

2022-2023
GREENVILLE MIDDLE SCHOOL
STUDENT HANDBOOK



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Principal: Mrs. Taylor
Assistant Principal: Mr. Haist (last names A-K)
Assistant Principal: Mr. Boyer (last names L-Z)

Daily Schedule:

- Building will not be open until 7:15 a.m. every day
- Student drop off begins after 7:15 a.m. each day
- Breakfast is served from 7:15 a.m. - 7:25 a.m.
- School starts at 7:30 a.m.
- School ends at 2:25 p.m.
- Students are expected to leave the school by 2:30 p.m. unless supervised by a staff member or coach.
- Half day dismissal is at 10:30 a.m.
- The office is open from 7:15 a.m. – 3:00 p.m.

Greenville Middle School Mission Statement

GMS: Inspiring excellence by building meaningful relationships, providing a safe environment, and developing self-driven, collaborative young adults.

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Greenville Middle School Expectations:

BE SAFE.

BE RESPONSIBLE.

BE RESPECTFUL.

GMS Positive School Culture:

A Positive School Climate (PSC) system is a proactive and interactive process which establishes a school wide culture that supports social, emotional, and academic success. PSC outlines behavior expectations for multiple school settings (classroom, hallway, bathroom, outside, cafeteria, etc) that are the same for ALL students no matter what grade or teacher they have. The PSC process promotes a safe and effective school environment while helping to prevent behavior problems with students.

The PSC process teaches, models, and reinforces three expectations of student behavior (**Be Respectful, Be Responsible, Be Safe**) and the appropriate voice level in multiple settings. When the desired behaviors are exhibited, staff will provide positive reinforcement through positive rewards called Step Up Tickets. The goal is to provide practice and reinforcement for ALL students. Drawings will be held periodically throughout the year. Multiple students will be recognized with a choice of reward.

PSC Noise Levels

Level 0 : Silent

Level 1 : Whisper

Level 2 : Quiet Conversation

Level 3 : Classroom Voice

Level 4 : Recess/Outside Voice



Greenville Middle School

	General Classroom	Hallway	Restroom	Cafeteria	Outside
NOISE LEVEL	Teacher Directed	0-2	0-1	0-2	0-4
BE SAFE	<ul style="list-style-type: none"> Follow class procedures, routines, and directions. Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Walk Keep to the right Hands, feet, and objects to self 	<ul style="list-style-type: none"> Wash your hands with soap Technology free zone Keep hands, feet, and objects to yourself Report issues 	<ul style="list-style-type: none"> Sit Hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Stay on the ground Calmly and quietly enter our building Avoid rough play Report issues to an adult
BE RESPONSIBLE	<ul style="list-style-type: none"> Be on time and prepared Take ownership for your behavior and learning Report inappropriate behavior 	<ul style="list-style-type: none"> Go directly to class Keep hallways clean Consume food and drinks in cafeteria 	<ul style="list-style-type: none"> Flush, wash, leave Keep food and drinks out of our restroom Take care of our school property 	<ul style="list-style-type: none"> Promptly get in line Eat Clean up 	<ul style="list-style-type: none"> Keep track of your belongings Follow technology policies Take care of our school property
BE RESPECTFUL	<ul style="list-style-type: none"> Keep an open mind Show kindness Be engaged 	<ul style="list-style-type: none"> Be kind and courteous Follow staff directions Use school appropriate language 	<ul style="list-style-type: none"> Respect privacy Be considerate Use school appropriate language and actions 	<ul style="list-style-type: none"> Be kind Follow staff directions Use school appropriate language 	<ul style="list-style-type: none"> Listen to staff and follow directions Be kind, courteous, and helpful Use school appropriate language and actions

Technology Use

The district has adopted a policy to guide responsible use of technology (including the Internet). Students and parents/guardians are required to sign an Acceptable Use Policy annually. **Greenville Public Schools is not responsible for lost, stolen, or damaged mobile devices.**

Greenville Public School Acceptable Use Policy

Administrative Rule: **AR 409**

Date: 3-08-10 (Revised & moved from BOE policies)

Revised: 9-18-12

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Description Technology: Acceptable Use and Safety Policy Privileges
In order to facilitate learning and enhance educational information exchange when given instructional permission, users have the privilege to:

1. Use all authorized hardware, software, and resources.
2. Access information from district and outside resources.
3. Use authorized personal equipment within the district's facilities. Personal technology used within the school/work day will fall under the same rules as technology provided by the district.

