### Where To Go For Help:

<table>
<thead>
<tr>
<th>If you are lost:</th>
<th>Stop anyone and ask for directions. The teachers, principals, the guidance counselor, secretaries, custodians and other students can help you find your way.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To see the counselor about a problem or concern:</td>
<td>Go to the main office and check to see if the counselor is available.</td>
</tr>
<tr>
<td>In case of illness:</td>
<td>Obtain a nurse's office visit form from your classroom teacher and check in with the front office staff.</td>
</tr>
<tr>
<td>To make a telephone call:</td>
<td>You may use the telephone in each classroom, with the permission of the staff member. Your cell phone must be off and stored during the school day. After school hours, you may ask to use the office phone.</td>
</tr>
<tr>
<td>To buy lunch or breakfast:</td>
<td>Money can be deposited in one of the three deposit areas around the building. This money must be in an envelope, with your name and the amount of money written on the envelope. Money is deposited daily.</td>
</tr>
<tr>
<td>To buy a replacement student planner:</td>
<td>Bring $5.00 to the office.</td>
</tr>
<tr>
<td>To leave school during school hours:</td>
<td>Before school, bring a note from your parent or guardian to obtain a pass from the office. Use it to leave your classroom, go to the office, and wait for a parent.</td>
</tr>
<tr>
<td>To board school buses:</td>
<td>Exit the building and go to the back parking lot. Busses leave at 3:07pm.</td>
</tr>
<tr>
<td>To return library materials:</td>
<td>Go to the library, before or after school or with the permission of your teacher.</td>
</tr>
<tr>
<td>To take care of a problem:</td>
<td>Ask any adult in the middle school, or come to the office for assistance.</td>
</tr>
<tr>
<td>To find something you have lost:</td>
<td>Check the lost and found, located in the cafeteria. At the end of each quarter, items are donated to a charitable organization.</td>
</tr>
<tr>
<td>If your locker gets stuck:</td>
<td>Ask a teacher for help. If that does not help go to the office for assistance.</td>
</tr>
<tr>
<td>If you do not understand an assignment:</td>
<td>Ask a teacher for further explanation. If you do not understand, others probably do not either. Clear up the confusion by asking questions so you know what the teacher wants you to do and how to do it.</td>
</tr>
<tr>
<td>To solve problems with students:</td>
<td>Obtain a pass to the school guidance office or the main office.</td>
</tr>
</tbody>
</table>

### Greendale Middle School 2014-2015 School Year Calendar***

**September 2014**
- 2  First Day of School
- 29  NO SCHOOL

**October 2014**
- 29  Parent Conferences PM
- 30  NO SCHOOL/ Parent Conferences AM
- 31  NO SCHOOL

**November 2014**
- 7  End of 1st quarter
- 26  NO SCHOOL/ Parent Conferences AM
- 27-28  NO SCHOOL - Thanksgiving Break

**December 2014**
- 22 – 1/2/15  NO SCHOOL - Winter Break

**January 2015**
- 5  School Resumes
- 23  End of 2nd quarter
- 23  NO SCHOOL

**February 2015**
- 18  Parent Conferences PM
- 19  NO SCHOOL/ Parent Conferences AM
- 20  NO SCHOOL

**March 2015**
- 20  NO SCHOOL

**April 2015**
- 3  End of 3rd quarter
- 3-10  NO SCHOOL - Spring Break
- 13  School Resumes

**May 2015**
- May 1  Early Dismissal 11:03am
- 25  NO SCHOOL – Memorial Day

**June 2015**
- 12  Last Day of School Early Dismissal 11:03am

*** Tentative Calendar –Go to: http://www.edlinsites.net/pages/Greendale_Middle for current calendar information.
Message To The Students

Welcome to Greendale Middle School. This handbook is intended as a guide to the information, policies, and procedures that govern the basic operation of our building. It is essential that all students know the contents and use the handbook throughout the year. Administrators, counselors, and teachers will help answer questions about this guide and/or topics, which it does not address.

Our goal is Excellence. Striving to reach this goal must be a united effort on the part of the students, teachers, administrators, parents, and community. The personal benefits students receive from their years here and the reputation of Greendale Middle School will be determined by the extent to which everyone becomes truly involved and puts forth his/her best effort.

Our sincere wishes to each of you for a successful school year.

John Weiss, Principal

GMS MISSION

The Greendale Middle School Community is committed to meeting the unique academic, social, physical, and emotional needs of our middle level students to prepare them to become compassionate, responsible, critical thinkers who will contribute as lifelong learners to our global society. (adopted February 2007)

Absence & Absence Excuses (Truancy)

Regular school attendance is a critical component to a student’s academic success. In order to facilitate regular school attendance the Greendale School Board has recently adopted board policy addressing attendance. The complete policy is available online, but please note the following procedures that shall be in effect on a semester basis:

1. A parent/guardian is required to verify all absences with the school.
2. Following the 5th excused absence in the school year, the school may issue a notification letter.
3. Following the 10th excused absence from class in a school year, the principal/designee shall notify the parent/guardian of the student by mail. If these accumulated absences, a conference may be requested, and a medical or other official agency excuse may be required for each subsequent full day or partial day absence.

In Wisconsin, any student who is absent without an acceptable excuse for all or part of five days in a given semester is considered to be a habitual truant. The Greendale School District follows the state guidelines in addressing truancy.

If your child is experiencing challenges that are interfering with school attendance, please contact your child’s teacher or principal. It is our goal to work cooperatively with parents/guardians to proactively address any obstacles to regular school attendance.

- Absence is excusable only for the following reasons:
  - Personal illness/family emergency/crisis, medical appointments, funerals, family trips that can be taken only during the normal school term, religious holidays/celebrations, educational events as approved by the principal/designee and/or a written request from the parent/guardian received prior to date(s) of absence for no more than ten accumulated days in a school year.
  - If a student is absent from school for any reason other than the excusable reasons, it is necessary to give prior notice to the school and obtain advance assignments. The notice must be in writing from the parent or guardian.
  - A TELEPHONE CALL FROM A PARENT/GUARDIAN IS REQUESTED FOR ANY ABSENCE.
  - The attendance office (associate principal) has the authority to determine the legitimacy of any absence.
  - A pupil who is absent only in the morning must secure a pass from the attendance secretary before he/she can be admitted into his/her afternoon classes.
  - Students are not to leave the building during school hours without permission from the principal’s office. Students will receive a pass upon approval. Any student wishing to leave school before the end of the school day must present a written request from their parent or guardian, and be picked up by them.

- Absence is excusable only for the following reasons:
  - A student MUST leave school only with their parent or person designated by parent or guardian listed on the emergency information form. Please come to the office to pick up your child.
  - An athlete or co-curricular participant must be present at least a half day on the day of a practice, contest, event, or meeting to be eligible to compete or participate that day.
  - Family Vacations:
    - If students must miss school for a family vacation, some work may be given to take on the trip, but most often teachers will work with your child after their return to “catch-up.” Students in this situation should advocate for themselves as they complete make-up work and should expect increased communications from their teachers upon their return in order to aid the transition back into the academic program. A form is available in the office to notify the office at least a week ahead of the intended absence.

