1 SCHOOLWIDE

Greenfield Middle School is a Title I Schoolwide building. Schools must meet certain requirements to be eligible for a Schoolwide Program. Only schools with poverty levels of 40% or greater can apply for a Schoolwide Title I Program. It took us a year to gather information and to involve parents, administration and staff in the process of writing the Schoolwide Plan. The school's strengths and weaknesses are examined to determine the best approach to meet the needs of all students within the school. With the information gathered, the planning committee decides on the grades, subjects and educational techniques and methods to be used, as well as procedures for evaluation of the entire program. This means we can provide all student support and assistance. The Schoolwide program is a comprehensive reform strategy designed to upgrade the entire educational program in a Title 1 school. The primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate proficient and advanced levels of achievement on state academic achievement standards. Services provided may include parent participating in meetings as well as decision making and resources. The goal is to reinforce the skills taught in our curriculum and assist the student in achieving grade level proficiency in those skills. Your child could receive services and/or support from a faculty member, which may include your child's teacher, a reading specialist, or other content area specialist. The school personnel will continue working to provide your child with the necessary skills and support to be more successful in achieving the expected learning standards.

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 has been a PBIS (positive behavior interventions and supports) school since 2016. 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 Tiger PAWS program has been a huge success on cutting down attendance and behavior issues!

Greenfield Middle School PAWS

<i>Tiger PAWS</i>	<i>P</i> <i>Pride</i>	<i>A</i> <i>Attitude</i>	<i>W</i> <i>Wise Choices</i>	<i>S</i> <i>Safety</i>
<i>Classroom</i>	<ul style="list-style-type: none"> • Be a good listener. • Be an active participant. • Attend school daily and arrive on time. • Follow classroom procedures. 	<ul style="list-style-type: none"> • Respect differences. • Wait to be called on to speak. • Use polite language and tone of voice. 	<ul style="list-style-type: none"> • Be prepared. • Be honest. • Respect other's things. • Stay on task. • Always choose to give your best effort. 	<ul style="list-style-type: none"> • Maintain personal space. • Use materials appropriately. • Walk.
<i>Cafeteria</i>	<ul style="list-style-type: none"> • Clean up after yourself. • Get all things needed the first time through line. 	<ul style="list-style-type: none"> • Use appropriate language. • Use good table manners. • Show gratitude to cafeteria staff. 	<ul style="list-style-type: none"> • Make healthy choices. • Use time to eat wisely. • Enter the cafeteria calmly and quietly. 	<ul style="list-style-type: none"> • Walk in line quietly to get your lunch. • Place all trash in the trash can. • Stay seated until dismissed.
<i>Restroom</i>	<ul style="list-style-type: none"> • Return to class promptly. • Clean up after yourself. • Take care of facilities. 	<ul style="list-style-type: none"> • Allow for the privacy of each person. • Use a quiet voice. 	<ul style="list-style-type: none"> • Use water and supplies wisely. • Report inappropriate behavior and damage. 	<ul style="list-style-type: none"> • Keep hands, feet, and other objects to yourself. • Wash hands with soap & water. • Maintain personal space.
<i>Courtyard</i>	<ul style="list-style-type: none"> • Take care of yourself. • Take care of facilities. 	<ul style="list-style-type: none"> • Use positive and appropriate language. • Invite others to join in. • Agree on rules before a game. 	<ul style="list-style-type: none"> • Line up at first signal. • Enter the building calmly and quietly. 	<ul style="list-style-type: none"> • Stay on the blacktop at all times. • Use equipment appropriately. • Keep hands & feet to yourself. • Report problems and injuries to the nearest adult.
<i>Hallway</i>	<ul style="list-style-type: none"> • Return to class promptly. • Keep the hallways clean. • Respect other's things. • Follow all school rules. 	<ul style="list-style-type: none"> • Walk quietly so others can continue learning. • Be courteous to people you meet in the hallway. 	<ul style="list-style-type: none"> • Take care of yourself. • Use appropriate stairways, determined by grade level. 	<ul style="list-style-type: none"> • Keep hands to yourself. • Travel on the right. • Maintain personal space. • Walk at all times.
<i>Arrival</i>	<ul style="list-style-type: none"> • Be respectful of others. • Clean up after yourself. • Follow all school rules. 	<ul style="list-style-type: none"> • Use a quiet voice. • Use appropriate language. • Follow the directions of the monitors. • Be a positive role model to peers and adults. 	<ul style="list-style-type: none"> • Report directly to the gym. • Keep your belongings in your book bag. • Be ready for your release. • Use time to eat wisely. 	<ul style="list-style-type: none"> • Stay in one place. • Get quiet quickly when given a signal. • Dismiss calmly and quietly.