Responsibilities:

Users are responsible for:

1. Utilizing technology only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.
2. Properly using and caring for authorized hardware and software.
3. Adhering to copyright laws in the use of software and in the transmission or copying of text or files from the internet or other resources.
4. Complying with state and national laws governing internet access, usage, privacy and safety (CIPA).
4. Maintaining confidential use of passwords/access to individual account and district technology.
6. Notifying a teacher or the building administrator if you have identified a possible security problem.

Any misuse of technology shall result in disciplinary action determined by the district. Misuse includes, but is not limited to:

Users are prohibited from:

- Using district technology and/or personal technology during the work/school day for personal business, commercial purposes, financial gain, product advertisement, business service endorsement, political activity, or religious or political lobbying.
- Unauthorized access or downloading of software, electronic files, email, or other data and downloading copyrighted material for other than legal personal or professional use.
- Gaining unauthorized access to resources or entities.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Committing or attempting to commit any willful act which disrupts the use of technology.
- Providing access to others by sharing personal log-ins/passwords.

Technology Protection Measures

To the extent practical, steps shall be taken to promote the safety and security of users of the Greenville Public Schools technology.

Steps include:

1. Filters shall be used to block access to inappropriate information through internet, intranet, e-mail, chat rooms, and other forms of electronic communications.
2. Filters/blocking shall be used to block access to pictures that are: (a) obscene, (b) child pornography, or (c) harmful to minors (for computers that are accessed by minors).
3. Prohibit disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

All user files, records of access, or any other resources existing on district or personal equipment used during the school/work day, regardless of device ownership, are subject to control and inspection with or without notice to the user when a specific violation is suspected. In such cases, users acknowledge they have no expectation of privacy in any of the files they create or the material that they access on district devices and/or personal devices used during the school/work day.

It shall be the responsibility of all members of the Greenville Public Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy as well as state and federal laws. Procedures for the disabling or otherwise modifying any

technology protection measures shall be the responsibility of Greenville Public Schools or designated representatives.

Consequences of Violations

The Building Administrator and/or the Superintendent or designee, retains the sole discretion to determine whether violations have occurred. The account of any user suspected of violating this policy may be accessed or closed at any time. When it is determined that violations have occurred, consequences may include:

- a. verbal or written warning
- b. student disciplinary procedures as outlined by this student handbook
- c. financial restitution for damages
- d. users privileges suspended or revoked
- e. confiscation of personal devices
- f. referral to appropriate law enforcement authorities if in violation of state/federal law

General School Procedures and Information

School Dress Code/Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats in class, hoods, bandanas, and sunglasses may not be worn in the building during the school day.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips and/or tears, showing skin where it should otherwise be covered and clothing that is otherwise poorly fitting are prohibited.

- All tops must cover the areas from a person's armpits to their waistband and have a supporting strap for both shoulders. Plunging necklines are not allowed.
- No visible undergarments.
- The length of shorts or skirts should be modest enough for the school environment where a person's undergarments or buttocks are not visible whether standing, sitting, or participating in other school day activities.
- Appropriate footwear must be worn at all times.
- Students may not wear wallet chains, studded or spiked jewelry, or other accessories that can represent a safety issue.
- Special occasions may allow for flexibility in these guidelines (i.e. school sponsored spirit days, dances, awards ceremonies, etc..) Always check with administration in advance.
- If there is any doubt about dress and appearance, building administration will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

(Cross Reference: NEOLA 5511 Dress and Grooming)

*Students in violation will be asked to correct the violation. Once students correct the violation, they will be allowed to return to class. Continued violations may warrant administration action.

