

## GREENE MIDDLE SCHOOL ASSIGNMENT HEADING

<u>Full Name</u>	<u>Date</u>
Assignment	Subject/Period

### *MIDDLE SCHOOL PERSONNEL*

#### **TEACHERS & SUBJECTS THEY TEACH:**

Mrs. Aldrich	Math 8
Mrs. Aloï	English 6
Mrs. Blakeslee	Special Education
Mrs. Boel	Music, Chorus
Mr. Bogardus	Technology
Mrs. Campbell	Special Education
Ms. Dugue	Physical Education
Mrs. Dutcher	Science 8
Mr. Eggleston	Math 6
Mr. Flanagan	Social Studies 8
Mrs. Fish	Foreign Language
Mrs. Griffin	Special Education
Mr. Halstrom	Math 7
Ms. Kriesel	Band; Music
Mrs. Krupp	English 7
Ms. McCall	Special Education
Mrs. Paske	Health
Mrs. Petrie	Physical Education 8
Mr. Rapp	Physical Education
Mrs. Rapp	Reading 6
Mr. Rice	Science 6
Miss Scofield	Social Studies 7
Mrs. Spencer	Art 8
Mr. St. Germain	Science 7
Mr. Talbot	Math
Mr. Turturro	Art
Mrs. Whitt	Special Education
Mrs. Wilcko	English 8
Mrs. Furman	Family & Cons. Science (FACS)

#### **NURSE'S OFFICE**

Mrs. Dutcher      S

#### **GUIDANCE OFFICE**

Mrs.  
Worsnopp      Guid  
Mrs. Weston

#### **MIDDLE SCHOOL OFFICE**

Mr. Calice  
Principal  
Mrs.      Grant  
Office Secretary

#### **MIDDLE**

## **WELCOME**

Welcome to Greene Central Middle School. We intend for your experience in our programs to be educationally and socially beneficial for you.

Middle School is a time of change. The academic workload and social adjustments are greater here than at the elementary level. You will be expected to attend school regularly, complete all assignments, and behave appropriately. Your year will be exciting and filled with many new opportunities.

Please review our Handbook with your parent or guardian. Students are responsible for knowing the contents of the handbook. This will inform you about school policies, procedures, and rules.

If you have any questions, suggestions, or concerns, don't hesitate to confer with your teachers, Team Leader, or Guidance Counselor.

Please accept our best wishes for a happy successful school year.

Sincerely,

The Greene Middle School  
Faculty and Staff

## **MISSION STATEMENT**

In an environment that builds respect for self and others through a team approach, Greene Middle School, in partnership with the community, will strive to meet the unique developmental needs of students in transition, from children to young adults and from dependent to independent learners.

## **PURPOSE**

The purpose of the Student Handbook is to provide students of Greene Central School with a handy source of information about various rules, policies, and procedures of our school. Any student who has any concerns or suggestions should present them to Student Council, Class Officers, or the Administration.

## **STUDENT RESPONSIBILITIES**

Since education is a lifetime experience, Greene students understand:

1. That we have academic responsibilities and strive to complete work assigned and participate appropriately in class.
2. That we have a responsibility to care for our school and its contents.

3. That we care about ourselves and strive to present a healthy positive image.
4. The importance of acting in a mature and responsible manner which means finding positive ways of dealing with people and situations.
5. The importance of being present every day and bringing excuses when returning from absences.
6. It is necessary to be on time.
7. That we have a responsibility to plan for and prepare for the future.

## FACULTY RESPONSIBILITIES

Since education is a lifetime experience, Greene faculty understands that it is important to:

1. Listen to students with an open mind.
2. Support the student body in their extracurricular activities.
3. Treat students equally and provide equal opportunities.
4. Maintain a positive attitude towards the school and the student body.
5. Encourage class participation, and make learning creative and interesting.