Add and Drop Class Policy

The selection of a course of study for the school year is one of the most important responsibilities for you and your student. Students should seek advice from teachers and guidance counselor before selecting classes. Because parents must approve student schedules, the schedules should be discussed thoroughly with them.

Once the student schedule has been determined in the spring of the year, changes in the schedule are rarely made. Only exceptionally valid reasons for a change will be considered. All schedule changes must be approved by the principal.

The following information and procedures will assist students when they desire to change their programs:

- Once school has started, request for changes must be accompanied by a signed parent permission slip by Friday of the first week of class. Written rationale is required.
- Program changes for the second semester will be considered only during the second and third week of December. A request for change must be accompanied by a signed parent permission slip that states the reason(s) for the change.

Administrative Discretion

The school administration reserves the right to rule on items or situations not specifically mentioned in this handbook.

Announcements

Announcements will be made on a daily basis during homebase period and will also be posted on the school website.

Appointments

When your child has an appointment, write a note with the time you want your child to be waiting for you, and we will have your child ready to leave. Please plan to pick up your child in the middle school office.

Assembly Conduct

Various assemblies will be scheduled throughout the school year. Students are expected to follow established guidelines. All students are expected to walk to the assembly with their teachers and sit quietly in the designated areas. Students are expected to behave in a mature manner during the assembly, and to extend the proper courtesies to those people conducting the presentation. At the conclusion, students should remain seated until specifically dismissed. Inappropriate behavior will result in the loss of assembly privileges for the student.

Athletic Activities

A program of intramural and interscholastic athletics is provided during various seasons of the year. Intramural programs are designed for participation of all students not involved in the same sport at the interscholastic level. Opportunities may include, but are not limited to:

Interscholastic:
- Basketball (7th and 8th grade teams)
- Cheerleading (6th, 7th, and 8th grade team)
- Poms (6th, 7th, and 8th grade team)
- Wrestling (6th, 7th, and 8th grade team)
- Volleyball (7th and 8th grade girls’ teams)
- Track (7th and 8th grade team)
- Cross Country (6th, 7th, and 8th grade team)
**Intramural:**
- Basketball (6th, 7th, and 8th grade teams)
- Volleyball (6th, 7th, and 8th grade teams)

There are new activities emerging continuously during the school year and students will receive this information during school announcements.

* Students participating in interscholastic activities must have an up to date physical on file to try out for a sport!

**Athletic Code**

Students are governed by an athletic code approved by the Board of Education.

All students who participate in an interscholastic and/or intramural co-curricular activity including basketball, volleyball, wrestling, track, cheerleading, poms, cross country, and student council MUST sign a pledge that includes:

1. Maintaining a grade point average of 1.75, completion of assignments and appropriate classroom behavior.
2. Attending all practices and meetings that are set by the coach or advisor, other than excused absences.
3. No use or possession of tobacco or any illegal drugs and/or alcohol.
4. No participation in gatherings, public or private, that are not under adult control and where alcohol and/or drugs are available to persons under age 21.
5. General conduct in AND out of school that brings credit to the co-curricular activity, parents, students, or the school.
6. Students must be on Honor Levels 1 or 2 to participate in an athletic event.

Violation of any of these rules will result in a two-week probationary period during which students will not be allowed to compete, but are allowed to practice or dismissal from the activity.

**Athletic/Social General Rules**

As parents, you are encouraged to attend school district sporting events with your child or volunteer to chaperone/supervise at the event your child is attending. It provides you with the perfect opportunity to show your son or daughter that you have common interests. It allows you to meet their friends and other parents while monitoring your student’s behavior. Please share the student athletic code of conduct with your son/daughter.

- Remain seated during the game. This allows everyone to enjoy the game.
- Fighting, harassment and hazing are not allowed.
- Good sportsmanship and orderly behavior are a must.
- Alcoholic beverages or drugs are not allowed.
- Students disobeying these rules or exhibiting less than good behavior at any games will be denied the privilege of attending further events.

**Backpacks**

Students are more than welcome to bring a backpack to carry books, etc., to school and home again. However, backpacks will not be allowed to be used during the school day. Allowances will be made to accommodate student access to lockers before and after school, at lunch and between classes.

**Bathroom Passes/Passes**

Students are to use the passes in the back of their agenda. These should be filled out and presented to the teacher.

**Battle of the Books**

Teams of students may sign up to collaboratively cover a book list and then participate in this fun competition. Teams compete by answering thirty questions about the books on their lists. First, second, and third place winners are recognized, and then all participants can participate in a celebration.

**Before and After School Rules**

For liability reasons, students are not to enter the building before 7:30 am or remain in the building after 3:10 pm. Students who have an early appointment with a teacher will have a pass from the teacher which they will have received the day before. If you are involved in a school sponsored activity you are welcome to be in our school building beyond these times while under the direct supervision of a school employee or approved adult. Note: Students who will be participating in a late activity such as an athletic contest or practice, music program, drama event, etc., may remain in the supervisor’s area with study or reading materials until their activity begins as long as this has been approved by the coach or supervisor that is responsible for these students and this person is willing to supervise. If your child has an evening event, your child is to go home on the bus, or walk home if living close to school, and return at a scheduled time in the evening. We do not want or will not allow students to be in the building unsupervised.

If your student is here at school for an after school or evening event, please communicate and check to see your student understands when you will pick him/her up. We do ask that you do pick students up on time.

**Bicycles, Skateboards and Rollerblades**

Students who ride their bikes to school must use the bicycle racks provided. Students must provide a suitable lock to ensure the safety of the bicycle. Skateboarding is prohibited on school property and should not be stored in students’ lockers.

**Buses**

- Every bus rider must abide by the following rules or be subject to disciplinary action, which may entail suspension of bus riding privileges.
  - If the rider is assigned a specific seat he/she is to remain in the seat assigned to him/her.
  - All riders shall remain seated when the bus is in motion.
  - All windows shall remain closed unless previous permission to open some has been granted by the driver.
  - Keep head, hands and arms inside the bus.
  - Smoking, eating, drinking or chewing gum aboard the bus is prohibited.
  - Bus riders shall not litter the bus with food or other debris.
  - Bus riders shall follow procedures when embarking or disembarking the bus.

- Volume should remain at an appropriate level.
- Only students assigned to the bus may ride on that route. Students may not bring friends on the bus.
- Video cameras are located on each bus.
- The bus driver shall report any misconduct on a “School Bus Incident Report” form to the transportation supervisor immediately after conclusion of bus route.
- Parents will be notified on a “School Bus Incident Report” of any misconduct that has occurred.
- Remember, the bus driver is in complete charge while on bus.
- Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them at school.
**Candy and Soda**

In compliance with the District health initiative, we ask that students do not bring soda to school. Candy and other foods may only be eaten in the cafeteria during lunch periods. No food or drinks are allowed in the hallways.