Cell Phones and Electronic Devices

1. Cell phones/devices must be turned off and not visible during **all instructional times** even in non instructional settings (hallways, restrooms, etc.)
2. Cell phones/devices must be turned off and not visible in **all instructional settings** (classrooms, labs, outdoor classrooms, class meetings, assemblies, etc.) during the day unless prior permission has been obtained from the teacher.
3. Cell phones/devices may be used before and after school, during passing time, and during lunch. Parents should not expect their children to view or respond to communications on personal devices during instructional time.

4. Cell phones/devices must be off and out-of-sight upon entering the classroom.
5. School personnel reserve the right to confiscate cell phones/devices when they interfere with instruction or the orderly operation of school business. This includes times when a student is in the office for a behavior matter.
6. Photos and videos may not be taken at school without proper authorization.

Students possessing personal cellular phones and other electronic devices in school do so at their own risk. Lost, misplaced, stolen, or damaged devices are not the responsibility of the school.

Possession of a cell phone or other electronic device by a student is a privilege. Such devices will be forfeited by any student who fails to abide by the terms of this policy according to the following procedures:

- **First offense:** Warning by the teacher and/or staff.
- **Second offense:** The device is confiscated by the teacher and/or school staff and will be returned to the student at the end of the hour, at which time a review of the policy requirements will be conducted.
- **Third offense:** The device is confiscated by the teacher and placed in the office. The device will be returned to the student at the end of the day in the main office. Parent(s) are notified by the teacher.
- **Fourth and subsequent offenses:** The device is confiscated by teacher and/or school staff and forwarded to the main office. The device will be returned only to a parent/guardian.

Misuse of phones/devices at any time can lead to loss of privileges to have a phone/device at school.

Students have no reasonable expectation of privacy in the contents of any device confiscated as a result of violation of the policy where school officials have reasonable suspicion that the student has violated a school rule or law.

Students are asked to make arrangements for after school activities and transportation before leaving home in the morning. There is a telephone in the office available for emergencies.

Parents/Guardians are advised that in the rare case they need to reach their child, the best way to get in touch with their child is by calling the school office. In cases of emergency, students may use school phones to contact parents/guardians during the school day.

Attendance

When arriving to school late, you must report directly to the office and a parent must call the school or provide a note stating the reason you are late. Any student who is late without parent verification will receive an unexcused tardy. You are considered to be in attendance when you are checked into the office.

*Permission from the office must be obtained prior to leaving school grounds.

*Students not attending a full school day will not be permitted to participate in after school activities unless the absence is pre-approved.

Tardiness

If you are tardy to class without a tardy pass, it is recorded as an unexcused tardy.

Tardy Policy

All incidents will be logged for each marking period and will result in the following:

- **1st Tardy** - Teacher/Student acknowledgment
- **2nd Tardy** - Teacher/Student acknowledgment and call home
- **3rd Tardy** - Lunch Detention assigned by Teacher, Tardy Problem Solving Sheet to be completed in lunch detention.
- **4th Tardy** - Lunch Detention assigned by Teacher
- **5th Tardy** - Referral to Office, consequence assigned by an Assistant Principal along with a contact home
- **6th Tardy** - Referral to Office, progressive consequence assigned by an Assistant Principal.
- **7th+ Tardy** - Referral to Office, special plan/consequences/parent meeting per Administrator discretion.

* Possible consequences are as follows: lunch detentions, loss of passing time, after school detention, In School Suspension(ISS), Out of school suspension(OSS) and/or a special plan.

Skipping

Students more than 4 minutes late to class miss initial teacher instruction and at least 9% of the class. Therefore, students more than 4 minutes late for class without an excuse will be considered absent and assigned consequences for skipping. The teacher will fill out an office referral sheet when a student is more than 4 minutes late to class.

