

**Greenville**  
**MIDDLE SCHOOL**

**GRADES 6-8 2016-2017**

**Welcome To Greenville Middle School**

Greenville Middle School serves approximately 300 students in grades 6-8. The staff at Greenville Middle School embraces the challenge of middle level education and our practices, which adhere to the Regents Policy Statement on Middle Level Education and the Essential Elements of a Standards Focused Middle Level Program, are reflective of our ever changing society. The Greenville Middle School staff understands the changes students are undergoing physically, emotionally, socially, and intellectually and how important these changes are to developing the individuality of each student. In order to develop the individuality of each student Greenville Middle School is dedicated to:

- Providing a community of learning by establishing close, trusting relationships which create a positive environment for personal growth and intellectual development through grade level teams.
- Creating an environment that is safe, caring, and conducive to learning for all students.
- Developing partnerships with families and the community to maximize student success.
- Helping all students to become responsible, active citizens and lifelong learners, who are healthy, caring, creative, and intellectually reflective individuals.
- Facilitating the transition from childhood as youngsters leave the nurture and comfort of elementary school, and later shift the focus fostering independence and academic and civic responsibility as students prepare for the rigors of high school and beyond.

The skills, knowledge, and personal competence that students acquire in our middle school will enable them to be successful, now and in the future. At Greenville Middle School expectations are high and the supports are in place for every student to achieve his or her greatest potential.

Brian W. Reeve, Principal  
Greenville Middle School

## **MISSION STATEMENT**

The mission of the Greenville Central School District, with vital community partners, is to present the world with a gift of well-educated graduates who will forge ahead as confident thinkers, empowered learners, and compassionate, responsible leaders by ensuring superior instruction with total support for excellence and vision.

## **BELIEF STATEMENTS**

We believe that every individual has equal value.

We believe that trust, respect, and caring are essential for a healthy community.

We believe that the meeting of clear and defined standards is the starting point for success.

We believe that every individual has the right to fully realize his/her potential.

We believe that the pursuit of excellence cannot be compromised  
We believe that every individual has the responsibility to contribute to the common good.

We believe that individual responsibility and self-discipline are crucial to achieving one's goals.

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*“Believe, Achieve, Succeed”*

**Middle School Faculty 2016-2017**

**District Personnel**

Superintendent of Schools, Tammy Sutherland	
Business Official, Robyn Bhend	
Director of Human Resources, Donna Accuosti	
Middle School Office, Dina Klob	966-5070 ext. 451
Middle School Principal, Brian Reeve	966-5070 ext. 451
K-12 Building Principal and RtI Coordinator, Dan Hash	966-5070 ext. 471
Athletic Director, TBD	966-5070 ext. 404
Middle School Guidance Counselor, Michelle Fisher	966-5070 ext. 453
School Nurses, Debbie Theiss-Mackey, Karen Gardiner	966-5070 ext. 420
School Psychologist, Jennifer Perella	966-5070 ext. 457
School Psychologist, Dane Carpenter	966-5070 ext. 410
School Psychologist, Pam Agan-Smith	966-5070 ext. 421
Attendance Officer, Jessica Shastany	966-5070 ext. 405
Transportation, Marianne Amato	966-5070 ext. 461
Food Services Manager, Tracy Churchill	966-5070 ext. 429
Director of Facilities, Rich Outtrim	966-5070 ext. 462
Director of Pupil Personnel Services, Brook Van Fleet	966-5070 ext. 321

**Board of Education**

Anne Holstein, President, Patricia Macko, Vice-President, Michael McAneny, Jennifer Howard, Thomas Connolly, Duncan Macpherson, Tracy Young

**Core Faculty**

**6<sup>th</sup> Grade Faculty**

English Language Arts	Robin Parvis, Diane Carl
Mathematics	Rochelle Kuhar
Science	AnneMarie Robinson
Social Studies	JoAnn Simmons