6. Provide assistance whenever possible for students' personal and academic needs.

## ACADEMIC STATUS PLAN

**(This plan applies to activities listed on the extra-curricular permission slip and to interscholastic athletics.)**

**Phase I:** Student is failing one subject and may participate in extracurricular activities (including dances). For all full year courses, ninth period remediation for the subject failed will be available. Attendance will be taken by the teacher.

**Phase II:** Student is failing two subjects. The student can practice for extracurricular activities, *but **may not participate in games, footlights productions, dances, ski trips, competitions, etc.*** For all full year courses ninth period remediation for subjects failed will be required. Attendance will be taken by the teachers.

**Phase III:** Student is failing three or more subjects and **cannot participate in extra-curricular activities.** For all full year courses, ninth period remediation for the subjects failed will be required. Attendance will be taken by the teachers.

*Phase II and III students can request to be re-evaluated on a weekly basis and status may be*

changed. (Re-evaluation forms will be available to pick up in the Middle School Office on the second Thursday of the Academic Status period. Completed forms must be returned to the Middle School Office by 2:30 PM on Thursday-**No Exceptions**. Change in status goes into effect on Friday.)

An academic status notification will be sent home with any student that is failing one or more subjects each 5 weeks. Parents are invited to contact teachers to discuss student progress.

The schedule for the 2017-2018 Academic Status Notifications is as follows:

*October 12, 2017*

*November 16, 2017*

*December 21, 2017*

*February 1, 2018*

*March 8, 2018*

*April 19, 2019*

Notices will be given to any student failing one or more subject on the dates above.

## **ALTERNATIVE LEARNING CENTER**

Students assigned to the Alternative Learning Center (ALC) will be confined to this area except to travel to and from the restroom. Students assigned to ALC will be given a one day notice to allow sufficient time for teachers to

provide meaningful assignments for students during their ISS.

Tests missed during ALC may be taken upon return to class. All other assignments are expected to be completed on time.

Disruptive/disorderly/uncooperative behavior while in ALC will result in out-of-school suspension.

Parents will be notified every time their son/daughter is assigned ALC. Major reasons for which ALC is assigned are outlined in the Code of Conduct.

The ALC hours are from 7:50 to 3:05. Students are prohibited from evening or after-school activities including sports.

## **ANNOUNCEMENTS**

Announcements are necessary to achieve school-wide communication. Each morning during homeroom, important information to help you get through the day or to keep you informed about upcoming events will be presented. Afternoon announcements will be made at the beginning of eighth period.

## **APPOINTMENTS**

If it is unavoidable that your child has an appointment during school hours, he/she must report to the middle school office **BEFORE** Homeroom. A written note with the date and time of appointment and

parent/guardian signature is necessary for dismissal. Upon receipt of the written notes, the student will be issued an appointment slip that will allow them out of class to come to the middle school office to sign out.

**Students are not allowed to leave without a written note.** All students must sign out and in, in the middle school office. The student's name will also be placed on the attendance bulletin to notify staff that they will be leaving and when.

## ASSEMBLIES

Our assembly programs are created to enrich your educational experience. Assemblies will be conducted in the auditorium or gym, depending on the nature of the program. To make them enjoyable for all involved, please consider the following:

- A. Walk with your teacher in a calm manner and sit where assigned.
- B. Sit in your seat correctly.
- C. Listen courteously to the presentation and display proper audience behavior.

## ATTENDANCE

The objectives of the Comprehensive Attendance Policy are:

1. To accurately track the attendance, absence, tardiness and early departure of students to and from school; and
2. To ensure sufficient pupil attendance of classes so that pupils may achieve State mandated education standards;
3. To track student location for safety reasons and to account to parents regarding the location of children during school hours.

### Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

**Scheduled Instruction:** Every period that a pupil is scheduled to attend instructional or supervised study activities during the course of a school day during the school year.