- **1st Offense:** Lunch Detention(s) per hour missed
- **2nd Offense:** After school detention assigned by A.P.
- **3rd Offense:** ISS assigned by A.P. and A.P. phone call home
- **4th Offense:** ISS assigned by A.P. and plan for student success

Student Expectations

Students are expected to conduct themselves in an orderly and courteous manner by respecting the rights of others at all times. The following behaviors help assure student success in meeting these expectations:

- Be on time and have the necessary materials.
- Walk in the halls.
- Use respectful language.
- Keep food and beverages in the cafeteria (only water allowed outside the cafeteria).
- Abide by individual classroom guidelines.
- Obtain a pass before leaving the classroom.
- Clean up after yourself in the cafeteria.
- Leave the building by 2:35 at the end of the day unless supervised by a staff member.
- Sell/purchase only items authorized by school personnel.
- Refrain from public displays of affection.
- Help keep the building clean.
- Leave coats, purses, bags, and backpacks in lockers.
- Hats are only allowed if there is a Doctor's medical note or if it is hat day. (No hoods on hat day)
- Good sportsmanship is expected at all assemblies and competitive events.
- **Phones are not permitted to be used during class time for texting, social media, calls, photos, etc.**
- Phones are not allowed to be used in restrooms or locker rooms.

* Possible consequences are as follows: lunch detentions, loss of passing time, loss of privileges, after school detention, ISS, OSS and/or a special plan.

Consequences of Student Misconduct

Students who make poor behavioral choices may face the following disciplinary actions:

- Restrictions from dances and special student activities.
- Lunch Detentions may be given for any rule infraction. Students removed from lunch detention for rules infractions may be given additional consequences up to the suspension.
- Minor Referral Forms will be issued for minor infractions occurring outside the classroom such as running, rough play, failure to respect the rights of others, littering, no pass in an off-limits area, food or drink in the hallway, inappropriate language, etc.

1. Minor Referrals will be collected and used to create growth opportunities for students. The data collected will be used to form appropriate behavior group interventions to reteach school-wide behavior expectations.

*If behavior improvements are not made by the individual student, a special plan or consequences may result.

*Administration reserves the right to adjust office referral consequences based on individual circumstances.

** Possible consequences are as follows: lunch detentions, loss of passing time, loss of privileges, after school detention, ISS, OSS and/or a special plan.

- In School Suspension (ISS) is reserved for skipping school, excessive office referrals and administrator discretion. Students sent out of ISS may serve the remainder of the suspension and further suspensions as out of school suspensions.
- Out of School Suspension (OSS) is reserved for acts of serious misbehavior which significantly impact the safety/welfare of our school population and will be dealt with directly by building administration. These behaviors include (but are not limited to) obscenity, stealing, fighting, aggressive behavior, instigation, intimidation, gross disrespect of staff, insubordination (refusing to follow a reasonable request by an authority figure), “pantsing” others, possession/use of illegal substances, vandalism, indecency, extortion, fraudulent use of the 911 emergency lines, misbehavior or unsafe behavior during all safety drills, prank pulling of fire alarms, misuse of the boot safety system, racial/sexual harassment, cheating, and chronic misbehavior.

Though subject to administrative discretion based on the seriousness of the offense, the periods of suspension will ordinarily follow a progressive pattern:

- **First offense:** up to three-day suspension.
 - **Second offense:** up to five-day suspension.
 - **Third offense:** up to seven-day suspension.
 - **Fourth+ offense:** up to ten-day suspension.
- Expulsion will occur only by formal action of the Board of Education. The Board may expel a student from school upon the recommendation of the Superintendent when it finds such student guilty of repeated violations of school rules; actions that endanger the life, safety and property of others while at school or under the jurisdiction of the school (whether such acts take place on or off the school premises) when it finds a student has knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt to destroy school property, and when the Board is satisfied that the best interest of the school requires such action. Examples of expulsion offenses may include (but are not limited to) the following conduct which violates Greenville Public Schools Board of Education Policy, State or Federal Law: In accordance with School Code 380.1311

Weapons, Arson, Criminal Sexual Conduct may be referred to the Board of Education for expulsion, to the criminal justice or juvenile delinquency system, and the appropriate county department of social services or community mental health agency.

Physical Assault - Student to Adult - Any student in grade 6 or above who physically assaults a school employee, volunteer, or contractor may be permanently expelled subject to reinstatement after 180 days.

Physical Assault - Student to Student - Assaults by a student upon another student which occur on school property at any school-sponsored activity or on any school-related vehicle may result in expulsion for **up to** 180 school days.