**Christine Obermann Award**

This award recognizes two exceptional students (one seventh and one eighth) who are nominated by their teachers and voted on by the entire staff. Ms. Obermann was an accelerated math teacher at the middle school who unexpectedly died in 1996. Winners of this award of excellence are chosen on their attitude, grades, extra-curricular activities, and their positive influence on the staff and students at GMS. Mr. and Mrs. Obermann are present each year to award each winner a savings bond and their names are engraved on a plaque that is displayed in the main lobby.

**Classes**

See course description handbook posted online.

**Contraband**

Any contraband objects such as squirt guns, laser pointers, firecrackers, lighters, matches, etc., which are dangerous or disruptive to the educational process are not permitted in school. These items will be confiscated immediately and an infraction or suspension will incur depending on the nature of the object and its use. These items may or may not be returned – upon the discretion of administration.

**Drama**

Greendale Middle School presents a play or musical in the spring. Students may audition for the play in March. After school rehearsals are held for a five to six week period. This culminates in a morning performance for students and an evening performance at GHS for parents and families in May.

**Dress Code**

While fashions may change, the reason for being in school does not. Students are in school to learn. Wearing apparel can enhance or detract from any situation. This is especially true in an educational setting, which requires concentration and self-discipline. Clothing, like conduct, is a personal matter limited only by the realities of health, safety, guidance, or disruptions of normal school operations. Staff will give consequences as appropriate. Within these guidelines, the following types of apparel will be considered inappropriate and should not be worn to school:

1. Any clothing with writing pictures or symbols which enhances the image of or promotes through direct or indirect appeal of gang or the use or consumption of alcohol, drugs and/or tobacco.
2. Any clothing with writing, pictures or symbols which are suggestive, obscene or distasteful.
3. Ripped or torn clothing.
4. Going barefoot or stocking feet, or wearing slippers.
5. Hats or bandanas during the school day.
6. Outdoor attire (jackets, vests, etc.) are not permitted in classrooms.
7. No hanging chains.
8. Other clothing which may be deemed inappropriate by the administration including but not limited to the following:
   - All shirts, blouses, dresses, etc. with spaghetti straps or extended armpit area.
   - Fishnet stockings.
   - Sleep attire.
   - Short shorts, skirts and other apparel that does not meet administrative approval.
   - Bare midriff and cleavage should not be visible.
   - Undergarments should not be visible.
   - Trousers need to be secured at waist height.
9. Backpacks or bags may not be carried to classrooms.
10. If makeup is worn, it may not cause distractions in any way. This includes writing on arms or faces, and stickers on faces or bodies.

**Due Process**

Greendale Middle School strives to provide a safe and appropriate learning environment for all of our students and we try to be very proactive in our communication of our disciplinary procedures to both our students and our parents. GMS realizes that disciplinary situations are also learning opportunities for our students. Guiding our disciplinary process is the belief in the fair treatment of our students. Due process is provided for each student on any office referral and in any investigation. Students have the right to have their side heard before any disciplinary action is taken.

**Drop-Offs**

Students often forget things at home – instruments, lunch money, agendas, homework and parents sometimes bring these items in to school for them. To minimize distractions for both the classrooms and in the school office, these items will be held for pick-up at either lunch or at the end of the day. Students are responsible for checking for their items at those times.

**Drugs**

Students shall not consume, deliver, be under the influence of, or have in their possession, any alcohol, illegal drug, or look alike substance while in school, on school property, or while attending a school activity. Students who distribute prescription medication/drugs will be subject to the same standards applied to students distributing illegal drugs. Consequences will range from suspension to expulsion. Students who bring any type of controlled substance or look-alike drug on to school property, participate in the hiding of such substance, or know about the presence of these substances but fail to report it, will be subject to disciplinary consequences. Students who have in their possession or are involved in any part of a transaction involving substances that are intended to look like drugs or are given or sold as drugs will also be suspended and/or expelled. The police will be involved in all violations of this policy.

With reasonable suspicion, school authorities may search students, their lockers, and their belongings during an investigation into the use of or the possession of a controlled substance. Lockers are the property of Greendale School District.

**Electronic Devices**

Greendale Middle School is part of the Get Connected initiative in the Greendale School District. iPods, smartphones, iPads, and laptops are allowed in the classroom and can be used for educational purposes. MP3 Players, handheld gaming devices, digital cameras, and regular cell phones, are not to be used between 8am and 3pm unless permission is given by a teacher for a special event. Above items will be confiscated and returned only to a parent. Students found to have such devices in their possession could be subject to serving detentions, being suspended from school, and/or depending on the circumstances, recommended for expulsion. The Greendale School District is not responsible for lost or stolen items.

**Emergency Information Form**

Each student is required to have an emergency information form filled out by his/her parent/guardian. If information on this emergency form changes during the school year, please contact the office so we can correct this vital information for your child.

**Failure Of Class(es)**

Students who earn less than a 2.0 cumulative grade point average may be recommended for summer school. All students want to be successful in school, but at-risk students need intensive assistance to achieve success. We envision summer school as an opportunity for these students to experience curriculum that not only provides basic academic and social skills that adolescents need to reconnect with the school, home and community, but also enhances self-esteem. Eighth grade students have a promotion policy. See grade advancement criteria on last page of this handbook for further information.
Family Access & PowerSchool

Parents/guardians may access information about their student(s) via the school web site: http://www.edlinesites.net/pages/Greendale_Middle

On the middle school website, parents/guardians have access to the school calendar, daily announcements, student handouts, weekly newsletters and staff contact information. Parents can create a My Edline account for enhanced features when accessing the school website. Contact the office for activation code.

There is also a PowerSchool link on the website home page where parents can access grades and homework. A username and password will be needed for PowerSchool. These are available by calling the school office.

Fees

Fees are assessed to assist the district in offsetting the growing costs of supplies, other consumables, school year start-up, and continuing expenses during the year. Students may purchase an activity card that covers fees for athletics and extra curricular activities. This also allows students to get into GHS events. These can be purchased in the front office.

Fighting

Students who physically harass, confront, or engage in fighting with other students or school personnel may be suspended and the incident may be referred to the Greendale Police. Threatening or menacing behavior may also result in suspension and ultimately expulsion.

Since the goal of this rule is to keep students and staff physically safe, play fighting and horseplay are equally as dangerous and are not tolerated and may also result in suspension. The rule is simple – “hands-off” while in school.

Fire/Severe Weather Drills

Fire/Severe Weather drills are held monthly at unspecified times. It is important that students learn the correct procedures to follow in each of their classes. Students should walk quickly and quietly, from the building using the exit designated in the event of fire, or to the designated building location in the event of severe weather.

Food Service

Greendale Middle School has a breakfast program from 7:30-7:44am daily. The Greendale Middle School lunch program has a multi-choice menu. Those who desire to may bring their own lunch.