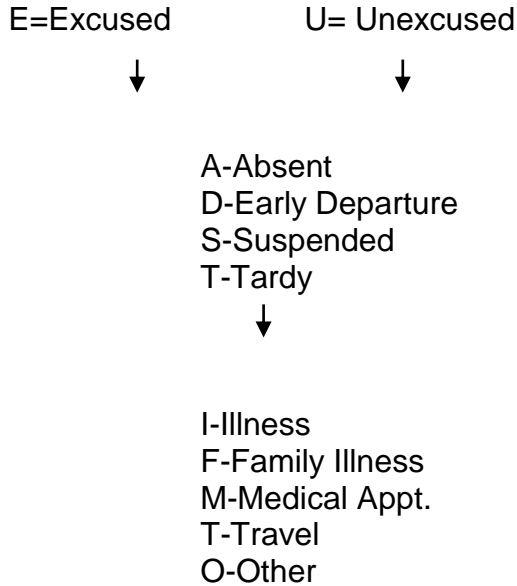
**Absent:** The pupil is not present for the entire period of the pupil's scheduled instruction.

**Tardy:** The pupil arrives later than the starting time of the pupil's scheduled instruction.

**Early Departure:** The pupil leaves prior to the end of the pupil's scheduled instruction.

**Coding System**

The following coding system shall be used to indicate the nature and reason for a pupil's missing all or part of scheduled instruction. The school nurse shall be responsible for reviewing student excuses.



Students who have a school assigned tutor or students serving suspension/detention shall not have absences counted against them. The time that the pupil arrived or departed will be recorded next to the entry code describing the nature and reason for the student missing all or part of scheduled instruction.

For example, if a student left at 11:30 a.m. for a doctor's appointment, the code would read: EDM: 11:30.

**In order to encourage student attendance, the following strategies and incentives shall apply;**

**Minimum Attendance for Course Credit:**

A K-12 student must be noted as **not** having more than 24 absences for the full-year, and 12 absences for a half-year course.

For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than 10 minutes of class, whether through tardiness or early departure.

The following maximum number of absences allowed before a credit is lost for the different length courses taught as GCS and BOCES programs.

- ~Full year-24 days
- ~Alternate days or single semester courses-12 days

Student of compulsory attendance age suspended from school instruction may not be marked as absent unless they fail to attend scheduled alternative attendance on that day.

In order to prevent loss of credit for failure to attend, the district will take the following steps:

When a student has been marked as absent 5% of a course's classes, the district shall notify the student and his/her parents(s) or person(s) in parental relation that the student is approaching the limit of absences for losing course credit for failure to attend class. The notice will include the school's attendance for credit policy, the actual number of classes the student may miss before forfeiting the right to earn credit, and the actual number of classes missed to date.

Upon returning to class after an absence, students should request all missed work. Students should refer to specific teachers' syllabus for details.

Where a student is in jeopardy of losing credit for excessive absences, the Building Principal shall be responsible for reviewing attendance records, determining eligibility for make-up work for excused absences, and arranging student make-up opportunities with teachers, including deadlines. On occasion, a situation may arise where a student goes over the 24/12 absence total due to circumstances beyond his/her control e.g. physical injury, repeated doctor appointments due to extended illness requiring doctor care and/or family situations. When the need arises, a committee consisting of the Principal, Guidance Counselor, teacher, and

if need be, the Director of Special Programs, will be convened to look into the matter and decide on an appropriate solution. The committee's decision is final.

Students who miss more than 24 days of school may not receive credit for the year and may be required to repeat the grade level. This means that a student may not be promoted due to lack of attendance in school. This includes legal and illegal days.

Long-term illness situations will be reviewed on an individual basis. Excessive illegal absences will be reported to the NYS Hotline and Family Court.

**Tardiness:**

All pupils are required to attend school on time as reflected in their Student Handbook and to attend classes on time. **UNEXCUSED TARDINESS WILL RESULT IN DISCIPLINARY ACTION.**

A student who is tardy to school must report to the Principal's office to secure class admission. The student is not to be admitted to class without one.