Verbal Assault/School Threats - Any student grade 6 and above who commits a verbal assault against a school employee or makes

a bomb threat may be suspended or expelled for a period of time as determined by the school board or designee.

Alcohol, Tobacco, and Substance Abuse Guidelines:

Every effort will be made to deal with each student as an individual. The role of the school is to stress prevention and rehabilitation. Students are encouraged to seek advice and help from their teachers, counselors, the administration, or other individuals/agencies. Students who seek help will be counseled in a non-punitive and confidential manner.

The manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:

1. Alcohol or any alcoholic beverage, including “non-alcoholic malt beverages.”
2. Illicit drugs.
3. Any abusable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation.
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines, and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school district’s authorized use of medication procedures.
5. Steroids, human growth hormones or other performance-enhancing drugs.
6. Substances purported to be illegal, abusive or performance-enhancing, e.g. “look-alike” drugs.

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school district policy.

These standards of conduct apply to all students while on school property or in the Drug Free School Zone, and school sponsored transportation, as well as to all student participants in any school sponsored activity or function regardless of location, date or time.

Students in violation of these rules will be disciplined as follows:

Tobacco and tobacco related paraphernalia (E-cigarettes, vapes, etc.)

Suspension may be reduced or modified if a student participates in a professional counseling program endorsed by administration.

A. Possession

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

- (a) on the student’s person;
- (b) contained in another item belonging to, or under the control of the student, such as in the student’s clothing, backpack, or automobile;
- (c) in a school’s student locker or other school property;
- (d) at any location on school property or at a school-sponsored event; or
- (e) in the case of drugs and alcohol, substances ingested by the person.

1. First offense: Suspended 3 days - parents contacted.

- ☐ Students that attend nicotine/vaping cessation classes (as appropriate) could generally have the consequence reduced to 1 day suspension. In School or Out of School will be determined by the school administrator. Students must attend the entire course.
- ☐ Students will not be eligible to attend after school activities (dances, clubs, etc.) for up to a full semester beginning at the time of the violation.
- ☐ All violations will be reported to the athletic department, National Honor Society and Student Council as well as any other school based organization that monitors student behavior.

2. Second offense: Suspended up to 10 days - parents contacted.

- ☐ (Students that attend school approved cessation classes with their parents in attendance could have the consequence reduced by up to 7 days.
- ☐ Students will not be eligible to attend after school activities (dances, clubs, theater arts, etc.) for up to a full year beginning at the time of the violation.
- ☐ All violations will be reported to the athletic department, National Honor Society and Student Council as well as any other school based organization that monitors student behavior.

3. Third offense: Suspended 10 days- parents contacted.
~All restrictions above applied
4. Subsequent offenses: Suspended 10 days and the student may be referred to the Board of Education with request for expulsion from Greenville Public Schools.

B. Use of Vaporizer or tobacco products

1. **First offense:** 3 day suspension - parents contacted.
 - ☐ Students will be enrolled in a nicotine cessation class and expected to participate and make progress. Students must attend the entire course.
 - ☐ Students will not be eligible to attend after school activities (dances, clubs, etc.) for up to a full semester beginning at the time of the violation.
 - ☐ All violations will be reported to the athletic department, National Honor Society and Student Council as well as any other school based organization that monitors student behavior.
2. **Second offense:** 10 day suspension - Students that attend school approved cessation classes with their parents in attendance could have the consequence reduced by up to 5 days.
 - ☐ Students will not be eligible to attend after school activities (dances, clubs, etc.) for up to a full year beginning at the time of the violation.
 - ☐ All violations will be reported to the athletic department, National Honor Society and Student Council as well as any other school based organization that monitors student behavior.
3. **Third offense:** Suspended 10 days- parents contacted.
~All restrictions above applied
4. **Subsequent offenses:** Suspended 10 days and the student may be referred to the Board of Education with request for expulsion from Greenville Public Schools.