Applications for free and reduced hot lunch/breakfast are available from the office.

We have an automated food service program. Each student is assigned a 5-digit pin number that is entered on a key pad as they exit the pay area. Students will be notified when their account is getting low. Parents will be notified via a SchoolMessenger phone call on Monday evenings if students have a negative balance in their account.

Gambling

Gambling of any kind is not allowed on school property and will be met with disciplinary action.

Gang Activity

Indication of gang involvement, either through words, gestures, written symbols, jewelry, clothing, or other behaviors, is strictly prohibited and most probably will result in suspension from school. Actual gang activity may result in expulsion from school.

GMS Website

http://www.edlinesites.net/pages/Greendale_Middle

Grades

We have 6-week progress notes and quarterly report cards. Parent conferences will be held each fall and spring.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>95-100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>A-</td>
<td>93-94</td>
</tr>
<tr>
<td>Grade</td>
<td>B+</td>
<td>90-92</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
<td>87-89</td>
</tr>
<tr>
<td>Grade</td>
<td>B-</td>
<td>84-86</td>
</tr>
<tr>
<td>Grade</td>
<td>C+</td>
<td>81-83</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
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<td>Grade</td>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>Grade</td>
<td>C+</td>
<td>77-79</td>
</tr>
</tbody>
</table>

Math Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>A</th>
<th>95-100</th>
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<tbody>
<tr>
<td>Grade</td>
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<td>81-83</td>
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<table>
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<tr>
<th>Grade</th>
<th>A</th>
<th>73-76</th>
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<tbody>
<tr>
<td>Grade</td>
<td>A-</td>
<td>70-72</td>
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<tr>
<td>Grade</td>
<td>B+</td>
<td>67-69</td>
</tr>
<tr>
<td>Grade</td>
<td>B</td>
<td>63-66</td>
</tr>
<tr>
<td>Grade</td>
<td>B-</td>
<td>60-62</td>
</tr>
<tr>
<td>Grade</td>
<td>C+</td>
<td>0-59</td>
</tr>
</tbody>
</table>

Guidance Office

The guidance counselor makes schedule changes and provides academic and personal counseling through individual and group meetings, along with classroom guidance. “Peer Tutoring” and the P.R.I.D.E. Program are also a part of the guidance program. The counselor serves as a resource to parents, students, staff, and community.

Hall Pass Policy

A majority of the disruptions and disturbances which cause classroom interruptions originate in the hallways. Similarly, the greater number of discipline problems, as well as incidents of crisis proportions, seem to develop in the hallways. It would seem logical, therefore, that a reduction in hall traffic will lessen the amount of interruptions, disturbances and the incidence of crisis.

“HallaPass Passport”: Any student who wishes to enter or leave the room during the class period, or is performing a duty that takes him through the halls, must have a pass issued by a faculty member. Passes are contained in the student planner. The student must carry the planner to all classes.

Students on Honor Level 3 or 4 will not have hall privileges except in emergencies.

Harassment/Discrimination

Pupil Discrimination

It should be noted that it is the intent of the Greendale School District to insure that no pupil will be discriminated against in any curricular, co-curricular, pupil services, or recreational activity because of that pupil’s sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any student who discriminates inappropriately could be suspended from school and may be referred to the police.

Sexual Harassment

Sexual harassment is a form of sex-based discrimination prohibited by law and the Greendale School District. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. For complete information see Board of Education Policy GAEA. Contact the principal for more information. Harassing behaviors could result in suspension and/or possible expulsion from school and may include a police referral.

Note: If you are the victim of discrimination or harassment, either verbal or physical, be sure to see the principal or a staff member immediately to resolve the problem. Most often, these situations can be handled quickly, quietly, and with lasting results. Please don’t hesitate to see a school staff member if you are being harassed or picked on.
**Homework**

Parents and students differ in their attitudes about homework. The staff will try to assign homework to meet the pupil’s needs. There are desirable types of homework other than written, such as reading books, reading newspapers, discussions with parents, interviews, projects and experiments. Parents are encouraged to check their child’s agenda each night for homework assignments and other communications from teachers. Additionally, parents may check teachers’ web pages and PowerSchool to discover homework assignments and project due dates.

If your child must miss school for a family vacation, it is recommended that the parent contact the school office well in advance of the absence so that the teachers can best prepare your child for time out of school. Some work may be given to take on the trip, but most often teachers will work with your child after their return to “catch up”. Students in this situation should plan on spending some extra time with their teachers upon their return so that the student will transition well back into the academic program.

Homework policies for each grade level are posted on the GMS website.

**Honor Level System of Discipline**

The Honor Level System is used at Greendale Middle School by teachers as another means of assisting students in behavior accountability. Teachers may issue an “infraction” after having exhausted all other personal classroom management techniques. Consequences for receiving an infraction include the following:

- 1 infraction = 15-minute noon detention
- 2 infractions = 30-minute noon detention
- 3 infractions = 30-minute after school detention (MASH)
- 4 infractions = 60-minute after school detention (MASH)
- 5 infractions = Administrative action

Students who do not receive an infraction throughout the year are eligible for “All-Star” rewards such as yogurt treats, after school carnivals, and walks to Southridge.

**Honor Roll Criteria**

**Honor Roll:**

Any student with a GPA of 3.0-3.39 in any academic quarter

**High Honor Roll:**

Any student with a GPA of 3.4 and above in any academic quarter

- Students earning a GPA of 3.4 or higher for the first three quarters are eligible for the Academic Recognition Program in the spring.

**Most Improved:**

Students improving their GPA by .5 (or better); which results in a GPA greater than 2.0 during the first through third quarter will be eligible for the Academic Recognition Program in the spring.

**Injuries at School**

All school injuries must be reported to the teacher in charge. The teacher will fill out an accident report and refer the student to the office. If the injury requires medical attention, it must be reported to the school office before going to the doctor. The office personnel will then contact the school nurse. All students must have a pass to see the school nurse.

**Immunizations**

Grades 6-8 are required by law to have the following immunizations prior to school entry:

- 4 DPT/TdaP/Td
- 4 Polio
- 3 Hep B
- 2 Measles/Mumps/Rubella
- 1 Varicella (or history of Chickenpox)

Grade 6 and 7 in addition to the above are required to have:

- 1 Tdap
- 2nd Varicella (or history of Chickenpox)

Your student can get these required immunizations at their doctor’s office or at the Greendale Health Department. Call 423-2110 for an appointment at the health department.

**Insubordination and Profanity**

Mutual courtesy and respect, as well as obedience to authority, are necessary for the well-being of students and faculty within the general operation of the school. Consistent and/or flagrant dishonesty, disrespect and/or disobedience will result in the application of disciplinary actions. Students are expected to act and speak like ladies or gentlemen. Vulgar, abusive, or obscene language will not be tolerated. Violations will result in the application of disciplinary action.