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: Bullying, Intimidation, or Harassment. A student must not conduct any intentional written, verbal, electronic or physical act of harm toward another student. A student that engages in this type of behavior will be subject to disciplinary action up to and including O.S.S.

*Bullying is defined as unwanted aggressive behavior repeated over a period of time. The Board will not tolerate any gesture, comments, threats or actions which cause bodily harm or personal degradation. This policy applies to all activities in the district including activities on school property, on a school bus, and where students are under the school's control. These behaviors include but are not limited to:

- Using electronic means to harass another student.
- Making a false report regarding an incident or student.
- Persist in the effort to harass another student.
- Retaliation against another student for reporting a previous alleged incident.

***2B: 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.

***2C: 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.

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

2E: 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.

***2F: 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.

***2G: 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.

2H: 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.

2I: Cellular Telephones or other electronic devices. A student may possess a cellular telephone or other electronic devices in school, on school property, at after school activities and at school related functions, provided that during school hours the cellular telephone or other electronic devices remain off. **The school is not responsible for damage, theft or loss of the cellular telephone or other electronic devices.** 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 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.

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

3E: Leaving School. A student shall not leave the school grounds prior to dismissal unless authorized by building principals.

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

3G: Unauthorized Areas. A student shall not be in any unassigned area or area not approved by the building principal.

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: Learning Materials. No student shall fail to bring the required learning materials to class.

4C: 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.

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

4F: Locker Policy. Students shall keep their lockers locked at all times with the school issued lock assigned to that locker.

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 possess, handle, transmit, or conceal any object that could cause injury to anyone, or any look-alike items that may cause the perception of risk of harm or injury.

***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.

5F: Video Recordings. Students shall neither record nor photograph a fight or assault, or participate in such recording. Additionally, a student shall not participate in the process of loading video or photos on the internet or internet service.

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 May 19, 2020.

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 (shorts must be mid-thigh in length)**
2. **Sleeves must be at least three finger-widths wide**
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 beverages, tobacco, violence, or profanity, or vulgar innuendos.**
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 mid-thigh 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 Chromebook carts and Wifi capabilities throughout the building. Your school issued Google account is the property of GEVSD. All activity on the account should be directly related to school activities. Any other activity will be considered as a violation of the technology policy. Chromebooks will be used throughout the building by students as a part of the instructional program of the school. The utmost care should be taken whenever the students are using Chromebooks. Damaging a Chromebook will be considered a major offense of the technology policy and the student/parent will be responsible for the cost of repairs.

Minor Technology Violations:

First Offense – Warning

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

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

*Any major technology violation will result in automatic loss of privileges at the discretion of the administration depending on the severity of the offense.

STUDENT USE OF TOBACCO AND/OR ELECTRONIC VAPING DEVICES

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 and/or electronic vaping device on school property or in any area under the control of the school district. Subsequently, the Board of Education prohibits the smoking, use of and possession of tobacco, snuff, and electronic vaping devices.

A violation of this policy will result in the following disciplinary action:

First Offense: Saturday School to complete program
Subsequent Offense: Administrative Decision

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.

AFTER SCHOOL CLEAN-UP PROGRAM

In certain circumstances, the After School Clean-Up Program may be assigned as an alternative to other types of discipline. Students will be monitored by a staff member. Students will complete time assigned in one hour increments after the school day.

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 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 their designated Place of Safety five minutes prior to the bus's scheduled arrival time and wait at least five minutes after this time.
4. Pupils must wait at a designated Place of Safety that is assigned by the driver. For morning pick-up the pupils shall not leave the designated Place of Safety until the bus is stopped and signal is given by the driver to proceed to enter the bus. For afternoon discharge the pupils shall exit the bus and proceed to the designated Place of Safety and remain there till the bus has left.
5. Pupils must not leave or board the bus at a location to which they have not been assigned unless they have administrative authorization to do otherwise.
6. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
7. Pupils must go directly to an available or assigned seat.
8. Pupils must remain seated keeping aisles and exit clear.
9. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
10. Pupils must not use profane language.
11. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
12. Pupils must not use tobacco on the bus.
13. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
14. Pupils must not throw or pass objects on, from, or into the bus.
15. 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.)
16. Pupils must not put their 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.