Alcohol, Drugs, and Drug Paraphernalia, Look-Alike Alcohol and Drugs

A. Possession

1. **First offense:** Up to Ten (10) day suspension – Suspension can be reduced if student participates in a professional counseling program.
2. **Second Offense:** Up to Ten (10) day suspension - parent conference with building administrator and possible hearing with the Board of Education.

3. **Third offense:** Ten (10) day suspension and parent conference with building administrator. The administration may recommend to the Board of Education expulsion for the balance of the school year.

B. Use

1. **First offense:** Up to Ten (10) day suspension – Suspension can be reduced if student participates in a professional counseling program.
2. **Second offense:** Up to Ten (10) day suspension - parent conference with administrator and possible hearing with the Board of Education.
3. **Third offense:** Ten (10) day suspension and parent conference with building administrator. The administration may recommend to the Board of Education expulsion for the balance of the school year.

C. Selling or Distribution

1. Ten (10) day suspension and parent conference with building administrator. Administration may recommend to the Board of Education expulsion of the student.

Regarding Referrals The school district's provision of information regarding referrals to an outside agency is not an express or implied offer to pay, in full or in part, any expenses which the student may incur for his or her participation with the referral agency.

The B.E. Center (Better Everyday Center)

B.E. Center provides time for students (and teachers) to reflect, repair and restore relationships. This is not a punishment, but an opportunity for a break, quiet space, reflection, and calm.

B.E. Center Expectations: Students will report to the B.E. Center for that specific class period. Students will be expected to return to class that hour or the next day the class meets..

- Students will create a B.E. Center Reflection Sheet.
- Students will participate in a restorative conversation with the teacher upon return to class.
- Follow Room B.E. Center rules.

Bullying/Hazing

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated

oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three.

Bullying is any repeated gestures, or written, verbal, graphic, or physical act (including electronically transmitted acts {i.e. internet, telephone or cell phone, or wireless handheld device} that, without regard to its subject matter or motivating factors, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- Substantially interferes with educational opportunities, benefits, or programs of one or more students;
- Adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- Causing substantial disruption in, or substantial interference with the orderly operation of the school.

All complaints about bullying or aggressive behavior that may violate this policy shall be promptly investigated and documented. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include suspension or expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, vendors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Sexual Harassment

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior which is unwelcome, which is personally offensive, which fails to respect the rights of others, or which otherwise creates an intimidating, hostile or offensive educational environment. Once a complaint of sexual harassment has been filed with administration, a prompt investigation will be conducted. If the investigation finds an instance of sexual harassment has occurred, it will result in immediate and appropriate remedial action. This may include suspension or expulsion for students, up to discharge for

employees, exclusion for parents, guests, volunteers, vendors and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Academic Achievement

A 90-100 B 80-89 C 70-79 D 60-69 F Below 60

- Student progress can be checked through StudentVue and ParentVue.
- Report Cards are issued in StudentVue and ParentVue following the completion of each nine-week marking period.
- M-STEP testing will take place 4th Marking Period as follows:
 - ❖ 6th Grade will take English/Language Arts, and Math
 - ❖ 7th Grade will take English/Language Arts and Math
 - ❖ 8th Grade will take the PSAT and the Social Studies and Science MSTEP

Career and Employability Skills

You are expected to make progress toward the Content Standards (it's what you are expected to know and be able to do in a given curriculum area) and Benchmarks (Learning Targets that lead you to reach Content Standards). It is up to you to identify, organize, plan and allocate resources (such as time, money, materials and human resources) efficiently and effectively. Your grades are determined by how you strive to reach these goals.

Promotion/Retention Policies

Greenville Middle School believes that each student must and will have the skills to be a successful life-long learner.

To qualify for promotion, you must earn the necessary credits or demonstrate district approved skills to pass into the next grade. Retention (repeating the grade) will occur only after steps for intervention have been tried and have not been successful.

Each core class (Math, Social Studies, Science & Language Arts) will be assigned one credit for each nine week marking period. You would then be expected to earn 4 credits for a year-long class, giving you 16 possible credits each school year.

In order to be promoted to the next grade, you must earn at least 12 credits. Credit for a course is earned with a D- or better.