The time of arrival will be recorded on an admission slip for teacher's information. All class work will be made up. Oversleeping is not and excused tardy.

**Excessive Unexcused Tardies:**

Five (5) tardies equal one (1) day of absence; ten (10) tardies equal two (2) days of absence and so on.

**Notice of Absences:**

The pupil's parent(s) or person(s) in parental relation shall be notified of a pupil's unexcused absence, tardiness or early departure according to the following:

Where a pupil has not been marked as present for the first period of scheduled instruction and the school has not been previously notified of the absence, the district shall attempt to contact the pupil's parent(s) or person(s) in parental relation to learn of the nature of the pupil's absence and notify the parent that the pupil has not arrived at school.

Parents will be notified when excessive absences and/or tardies are accrued.

**Disciplinary Procedures:**

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warning, detentions, in-school suspensions, and loss of extracurricular privileges, as described in the Code of Conduct.

**Incentives:**

District teachers shall work with the Building Principal to create and implement classroom-based incentive programs for excellent attendance, including but not limited to extra credit and additional privileges.

**Intervention Strategy****Development:**

The Building Principal will meet as need with appropriate school personnel to determine if any changes need to be made in the Attendance Policy.

**Counseling:**

The District shall provide consistent counseling to students with chronic attendance problems.

**Attendance Supervision Office:**

The Board shall designate a person as the Attendance Supervision Officer. The Attendance Supervision Office is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the Comprehensive Attendance Policy (#7211 Attendance and Academic Credit Policy)

**BACK-PACKS**

Back-packs are required to remain in the student's locker upon entering the building in the morning until the end of the school day. If special circumstances require the student to carry a back-pack during the school day, permission to do so must be obtained from the Building Principal.



## BUS REGULATIONS

Students have the same responsibilities to their bus drivers as they do to their teachers.

If you want to ride a bus other than your regularly scheduled run, you must have a note signed by your parent/guardian on the morning of the request. This note is to be given to the principal who will seek approval from the Director of Transportation. If there are sufficient seats and the request is approved, a bus pass will be issued.

The Transportation Supervisor, in cooperation with the Principals, has the responsibility of developing and enacting safety rules to be followed by drivers and passengers, including rules of student conduct. In order to ensure maximum safety to those riding school buses, it is necessary that both students and drivers cooperate in this effort.

If a student receives a Disciplinary Action Form due to a safety infraction of a serious nature on the school bus, the student may have their transportation privileges suspended by the school district until both student and guardian meet with an Administrator along with the Transportation Supervisor. The purpose for the guardian to be present at the meeting is to ensure all parties involved understand the

reason why the student's action is deemed unsafe and poses a concern to the district.

## CAFETERIA RULES

1. Food is not to be taken out of the cafeteria except for breakfast.
2. Students are to take seats in the cafeteria and display good conduct.
3. When finished eating, clean up your place at the table. Place papers and leftovers in the trash cans. Take your tray to the tray window.
4. Students are not permitted in other parts of the building during lunch unless given permission to do so.
5. Food from lunch and open drinks are not permitted in any other section of the building.
6. Any type of caffeinated or energy type drinks are **NOT** permitted during the school day (7:50-3:15)
7. Student will be permitted to have a waterbottle throughout the day. The bottle must be clear and only pure water will be allowed (nothing may be added to the water).