**7<sup>th</sup> Grade Faculty**

English	Teresa Carlton
Mathematics	Sheron Malcolm
Science	James Hutchins
Social Studies	Alida Fabian

## **8<sup>th</sup> Grade Faculty**

English

Jackie Moylan

Mathematics

Erin Magee, Karen Martin

Science

Stephen Konas, Christine Rao

Social Studies

Stephen Siebrecht

## **Teacher Assistants**

Chris Lochner

Tracy Bensen

Barbra Drasby

Erica Schwebke

## **Teacher Aides**

Diane Fox

Dory Benning

Zena Higgins

Patricia Focken

## **Faculty and Staff Grades 6 - 8**

Art

Lara Kelley

Computer

Linda Esposito, AnneMarie Robinson,

JoAnn Simmons, Dianne Lewis

Health

Justin Peltier

Home & Careers

Melissa Seaburg, Long Term Substitute

Technology

Dianne Lewis

Languages

Robyn Willoughby, Spanish

Leslie Kudlack, Spanish

Douglas Davidson, Latin

Library Media Specialist

Nancy Lockwood

Music – Instrumental

Erin Cioffi

Music – Vocal & General Music

Shelly Ley

Jonathan Meredith

Physical Education

Gordon Conrow

Chris Warga

Special Education

Nanci Cremen

Sandra Washburn

Karen Manning

Sue Hollywood

Jen Fitzgerald

Hinde Morelli

Steven Gipprich

## School Calendar for 2016-2017

September	5	Monday	Labor Day (School Closed)
	6	Tuesday	Superintendent's Conference Day
	7	Wednesday	School Begins - Full Day Grades 1-12; Kindergarten Open House – no transportation
	8	Thursday	1/2 Day Kindergarten (Kindergarten Dismissal 11:30)
October	7	Friday	Superintendent's Conference Day
	10	Monday	Columbus Day (School Closed)
November	8	Tuesday	End of First Quarter (K-12)
	9	Wednesday	Second Quarter begins (K-12)
	10	Thursday	Lockdown Drill (Only this drill to be announced)
	10	Thursday	Emergency Drill (15 minute early dismissal)
	10	Thursday	Parent Conferences K-12, 1/2 Day (Dismissal Elem-11:30, MS/HS-11:47)
	11	Friday	Veterans' Day (School Closed)
	22	Tuesday	Parent Conferences K-12, 1/2 Day (Dismissal Elem-11:30, MS/HS-11:47)
	23-25	Wed-Fri	Thanksgiving Recess (School Closed)
December	23-30	Fri-Fri	Winter Holiday (School Closed)
January	2	Monday	School Reopens
	16	Monday	Martin Luther King, Jr. Day (School Closed)
Regular Classes)	24-27	Tues-Fri	Regents Examinations & Finals for 9-12 (K-12
	26	Thursday	End of Second Quarter (K-12)
	27	Friday	Third Quarter Begins (K-12)
February	20-24	Mon-Fri	Winter Recess for students
	27	Monday	School Reopens
March	16	Thursday	Parent Conferences K-12 - 1/2 Day (Dismissal Elem-11:30, MS/HS-11:47)
	17	Friday	Superintendent's Conference Day
	24	Friday	Parent Conferences K-12 - 1/2 Day (Dismissal Elem-11:30, MS/HS-11:47)
April	10	Monday	End of Third Quarter (K-12)
	11	Tuesday	Fourth Quarter Begins (K-12)
	17-21	Mon-Fri	Spring Recess (School Closed)
	24	Monday	School Reopens
May	29	Monday	Memorial Day Recess (School Closed)
June	14-23	Tues-Thur	Regents Examinations (Grades 9-12)
	16	Friday	Final Exams - Grade 7 (No classes grades 6 & 8)
	19-21	Mon-Wed	K-5 (Dismissal schedule to be determined)
	19	Monday	Final Exams - Grade 8 (No classes grades 6 & 7)
	20	Tuesday	Final Exams - Grade 6 (No classes grades 7 & 8)
	21	Wednesday	Graduation – Grade 5 (8:30 a.m.)