In grades 6, 7, and 8, students may be retained if:

1. they don't receive at least 12 credits or
2. they are not demonstrating competency or
3. retention would have a chance of benefiting your long range educational interest.

*The decision for retention will rest with the school counselor, input from the students, the principal, and consultation with the parent/guardian. Once a decision is made, the parent/guardian will be informed and a letter recommending retention will be placed in the student's file.

Homework Policy

Homework is defined as the time spent outside the classroom in planned learning activities. Homework contributes toward increasing your responsibility, self-discipline, and lifelong learning habits. It is the intention of the GMS teachers to assign relevant, challenging and meaningful homework assignments that strengthen classroom learning objectives. Homework should provide you with the opportunity to apply the information you have learned, complete unfinished class assignments, learn introductory skills, and develop independence. You should be working on homework assignments for 10 minutes per grade level you are in. Therefore, as a general guide:

- 6th grade should average 60 minutes of homework per day,
- 7th grade should average 70 minutes of homework per day,
- 8th grade should average 80 minutes of homework per day.

If you complete your assignments in fewer than the time listed above, you should be reading to fill the time. Actual time required to complete assignments will vary with your study habits, academic skills, and selected course load.

If you are spending much more time doing homework, you should talk to your teachers right away.

1) Responsibilities of Students:

- Be sure to understand all assignments. Don't be afraid to ask questions.
- Schedule specific time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible.
- Turn in quality work.
- Make sure assignments are completed on time and done well.
- Determine if you have any missing work by checking StudentVue and talking with your teachers.

2) Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Give clear instructions to make sure you understand the Learning Targets and Success Criteria.
- Give feedback and/or correct homework.
- Communicate with other teachers.
- Involve parents and contact them if a pattern of late or incomplete homework develops.

Late work policy

Late work grading is left up to each teacher's discretion. Teachers will explain their expectations to their classes.

Forgotten Items

If you are expecting a forgotten item to be dropped off during the school day, it is your responsibility to stop in the office to pick it up.

Lost and Found

Lost and found items are stored in the Cafeteria. Items that are not claimed will be periodically donated to charity or discarded.

Textbooks

All textbooks are "on loan" to you for use during the school year. Textbooks are to be kept clean and handled carefully. You are responsible for lost or damaged books issued to you.

P.E. Uniforms

Uniforms are required for PE class. They may be purchased at the Welcome Back to School Open House or the first week of each semester from PE teachers or through PaySchools. Shirts are \$6 (required), mesh shorts are \$6 (required).

Lockers

The locker assigned at the beginning of the year is your responsibility and is not to be shared with other students. Additional locks and lockers are issued to students enrolled in physical education classes. Lockers are the property of the school and may be inspected at any time. Students will not access or use any locker not assigned directly to them by school personnel. Misuse of lockers will result in disciplinary action. Students are responsible to report to the office if his/her locker is not working. Please refrain from using metal locker shelves because they cause damage to our lockers.

Student Services Department

The Student Services Department at GMS is committed to providing a comprehensive and developmentally relevant program that meets the needs of students in the areas of career development and awareness, social and emotional learning, and the academic habits and mindsets that support them on the path to success. This is accomplished through a partnership with parents/guardians, staff, and community members to enable all students to become well rounded individuals.

- **Individual Counseling** is available through self-referral or upon the request of staff and/or parents.
- **Support/Discussion Groups** are offered, as needed: Children of Divorce, The Grieving Process, Developing Self-Esteem/Friendship Issues, and Anger Management.

Career Exploration

- **Xello** - All students participate in three career exploration activities per school year to develop their Educational Development Plan (EDP).
- **Reality Store** - 8th grade students will participate as a follow-up to their career choices in their EDP. Students will learn the importance of a strong education and the “real” cost of their chosen career/lifestyle.
- **College and Industry Tours and Career Exploration Trips** - Students will have several optional opportunities throughout middle school to join the industry, college tours, or career exploration trips such as Mi Career Quest, JA Girls Dream Fair, Discover Manufacturing, and more.
- **Career Week** - The middle school will hold a career week that involves learning about different post-secondary options from guest career speakers and participating in career exploration activities.
- **Junior Achievement** - In several classes, community members will lead students in career-based activities that allow students to make career connections to core instruction.