## CITIZENSHIP

The students of Greene Middle School, in order to be better citizens of their school and community, are expected to display the following characteristics:

- A. *BE COURTEOUS AND COOPERATIVE TO ALL PERSONS.*
  - Be kind, caring, and show you care through generosity and compassion; do not be selfish or mean.
  - Treat all people with respect.
  - Be fair and treat people fairly; be open-minded; listen to others and try to understand what they are saying and feeling.
- B. *PURSUE EXCELLENCE.*
  - Set goals; be punctual and prepared for classes.
  - Be responsible and think before you act; consider consequences; be accountable.
  - Be a good citizen by obeying the law and following school rules; respect authority; vote; volunteer your efforts; protect the environment; join student groups.
  - Do your best with what you have; do not quit.
- C. *DEMONSTRATE INTEGRITY*
  - Keep promises.
  - Stand up for your beliefs about right and wrong; be

your best self; resist peer pressure to do wrong.

- Be honest and tell the truth; be sincere; do not mislead or withhold key information in relationships of trust; do not steal; do not copy others' work.
- E. *DISPLAY A POSITIVE ATTITUDE.*
    - Be a good learner and participate in class.
    - Show Sportsmanship by welcoming visiting teams; win with honor; lose graciously.

## CELL PHONES

As further clarification of Policy #7410 Code of Conduct, Section VI. Prohibited Student Conduct regarding cell phones, the following applies:

**Cell phones are not permitted in the Middle School.** Students may use an office phone if necessary. Parent may contact their children by calling the appropriate office. High school students **ONLY** may use their cell phones during designated times. The procedure for a student caught using a cell phone in school, during the school day, and the consequences are as follows:

*First Offense:* **Warning**-Student may pick up the cell phone from the office at the end of the day.

*Second Offense:* **Parent Pick Up-**  
Parent must come in and pick up the cell phone at the end of the day.  
*Third Offense:* **1/2 Day I.S.S.-**  
Student will serve a 1/2 day in the A.L.C. room and parent must come in and pick up the cell phone at the end of the day  
*Fourth Offense:* **Full Day I.S.S.-**  
Student will serve a full day in the A.L.C. room and parent must come in and pick up the cell phone at the end of the day.  
*Subsequent Offense(s):* **Out of School Suspension-**Student will be sent home and parent must come in and pick up the cell phone at the end of the day.

**Any student, who refuses to turn in their phone when asked by a staff member, will be suspended out of school for insubordination.**

## **CLUBS AND ACTIVITIES**

The activities program at Greene Central Middle School encompasses areas to enrich and expand the curriculum. It is designed to provide you with the opportunity to discover, develop, and/or recognize your talents and abilities. We urge you to participate actively in those areas that hold the greatest interest for you.

## **CODE OF CONDUCT**

Each student within the District has an individual responsibility to abide by all laws and rules of student code. Failure to assume this responsibility will result in disciplinary action.

The Code of Conduct, Policy #7410, #8260 & #8261 is handed out as a separated document to all students and is available on the District's webpage.

## **DANCES/ACTIVITY NIGHT**

Greene Middle School is proud to offer several dances/activities yearly. We encourage socialization and want everyone to enjoy these events. Please consider the following:

A. Middle School dances/activities are for Greene Middle School students only, unless otherwise stated. Guests must be signed up and approved in advance.

B. Dances/activities will be held between the hours of 7:00 p.m. and 9:00 p.m. Students should not arrive early.

C. Our school discipline policy governs all school events. Serious infractions will result in the loss of future dance/activity privileges and will be subject to the Discipline Code.

D. Couples who display excessive affection during the dance/activity will be warned once and then asked to leave. Parents will be contacted.

E. You will not be permitted to participate in the dance/activity once you have left the designated area and parents will be contacted.

F. Students will not be allowed to leave unless a parent personally comes for them or until 9:00 p.m.

G. Students in Phase II or III of the Academic Status, in in-school suspension, out of school suspension, absent, or illegally tardy are not allowed to attend dances/activities.

H. Students excused from Physical Education or lunch recreation due to an injury, will not be allowed to attend dances.

### **FIELD TRIPS**

You must have written consent from a parent or guardian before you may go on a field trip. All school rules and regulations are in effect on field trips.

The staff member sponsoring the field trip will provide information and specific procedures to students and parents/guardians.