**Library Media Center**

The Library Media Center is a research and learning center where everyone is encouraged to become a life-long learner and user of both print and non-print resources. Our library media facility has an atmosphere where students are instructed and assisted with the access and retrieval of ideas and information which helps them to become wise, selective consumers and creative presenters of information.

The Library Media Center is open from 8:00 a.m. to 3:00 p.m. During class periods, a student is admitted to the Library Media Center by their agenda passport. Please visit the LMC website at: http://www.edlinesites.net/pages/Greendale.Middle

**Lockers (including gym locker)**

A student locker is assigned for student convenience for storage of outer garments and school materials. Purses, money, or other valuables should not be brought to school. The lockers are the property of the school and NOT the student’s private property. They may be opened and searched by school authorities at any time. This statement is "prior notice" of locker searches. Any unauthorized items found in a locker may be removed.

Students who damage lockers will be held accountable. Students must not tell their combinations to anyone.

**THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS LOST OR STOLEN AT SCHOOL. THIS INCLUDES IPODS, CELL PHONES, VIDEO GAMES, ETC.**

Literature, signs and pictures which are not considered to be in good taste will be removed at the request of a staff member. No items are to be glued or taped to lockers. Only magnets or clips may be used to hold pictures, posters, etc.

Backpacks and jackets are to remain in the locker during school hours.

NOTE: Entering or damaging another student’s locker is a serious offense and will be treated accordingly. This can result in detention, suspension, and/or police action.

**Lost and Found**

The lost and found is located in the cafeteria. Found articles are taken to the LMC website at: http://www.edlinesites.net/pages/Greendale.Middle

The lost and found is located in the cafeteria. Found articles are taken to this department. Lost articles will be returned upon identification. Unclaimed articles are given to a charitable organization at the end of each quarter.
Lunch Rules

THE FOLLOWING RULES APPLY TO ALL STUDENTS:

- Students are to be orderly and quiet in passing to and from the cafeteria. Screaming or shouting in the cafeteria will not be tolerated.
- Students should remain at one lunch table during the lunch period.
- Orderly lunch lines are to be maintained at all times.
- Students are to clean up the tables and return trays when finished eating. Each person at a table is responsible for the whole area with respect to cleaning up that area. Students should cooperate and not argue about picking things up.
- If students wish to leave the cafeteria for a meeting with a teacher, they must have passes.
- No food may be taken out of the cafeteria.
- Horseplay and rowdiness are inappropriate in the cafeteria. This includes throwing food, popping bags and smashing milk containers.
- Students will be dismissed from the cafeteria by table.
- Good conduct is expected during the lunch period.

**Disciplinary action will be taken against students who fail to comply with the above rules.**

MASH* Room Expectations

* Mandatory After School Homework

- Students are to sit quietly and read or do academic work. Any student without work or a reading book stays in detention but also serves an additional detention the next night.
- Sleeping or placing the head on the desk is not permitted.
- Additional time will be given for disruptive behavior.
- Exceptions to detention are not permitted.
- Any student arriving after 5 minutes after the end of school will be given an additional detention.
- Detention time begins when the student is sitting quietly.

MathCounts

MathCounts is an accelerated, challenging co-curricular activity open to all students. It is an opportunity to increase the student's knowledge of math skills and problem solving, and a chance to compete mathematically against students from Greendale Middle School and other schools. Practices are generally held before school.

Medicine

All medicine must be stored and administered in the middle school office. No students are to have any type of medicine on their person or in their lockers. All medicines must be accompanied by a permission form obtained from the school office and signed by a parent/guardian or a doctor and be in a pharmacy prescription container.

This includes any prescribed or over the counter medication, including cough drops. Students may carry a prescription inhaler. No student can give any type of medicine to another student. This act may result in serious consequence up to and including expulsion.

Nondiscrimination Statement

It is the policy of the Greendale School District that no person shall be denied admission to, participation in, the benefits of any curricular, extracurricular, pupil services, recreational or other program or activity, or employment on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, medical condition or disease, or physical, mental, emotional or learning disability. To begin the formal complaint process, the student or employee must submit a written complaint to:

Ms. Julie Grotophorst, Human Resources Coordinator
Greendale School District
6815 Southway, Greendale, WI 53129
414-423-2700 ext. 2703 julie.grotophorst@greendale.k12.wi.us

The District will investigate harassment and discrimination complaints promptly, thoroughly, and impartially. If either party is not satisfied with the results of the investigation report or the District’s decision, he or she may appeal the decision to the Board of Education.

Please see Board Policy #411 for complete details regarding discrimination and/or harassment concerns in the Greendale School District.

Office Behavior Referrals

Being sent to the office for disciplinary reasons is a serious matter. Serious violation of school rules, disrespectful and disruptive behavior in the classroom, or conduct endangering the health, safety or property of others will not be tolerated. The principal or assistant principal will determine the appropriate disciplinary action.

Panther PRIDE Award

The PANTHER Award is a monthly program that recognizes students who are nominated by their teachers and/or staff members as being outstanding school citizens. Students can be nominated for exhibiting the elements of our PRIDE program (perseverance, respect, integrity, diligence, empathy).

Parental Consent Forms

Trips to parks, museums, concerts, plays, etc. are occasionally planned by students and teachers. Before a student can be allowed to participate, it is necessary that parental permission be obtained. Parents are requested to sign a consent form and return it to the school.

Phone Calls

Please limit personal phone calls to school. For snow days, please check the district website. Appointments should be arranged prior to your child arriving at school.

Students may on occasion use the phone provided in each classroom, with the teacher’s permission. There is a phone that students may use in the office if needed.

Physical Education Classes

Physical Education contributes to the total development of a child through the medium of physical activities while experiencing optimum growth and development. For grades 6, 7, and 8 a school P.E. shirt and an appropriate pair of shorts need to be worn for class. Proper shoes must be worn for class. A P.E. lock will be used through the P.E. department for grades 6, 7 and 8.

Medical Excuses and physical education class:

- Our first concern is for the welfare of the student.
- A student can miss two consecutive classes with parental consent for reasons of illness or injury with no penalty to the student. The instructor has the option of assigning written work or a comparable assignment.
- If a student requests to not participate beyond two consecutive class periods, a doctor's excuse is necessary.

Police School Liaison Officer (PSLO)

A police liaison is available as part of the district’s relationship with the Greendale Police Department. This PSLO acts as a juvenile officer, educator, and resource person to students, staff, and parents in the school setting.

Crime Stoppers: report crime and get cash 762-0040
Greendale Police Department 423-2121

P.R.I.D.E.

P.R.I.D.E. is an acronym for Perseverance, Respect, Integrity, Diligence, and Empathy – the character traits that form the foundation of the GMS Character Education Program. The entire school plays a role in fostering these traits in our students through our curriculum, discipline, recognition awards, and day-to-day contact. By promoting these qualities we hope to help our students become the best that they can be.
Request to Withhold Directory/Data Information

The Greendale School District has declared the following personally identifiable information contained in a student’s records as “directory data” pursuant to the Family Educational Rights and Privacy Act (FERPA), a Federal law, and Section 118.125 of the Wisconsin Statutes:

- Student’s name, address and telephone listing
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of athletic team members
- Photographs
- Dates of attendance
- Degrees and awards received
- School most recently attended by student
- Publishing student work electronically or on Website

If you would like to withhold any of the directory data listed above, you must notify the school office in writing.