Library Media Center

- All Library materials must be properly checked out before removing from the Library.
- You may have a maximum of four items checked out at any given time. Library materials are considered to be overdue when one or more days past the due date or time.
- If a Library item is lost or damaged, you will be required to pay the cost of the item. A refund will be given if the lost item is returned.

Special Services

- **Special Education** services available to GMS students include resource programming, self-contained programming, center programs, social work services, physical/occupational therapists, hearing/vision consultants, and speech/language therapists.
- **NJHS** membership is an honor and a responsibility. Only students who meet the highest standards of scholarship, leadership, character, citizenship and service are given the honor of admission. It is an award and an honor bestowed upon a student for their

dedication to all of these most cherished qualities. Please see our NJHS page on the school website for further information.

- **Student Council** is for students who are interested in school leadership and event organization. Members are expected to attend meetings on a regular basis as organized by the advisor, as well as participate in and help organize other school events. Applications for participation for 7th and 8th graders are accepted in May, and applications for new 6th graders are available in September from the student council advisor.
- **Middle School Jazz Band** meets every Wednesday from 6:45 AM to 7:15 AM. Students must be in a band or orchestra to participate. 7th or 8th grade only.

Sports

- **6th grade:**
 - **Fall:** Cross Country – girls and boys *(Pending yearly approval)
 - **Winter:** Wrestling– girls and boys *(Pending yearly approval)
- **7th and 8th grade:**
 - **Fall:**
 - Girls Volleyball
 - Cross Country – girls and boys
 - Football
 - Football Cheerleading
 - **Winter:** Boys Basketball
 - Girl's Basketball
 - Wrestling – girls and boys
 - **Spring:** Track – girls and boys

We work with the Greenville Recreation Department and Rocket football for additional opportunities for our students.

Food Service

- Hot lunch is offered free of charge. Lunch choices are a main entrée plus a fruit and a vegetable OR a main entrée and 2 different vegetables OR a main entrée and 2 different fruits. A second lunch may be purchased for \$2.75.
- Free Breakfast is provided every day. Breakfast includes a breakfast sandwich, french toast, breakfast pizza, pop-tarts, cereal or bakery item, milk, juice.
- Extra milk is 50 cents. Juice is 50 cents.

Inclement Weather

The decision to close school is made cooperatively by the Superintendent and the Director of Transportation. School will remain open if road conditions are safe for bus travel.

- When it is necessary to delay or close school due to inclement weather, the decision will be announced as quickly as possible on the district's website, app, Facebook page and the following television and radio stations: WOOD-TV8, WXMI-TV17, WZZM-TV 13, WWMT-TV 3, M-106.3 WGLM, WOOD-AM/FM
- When school has been canceled, **all** GMS activities scheduled for that day are automatically canceled. *Athletic teams may hold optional open gyms after 12:00 PM on these days.
- If an area is under a tornado watch, school will operate as usual. If the area is under a warning, the school will not release students until an "all clear" is issued.
- On days when the wind chill or temperature is below 10° Fahrenheit, students will not be allowed to go outside after lunch.
- On Inclement Weather/Cancellations days, students need to check email for possible assignments from teachers.

Safety and Traffic Issues

- Student drop-off and pick-up is permitted in the front and the back of the building.
For the safety of our students, **only one lane of traffic is permitted in the front and back of the building.**
- Drop-off: Please pull up to the sidewalk *as far forward as possible* and exit the **right** side of the vehicle.
- Walkers - If an area does not have a sidewalk, walk on the shoulder of the road facing traffic. Hillcrest Street should be crossed at Montcalm with the assistance of the crossing guard or at the M-57 light. When traveling between the middle school and high school, use the sidewalk which connects each building. **At no time should the high school or middle school parking lots be used as a walkway.**
- Bikes should be placed and **locked** in the bike racks next to the building.

*Greenville Middle School Administrators reserve the right to interpret rules and make changes to rules within this student handbook as needed. Any major changes in the student handbook will be shared with students and communicated with all stakeholders.