### **EVACUATION DRILLS AND OTHER EMERGENCIES**

1. Instructions to be followed are found in each room. The teacher will explain them.
2. Pupils are to proceed quietly, in single lines, keeping order, move briskly without running.
3. **EVACUATION DRILLS:**  
The signal to leave the building is the steady ringing of the alarm bell. The first pupils out of the building are to open the doors and hold them open until everyone has left the building. The signal to return to the classroom is three short whistles or bells.
  - a. Students using the exits in the rear of the building are to proceed to the field next to the tennis courts.
  - b. Student's using the exits to the parking lot, are to proceed to the sidewalk on the other side of the fence.

## GRADING PROCEDURES

You will be informed by each teacher of the grading system used in that class. The minimum passing grade is 70 for all three grade levels.

The FINAL MARK consists of the average of the four marking periods and final exam. Students will be required to take a final exam in all major areas.

## GUIDANCE DEPARTMENT

The counselor works with individuals and groups of students to evaluate academic progress, coordinates and/or directs programs which enhance student life, helps students adjust to growing responsibilities and helps students cope with various problems. The counselor assists students in developing self-understanding and self-awareness so he/she can recognize and make the best use of his/her capabilities.

The counselor is available for pupil and parent conferences. Conferences with parents can be arranged during or after school hours.

## HONOR ROLL/HIGH HONOR ROLL

The procedure for calculating honor/high honor roll in the middle school is as follows:

1. Use 10-week grades for all courses, including physical education and excluding coursed grades with an S or U.
2. An incomplete and/or failing grade disqualifies a student.
3. An average of 90 to 94.99 is required for **HONORS**.
4. An average of 95.0 or above is required for **HIGH HONORS**.

## LIBRARY

The library hours are 7:45 a.m. to 2:20 p.m. Books and materials may be checked out for two weeks. Students must pay for lost or damaged library property. The library is the place in our school where research and library skills are learned; we expect students to contribute positively to this end.

### **Library Policies:**

**BEHAVIOR RULES:** Everyone who has reading or research to do is welcome in the library.

(\*homework is to be done in study hall). Unnecessary talking, fooling around or disturbing others is not acceptable. The library will be a quiet place for you to read. It will not be a meeting place for socializing.

If necessary, you will be spoken to. If the disruption continues, you will be sent back to study hall, and your library privileges revoked for a specific time. If, upon your return, you do not use the library properly, you will be sent to the office and/or your library privileges taken away.

**PHILOSOPHY:** Using library materials is a privilege that every student should enjoy. The following policies have been adopted to encourage responsible behavior and to ensure that all students have the same opportunities. When material is lost, destroyed, or overdue, it prevents other students from having its use.

**OVERDUE BOOKS:** Books may be signed out for the prescribed time period (usually two weeks). When a student has an overdue book, he/she will not be allowed to use the library without a pre-signed pass until the day after the material is returned. If a student has a special problem with overdue material, the librarian should be notified and arrangements made.

**LOST MATERIAL:** If a student feels he/she returned the material, the sign out card will be kept in a "lost" file for one month. If the material has not been located in this time period, a bill will be sent to the student's home. In order to replace the material, the student is expected to pay for replacement.

### **PERSISTENT OVERDUES OR FAILURE TO PAY FOR LOST MATERIAL:**

Students who do not return material and have been sent two overdue notices may be subject to disciplinary action.

**DAMAGED MATERIAL:** Students are expected to return material in the exact condition it was signed out. Any damage the student notes prior to signing out should be brought to the librarian's attention. When material has been damaged, written on, or altered in any manner, the material will have to be paid for.

### **LOCKS AND LOCKERS**

All students will be required to use a school issued combination locker for the school year. **The locker combination should remain confidential.** You are responsible for the condition and contents of your locker. No locker should be shared. Please remind your son/daughter to be sure his/her locker is locked. The school is not responsible for "loss or theft" of property from lockers. Lockers, desks, and other storage spaces remain the exclusive property of the school, and students have no expectation of privacy with regard to these areas.