School Messenger

The District has partnered with SchoolMessenger to provide messaging service to our parents and students. This initiative meets the Board of Education’s goal of improved communication to our parents and our community. The District will have the ability to use automatic phone calls and/or send automatic e-mails to our parents/guardians.

We are cognizant not to overuse this ability, but see great promise in emergency communications, school or event cancellations, attendance calls, and other just-in-time reminders or announcements.

When utilized, the system pulls contact information from our PowerSchool database. So, it is extremely important that each school’s office identifies the exact phone numbers and e-mail addresses you wish to be used for the best communication that is both timely and appropriately.

School Psychologist

The school psychologist conducts psychological and academic assessments, serves as a resource for parents and staff, and provides individual counseling for students.

School Supplies

Students are expected to have some basic school supplies—pens, paper, notebooks, etc. A list of supplies will be published in the registration packet and on the District website before school starts. Additionally, these lists can be found at many local businesses carrying school supplies.

Search & Seizure – Right to Privacy

Lockers and other similar spaces made available to students for their convenience remain the property of the school system, subject to inspection at any time and for any purpose deemed appropriate by responsible school officials (building principals).

No student should have any expectation of privacy with respect to any locker, desk or other space within the school system. Items in lockers that can be used as evidence of violation of federal, state or municipal statutes should be examined and removed by law enforcement personnel. Parents or guardians will be contacted and provided with details of the incident.

Smoking/Tobacco Products

Smoking and/or the use of tobacco products is absolutely prohibited. Wisconsin Act 209, Section 2.120.12 (19) prohibits the use of all tobacco products on premises owned, rented by, or under control of a school board. Anyone found smoking or using tobacco products on school property may be disciplined up to and including a suspension and will be referred to the Greendale Police Department and is subject to a civil fine.

Anyone under the age of eighteen who is in possession of smoking materials or tobacco products will be disciplined within the school on the first offense and then subject to a civil fine according to Village Ordinance on any subsequent offenses. Lighters/matches are not permitted on school property. These items will be confiscated and will not be returned. Students who are found in possession of matches, lighters, cigarettes, or other contraband are subject to search by school officials and/or the Greendale Police. With reasonable suspicion, school authorities may search students during an investigation into the use or possession of tobacco.

Social Worker

School social workers assist students by providing individual counseling, group counseling, and supportive services through times of crisis. School social workers assist staff in identifying needs of students, facilitating parent-teacher communication, and recommending appropriate classroom interventions when needed. School social workers also assist parents and community by providing family support and mediation, consultation, and comprehensive referral services.

Special Needs

How will children’s special needs be met?

The middle school program is designed to provide support within the school for students with special needs. Special education teachers, a reading resource teacher, the library media specialist, guidance counselor, GEM coordinator, social worker, and school psychologist are all available at various times in the school.

Are accelerated math classes available?

Yes. All students are eligible to be tested for accelerated math by teacher recommendation. These students are then tested by our GEM coordinator, who will then determine if placement is warranted and communicate with the child and the parents.

My child was identified as gifted and talented in elementary school. What services are available for him/her in the middle school?

The Greendale School District has a full-time GEM coordinator who works in every school building in the district. This person is in the middle school twice a week working with the GEM students. Since this coordinator works with all elementary students, the transition process is efficient and appropriate.

What if my child struggles academically?

The first response should be to work closely with your child’s classroom teachers to ascertain what the problem is and to develop some steps towards improving achievement. If more help is needed, the middle school Student Intervention Team meets to help determine the support and intervention needed to help a student be successful.

Students with identified special education needs, including those with cognitive, physical, speech, learning or emotional disabilities, have individual education plans which outline the types of assistance they need. Special education teachers or aides may work with these students within a class or, at times, in small groups or individually.

GMS Student Council

GMS Student Council, a prominent student government organization, gives students a voice in determining school activities and environment. Student Council is modeled on our representative form of government and is intended to promote leadership skills. It helps promote activities for the entire student body at Greendale Middle School and upholds the Panther P.R.I.D.E. motto. Being a member of student council is both an honor and a challenge. Members organize school dances, philanthropic fundraisers or events, teacher appreciation honors, in addition to attending council meetings and committee meetings.

To join, a student must fill out an application form and three teacher recommendation forms. This process is done in the spring for the upcoming school year. To be eligible, representatives must be able to attend council meetings at alternating times during the school day, once per month. All members must uphold at least a 2.0 grade point average and always display high moral standards. Student Council is a great experience for any hard working, creative, fun-loving student who can handle responsibility.
Student Expectations
It is hoped that all students will practice good conduct. Good behavior is appreciated and rewarded. The following expectations were compiled by a team of students, staff and parent representatives. Failure to follow these expectations may result in the student receiving an infraction.

- Bring signed material from home.
- Arrive to class on time.
- Come to class with all necessary materials.
- Move through the building in an orderly manner.
- Use hall pass appropriately.
- Follow school rules.
- Follow classroom rules.
- Follow lunchtime rules.
- Report to teacher detentions.
- Respect school property and the property of others.
- Use appropriate language.
- Settle conflicts appropriately.
- Always tell the truth.
- Treat peers with respect.
- Treat staff with respect.

Student Agenda
The use of the student agenda is MANDATORY. The Agenda is a significant parent-school communication tool. Check your child’s agenda daily. Each student is provided with a Agenda upon enrollment. Replacement agendas may be purchased in the school office for $8.00.

The student Agenda contains the Student Handbook as well as the hallway passes. The use of hallway passes is expected when a student needs to be in the hallway at times other than the normal between-class passing times. The student Agenda is to be carried to all classes.

Student's Right to Learn
Students deserve the right to equal opportunity in each class and should expect a well-run, orderly, academic classroom. If you are having problems with any aspect of a classroom, meet with the teacher at an appropriate time. If you still have questions after this meeting, see an administrator.

Study Club
The middle school LMC is open from 3:00-4:00PM Monday through Thursday to provide students with an opportunity to get their homework done and use the computer lab. Students do not need to sign-up in advance.

Suspension
A student may be suspended for any serious breach of proper conduct such as disorderly, vicious, illegal, or immoral conduct, insubordination, and persistent violation of school regulations. The period of suspension may extend up to fifteen days, but is usually no longer than three days.

A parent conference with the principal may be a prerequisite to the readmission of the student to school. Parents may appeal any suspension if they feel the student’s due process rights were violated during the handling of the matter. The appeal must be initiated in writing to the building principal within five days of the suspension. If a student is then further suspended, a pre-expulsion hearing may be scheduled with the Superintendent.

A student who becomes disruptive in a class or creates a situation that prevents the instructional program from progressing may be placed on in-school suspension by the principal or designee. While on in-school suspension, a student will remain in a detention room and will be expected to complete all assignments provided by the regular classroom teachers. Students who remain disruptive and do not follow rules in the in-school room will be suspended and sent home.

Tardiness Policy
Coming to class late is very disruptive and robs the entire class of valuable learning time. Students have three minutes of passing time between classes, which is ample time to report to class on time. If a student continues to be tardy after these consequences have been applied, he/she may be referred to the administration for further action.

No tardy pass will be issued by the office except for late arrival to school.

Late arrival to school: Students who arrive late to school must report to the office. A note from a parent explaining the reason for the tardiness should be brought with the student whenever possible. The attendance office has the authority to determine the legitimacy of any tardy.

Tardiness is defined as being late for school, whether it is one minute or one class period late. Passes will be issued to tardy students. Students that are chronically tardy to school will be referred to the attendance officer and truancy guidelines will apply.

Student responsibility on tardiness: Students should be in assigned seats when the bell rings to start a class. If a student has been detained by a faculty member the student must obtain a pass from that teacher. Listed below are the consequences you will receive if your unexcused tardiness continues during a semester:

- 1st Tardy----Warning Slip issued to Student from Office Personnel
- 2nd Tardy----Warning Slip issued to Student from Office Personnel
- 3rd Tardy----30 Minute After School Detention, 1st Letter Home
- 4th Tardy----60 Minute After School Detention; Place on Honor Level 2; 2nd Letter Home
- 5th Tardy----60 Minute After School Detention and potential parent meeting scheduled; A letter will not be sent home after the 4th tardy.

Technology Use Policy
The following “Internet and Network Use Rights, Responsibilities and Consequences” school board policy shall be followed by all students:

a. Internet, electronic mail (E-mail) and other forms of electronic communication shall be used for administrative and educational purposes only, consistent with the district’s mission and goals.

b. Students shall be instructed not to provide their address or telephone number to someone they “meet” on the Internet.

c. Accessing, communicating, displaying, downloading or sending messages, pictures or any other material that is offensive, objectionable, inappropriate or unlawful shall not be allowed.

d. Using obscene or vulgar language or harassing others through the Internet shall not be allowed.

e. Students shall not be allowed to use another’s networks ID and/or password with or without permission.

f. Students shall not be allowed to access another’s data folders, delete, examine, copy, modify or use another’s data files without permission.

g. The playing of multi-user dimension or other Internet or network-intensive games or intentionally wasting district resources shall not be allowed.

h. Access to the Internet will be given after demonstrating Internet usage competency or attending training sessions to gain competency for proper Internet use.

Students who do not follow these guidelines will be subject to limitations of their technology privileges and possible further disciplinary action. This board policy may be viewed at:
http://www.greendale.k12.wi.us/pages/Greendale/Policies/BoardOperati ons-Series100/Series_300___Instruction

Textbooks
Students are expected to maintain proper care of textbooks. All textbooks should be covered with book covers in order to protect them from undue wear and tear. Fines will be assessed for damaged and lost textbooks. These fines will need to be paid before receiving school yearbooks or graduation certificates.

Theft/Vandalism/Damage to School Property
Stolen personal property must always be reported immediately to the appropriate classroom teacher and/or to the principal’s office. In either case, a stolen property form should be filled out with the office, and the police may be called to investigate the situation. Use lockers and locks to store your belongings and never leave any personal items unattended.
Any student involved in a theft – from another student, a suspended and a referral to the Greendale Police may be made. The school district is not liable for stolen, lost, or damaged items. Students who damage, destroy or vandalize school property will be required to pay for losses or damage. If students willfully destroy or vandalize school property, the police may be called; suspension and possible expulsion from school may result. This includes writing on walls and bulletin boards and placing stickers on lockers.

**Tobacco Fighters**

This service club meets once a week and conducts projects and events to educate students, families, and the community about the danger of tobacco. Activities are chosen and conducted by group members. Past projects have included a health fair project, poster contests, a play, and a smoke-free homes campaign.

**Unauthorized Sales**

The selling of any article (including candy, gum, or school supplies) not approved by the administration is prohibited. Disciplinary action will be taken and items will be confiscated.

**Valuables**

Students should not come to school with unusually large sums of money or valuable items. If they must have money, turn it in to the office until the end of the day.

**Verbal and Written Threats**

Providing a safe learning environment is of the utmost importance and any threats – either verbal (person to person), electronic (e-mail, IM, blogs, or Facebook), or written (graffiti, hit lists, inappropriate notes), will be grounds for swift discipline, up to and including police involvement and expulsion.

**Verbal Disrespect**

Greendale Middle School is a place where students want to feel safe from physical and emotional harm. Students have the right not to be exposed to inappropriate language. Language that is considered abusive, obscene, profane, harassing in nature, or racially derogatory is considered verbal disrespect and will not be tolerated.

**Visitors**

Between the hours of 8:00 AM and 3:00 PM the intercom and door lock system will be activated. All visitors must enter through the Main Entrance doors using the following procedures:

- Visitors push the silver call button on the black intercom system
- Office personnel will ask visitors to identify themselves and their reason for requesting entry
- Upon verification, the door lock will be released allowing entrance to the building.
- All visitors must go directly to the office to sign in and receive a visitor's badge.
- The visitor's badge must be worn at all times while in the building.

**Yearbook**

Every year the middle school produces a yearbook that students may purchase to remember their years at Greendale Middle School. The cost of the yearbook varies each year.

**Weapons Policy**

According to School Board policy, any student who has in their possession any type of weapon can be automatically suspended from school and the violation may result in an expulsion hearing. Students who bring any type of weapon on to school property, participate in the hiding of a weapon, or know about a weapon but fail to report it will be subject to the same consequences.

This includes any "toy" or look-alike weapons, as well as pepper spray and laser pointers. Laser pointers have proven to be a major distraction and pose some health risk and are not allowed in the school. A referral to the Greendale police may be made, and charges may be pressed by the school.

Any student involvement in making bomb threats, hit lists, or other threats to the safety of district schools or students, either written or verbal, will be subject to severe disciplinary action, up to and including police involvement and expulsion.

With reasonable suspicion, school authorities may search students, their lockers, and their belongings during an investigation into the use or possession of a weapon.

**Withdrawal**

A student who intends to withdraw from the middle school must have a parent or guardian come to the principal's office and sign a withdrawal form. This form must be taken by the student to the librarian, physical education instructor, all classroom teachers and to the office for settlement of accounts. The school will not forward transcripts of the student's grades until all obligations, financial and otherwise, have been fulfilled.

**WKCE and SmarterBalanced Assessment**

Sixth, seventh, and eight grade students will take the SmarterBalanced Assessments in the content areas of math and language arts/reading in spring.