Any time a student changes lockers; they **must immediately** notify the Middle School Office and their homeroom teacher.

## **LOST AND FOUND**

Lost items are to be reported to the Middle School Office. Found articles are to be brought to the Middle School Office. **The school is not responsible for "loss or theft" of property from lockers.**

## **NINTH PERIOD**

**The school day does not officially end until 3:10 p.m. Students who have met academic responsibilities and have behaved appropriately have the privilege of leaving at the end of eighth period (2:21 p.m.)**

Ninth period (2:30 - 3:10) is a portion of the school day students should use to enhance academic pursuit. Teachers are available in their rooms on Tuesday, Wednesday, and Thursday and encourage students to attend for academic reinforcement, or to further study a challenging topic. Ninth Period assignment priorities shall be as follows:

1. Academic make-up
2. Academic assistance
3. Discipline
4. Clubs & Activities
5. Sports practices or competitions

Once you have committed yourself you must stay the entire ninth period. No Student will be permitted to leave school grounds and return at the end of ninth period to obtain transportation.

Transportation is provided at the conclusion of ninth period, **EXCEPT** Monday and Friday.

**Students will not be released from 9th period until 3:10.** If they have a sports contest that day and must attend 9th period for remedial or discipline reasons, with prior teacher approval, they may make alternate arrangements so they can attend their sports contest that day. **\*Athletes who are required to stay 9<sup>th</sup> period in a SPORTS STUDYHALL to wait for practice are not allowed to leave school grounds. Student athletes must report to their assigned sports studyhall by 2:30 before reporting anywhere else. Failure to do so may result in loss of practice or competition.**

## **NURSE'S OFFICE**

The Nurse's Office is open from 7:45 a.m. to 3:15 p.m.

### **Student Medications**

The regulations for student medication are as follows:

A. Medication prescribed by a physician that is required to be taken during the school day must

be brought to the Nurse's Office by the parent, and left under the care of the school nurse.

B. At the prescribed time, the student is to report to the Nurse's Office to take such medication under the supervision of the school nurse.

C. Medication will be dispensed by the school nurse only when it is in its original prescription bottle, labeled with date of prescription, student's name, exact dosage and accompanied by a written order from the physician. Parents may also arrange to administer medication to a child in the Nurse's Office when necessary.

**D. No student is to have any type of medication on his/her person in school under any circumstances.**

E. Students who may require emergency application of certain medication may also have such medication stored in the Nurse's Office by the nurse. In the absence of the nurse, the principal will be responsible for such action.

### **Illness**

If you are feeling ill, request permission to see the nurse. **Do not go to a rest room or leave the building.**

\*Students must be given permission **by the nurse** to go home ill. Student's may not call a parent directly to go home ill unless it is from the nurse's office with the permission of the nurse.

## **PASS SYSTEM**

You must have a pass if you are in the halls and it is not passing time. Hallway passes are located in the student agendas.

A. *Restroom Pass*: One student at a time may leave with a restroom pass.

B. Students on Academic Status will only be allowed to leave study hall with a pre-signed pass for academic purposes only. If a student should need to return or check a book out from the library, the librarian will issue a pre-signed pass.

## **PHYSICAL EDUCATION - EXCUSED ABSENCE**

Medical excuses from physical education shall be verified by the school nurse and the teacher involved. Students medically excused from physical education will be placed in a study hall. If a student is absent, that class needs to be made up before the end of the quarter.

Students are required to change and participate in physical education. Failure to do so will disqualify the student from participation in extracurricular sports activities for that day and will affect the student's grade.