Eighth grade students will also be administered the Wisconsin Knowledge and Concepts Examination (WKCE) in the areas of science and social studies in fall. Results will be returned to students and parents before the end of the school year. This test is one of the criteria that students must meet under the District promotion policy.
The Honor Level System is the creation of Mr. Budd Churchward from Washington State. Together with his staff, Mr. Churchward has spent many years experimenting with and refining the system. When the system became impossible to regulate by hand, Mr. Churchward designed the computer tracking system which is in use today.

PREPARING STUDENTS
Each fall students meet with administrators and teachers in small groups and assemblies to discuss the school rules and the way in which they will be handled using the Honor Level System.

Students have ample opportunities to ask questions—this is especially important to new students. When students know the rules and understand the consequences of breaking them, they have the possible chance of becoming successful within the system.

After a trial period to allow for students’ adjustment to new schedules, procedures, and surroundings, the system is put into operation.

KEEPPING TRACK OF STUDENTS
The Honor Level System is computer driven. The computer is used to track and record all infractions issued each day. The name of the student, the type of offense, the name of the teacher issuing the infraction, and the date are all recorded. At the end of each day, the computer generates a list of students required to serve various levels of detention. It also generates a notification slip for every student who has earned a detention. These slips are distributed during 1st hour each morning.

The computer automatically keeps track of each student’s honor level and the date on which that student will return to Honor Level 1.

THE SYSTEM REMEMBERS FOR YOU
The system keeps a running log of all infractions for each student. This is important to you as a parent because it pinpoints specific areas of difficulty for your child. Discovering the exact nature of a problem will help us work together toward a solution.

THE SYSTEM IS FORGIVING
The system is forgiving in that it operates on a “14-day window.” A student who earns a 3 or 5 point infraction knows that the demerits will fall off on day 14. The infraction will no longer appear on any detention slip, and a “Welcome Back to Honor Level One” slip will be issued on the morning after the fourteenth day.

The system is even kinder where 1 point infractions are concerned. One point infractions fall off in 7 days, putting the student back on Honor Level 1.

After working within the system for a matter of weeks, it becomes important to students to know their honor levels. Almost any student is able to state current honor level and the date a return to Honor Level 1 is expected.

THE SYSTEM REWARDS
The system offers various incentives to students on Honor Levels 1 and 2. Among the most popular rewards is free time to spend with friends. This is arranged several times during the year, and is often coupled with a treat or a special activity.

More often, students receive tickets which can be exchanged for a lunch treat such as a cookie or an ice cream bar or, at other times school supplies.

An additional benefit to Honor Level 1 and 2 students is the eligibility to participate in school functions: dances, field trips, sports, and assemblies. By staying on Honor Level 1 or 2, each student is guaranteed the privileges available to Greendale Middle School students.

Additionally, All Star students (students who have not received any infractions for the year) are specially rewarded throughout the year.

A student in serious enough trouble to be on Honor Level 3 loses most privileges afforded to other GMS students. A student on Honor Level 4 has only the privilege of attending school.

THE SYSTEM IS PROGRESSIVE
It would be wonderful if rewarding students for good behavior would keep all students on track. Unfortunately, no discipline system can operate with rewards only. For this reason the Honor Level System uses progressive stages of disciplinary action.

A 1 point demerit always results in a lunch detention. Students earn longer detentions with successive infractions. After serving a lunch detention, the next level of consequence is a 30 minute after school detention. Beyond that, a student who still chooses to break the rules can expect to serve 60 minutes after school. Additional infractions can bump the student to three days of in-school suspension.

BENEFITS OF THE SYSTEM
Your child is the chief benefactor in this system. Education can take place more easily in classrooms where students take responsibility for their behavior thus creating a positive environment conducive to learning.

Students no longer fall through the cracks; each student can be dealt with individually in this manageable system. Fewer referrals are made directly to the office, thereby freeing office personnel to tend to the business of the school rather than the discipline.

Students are held accountable for their behaviors in an equitable fashion. They not only know the rules, they also know the consequences. It transforms discipline from a punitive system into a series of student choices.

It is a fair and forgiving system which allows for differences among students while enforcing consistent standards. It works for the students 7 days a week. A student needs only to stay out of trouble for 14 calendar days to work back up to Honor Level 1.

THE SYSTEM GROWS WITH GMS
As we at Greendale Middle School work with the system, we realize the benefits of its adaptability. When necessary, we will make changes to fit our individual school needs. We will continue to grow with and implement the program to provide the best possible learning environment for your child.
Greendale Middle School
Grade Advancement/Promotion Policy

There is State and District policy regarding the advancement of eighth graders to the ninth grade. The policy reads that a student will advance from eighth to ninth grade if:

- the student participates in the 8th grade WKCE-CRT standardized testing, and the student earns a score of BASIC on four of the subtests (reading/language arts, social studies, math, science, and writing)

AND IF…

- the student earns a cumulative yearly grade point average of 2.0 or above in the eighth grade.

IF your child does not get his or her cumulative G.P.A. to a 2.0 or above or does not pass the WKCE test to the levels specified above, THEN your child will be referred to the Student Intervention Team (SIT) after the midterm progress notes of the fourth quarter. This team is composed of staff members from administration, counselors, social workers, core area teachers, special education teachers, encore teachers, and the school psychologist. The SIT team will be responsible for making a promotion recommendation to the principal after careful consideration of the student’s academic history. The choices typically are the opportunity to complete a successful summer school experience as a precursor to promotion (typically for cumulative averages in the 1.7 – 2.0 range) or retention in the eighth grade (typically for cumulative averages 1.7 and below).

*****************************************************************************

Sample
GMS INFRACTION SLIP

<table>
<thead>
<tr>
<th>Teacher Action</th>
<th>Preventative Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conferenced with Student</td>
<td>Verbal Warning</td>
</tr>
<tr>
<td>Called Home</td>
<td>Put Infraction on Desk</td>
</tr>
<tr>
<td>Moved Seats</td>
<td></td>
</tr>
</tbody>
</table>

Student__________________________________________ Teacher__________________________________________ Date________

<p>| 1 | A. Arrive to class or DT on time |
|   | B. Come to class with necessary materials |
|   | C. Bring signed material from home |
| 3 | D. Arrive to school on time |
|   | E. Follow rules for appropriate dress |
|   | F. Move through halls in orderly manner |
|   | G. Use passes appropriately |
|   | H. Report to teacher detentions |
|   | I. Follow bus, classroom and school rules |
|   | J. Follow lunchtime rules |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>K. Use appropriate language</td>
</tr>
<tr>
<td></td>
<td>L. Treats peers with respect</td>
</tr>
<tr>
<td></td>
<td>M. Treat staff members with respect</td>
</tr>
<tr>
<td></td>
<td>N. Follows staff directions</td>
</tr>
<tr>
<td></td>
<td>O. Respect school property and property of others</td>
</tr>
<tr>
<td></td>
<td>P. Follow school &amp; classroom rules repeatedly</td>
</tr>
</tbody>
</table>

PLEASE PUT EXPLANATION ON BACK