## **POSITIVE REWARDS**

Rewards may consist of:

- A. Awards specific to the grade.
- B. Student of the Month/Student of the Week Recognition
- C. Awards Ceremony at the end of the year for 8<sup>th</sup> Grade

## **PROGRESS REPORTS, REPORT CARDS & INCOMPLETES**

In an attempt to keep parents/guardians better informed as to their child's progress, Greene Central Middle School has home access available to all students and parents. This allows the teachers gradebook to be viewed at anytime with internet access. The gradebooks are updated at least once per week by the teachers.

Parents may request to have 5 week progress reports mailed to them. Contact the Middle School Guidance office to have these reports mailed to you.

### **Report Cards**

A report card showing your achievement in each subject will be issued every ten (10) weeks, or four times per year. Parents are invited to contact teachers to discuss student progress.

The schedule for the 2016-2017 Report Cards is as follows:

*November 18, 2016*

*February 3, 2017*

*April 21, 2017*

*June 23, 2017*

Report Cards will be sent to you through the mail during the weeks mentioned above.

### **Incompletes**

A student who receives an incomplete from a teacher has ten (10) instructional days in which to make up the work. During the ten-day period, the student will be placed on the Academic Status list until the work is made up and a grade assigned. Teachers have an additional 5 days to turn the grade into the guidance office. Failure to do so will result in the student receiving a mark that is an average of the work completed and the work that should be completed. Prolonged illness will be dealt with on an individual basis.

### **SEXUAL HARASSMENT**

It is policy of the district that all employees and students have a right to work or study in an environment free of discrimination, which encompasses freedom from sexual harassment. The district strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the district must avoid offensive or

inappropriate sexual or sexually harassing behavior at school, on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the district prohibits the following:

- Unwelcome sexual advances,
  - Requests for sexual favors whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship,
  - Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development,
  - Any verbal or physical conduct that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties,
  - Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
- Such conduct may result in disciplinary action up to and

including dismissal or suspension upon instruction.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendoes, and sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students, or visitors are urged to report such conduct to the compliance officer so that the district may investigate and resolve the problem. If the complaint involves the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the employee or student may go to the superintendent or a person appointed by the superintendent to handle the complaint.

The district will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations

confirm the allegations, appropriate corrective action will be taken.

The district will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable, the collective negotiations agreement.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the district in the investigation of a complaint. However, if after investigating any complaint of harassment or unlawful discrimination, the district learns that the complaints is not in good faith or that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

The procedure to investigate any complaint shall be consistent with the Anti-Discrimination Policy 6150 adopted by the Board recommended in Form 6150F.

## **SKATEBOARDS/ROLLER BLADES**

**SKATEBOARDS /ROLLER  
BLADES ARE NOT  
PERMITTED ON SCHOOL  
PROPERTY. THIS  
INCLUDES PARKING LOTS.**

## **SPORTS BUS**

Modified athletes will ride the 3:15 p.m. sports bus to the Intermediate/Primary building.

## **STUDENT COUNCIL**

The Student Council functions as a forum where students may express their ideas for improvements within the school environment. It is a body where student activities, problems, and questions can be presented for discussion and consideration.

The student body is encouraged to become active in the Student Council and to share ideas and concerns with their representatives.

## **STUDY HALLS**

Students are to bring work to do or a book to read. Any student who wishes to see another teacher must have a pre-signed pass prior to study hall from that teacher. If

students have a pre-signed pass, they should report to their scheduled class **before** going to their pre-signed destination. This is for attendance purposes. Students who are on Academic Status are not allowed to leave study hall without a pre-signed pass and only for academic purposes.

## **TEXTBOOKS**

Textbooks will be issued to you by your teachers. You are responsible for all textbooks loaned to you. All books should have covers to aid in preventing damage.

## **VISITORS**

Parents and Guardians are always welcome at the Greene Central Middle School. We request that visitors call in advance so arrangements can be made to make the visit productive. All visitors must first report to the Middle School Office to receive a visitor's pass. Student visitors must have prior approval of the Principal.