22	Thursday	MS Graduation (9:00 a.m.)
22	Thursday	End of Fourth Quarter (K-12)
23	Friday	Superintendent's Conference Day
24	Saturday	HS Graduation (10:00 a.m.)
30	Friday	Last Day of Fiscal Year

Elementary, MS&HS Marking Periods: 1st: Sept.7-Nov 8 (44) 2nd: Nov.9-Jan.26 (46) 3rd: Jan.27-Apr.10 (47) 4th: Apr.11-Jun.22 (47)

182 Days of student attendance + 4 Superintendent's Conference Days = 186 Days for the School Calendar

Emergency Closing Makeup Days: In order starting April 21, 20, 19, 18, 17

## Greenville Middle School

### Daily Announcements and Web Page

Read about your Middle School at the Greenville Central School's web page, [www.greenville.k12.ny.us](http://www.greenville.k12.ny.us) To download daily announcements, click the link located in the left sidebar. The Middle School has also developed a homework section for their web page:

Go to [www.greenville.k12.ny.us](http://www.greenville.k12.ny.us)

1. Click on Middle School
2. Click on homework (located in left sidebar)
3. Click on the appropriate grade level

### Student Schedules

The student school day begins at 8:12 a.m. Regular school days have nine periods (including lunch). Classes end at 2:42 p.m. Students are encouraged to work with teachers or become involved in activities after school. Without exception, all students who stay past 2:42 p.m. must have adult supervision.

### Telephone/Electronic Devices

It is our hope that students will accept responsibility for remembering lunches, sneakers, books and homework. After school and special transportation plans should be made outside of school. Phone calls will be limited for these purposes, with staff permission. Personal electronics usage is not allowed in school during the school hours, 8:10 a.m. – 2:42 p.m. except as expressly permitted by a teacher for instructional purposes.

### School Day

Period 1 - 8:12-8:58 a.m.	Period 6 - 11:53-12:33 p.m
Period 2 – 9:01-9:41 a.m.	Period 7 – 12:36-1:16 p.m
Period 3 – 9:44-10:24 a.m.	Period 8 – 1:19-1:59 p.m.
Period 4 – 10:27-11:07 a.m.	Period 9 – 2:02-2:42 p.m.
Period 5 – 11:10-11:50 a.m.	

## **Professional School Services**

**Guidance – 966-5070 ext. 453** – A guidance counselor is available to give assistance to students regarding educational, academic, career, personal and social issues. The guidance counselor may help students to recognize their abilities, interests and needs while in school. Another role of our counselor is to increase communication between home and school.

Students are invited to visit the guidance office whenever a question or issue arises. It is strongly recommended, however, that students visit the guidance office during their study hall and/or lunch period. If it is necessary to leave an academic class or study hall, a pass signed by the teacher in charge is required.

Counselors are readily available to assist students with:

1. Personal issues, 2. Peer issues, 3. Information about occupations, 4. Selection of courses, 5. School achievement, and 6. Selection of extracurricular programs

When necessary or appropriate, a guidance counselor will refer parents to resources outside of the school. These may include community agencies or private counseling practices. Parents are encouraged to call the guidance counselor(s) to discuss the educational health of their child. Appointments can be made by calling the guidance office, at 966-5070 ext. 453.

At the end of 8<sup>th</sup> grade, each student develops a four-year high school plan with his/her high school guidance counselor. Parents may be included in this plan and any subsequent revisions. To contact the high school guidance office, you may call 966-5070 ext. 411.

## **School Nursing Services – 966-5070 ext. 420**

**Health Information:** If your child becomes ill at school, it is necessary for him/her to report to the nurses' office. Students who are ill must obtain a pass from their teacher to visit the nurse. The nurse will place a telephone call to the appropriate person on the emergency card. Any injury during the school day or at a school activity must be reported immediately to the teacher or other adult in charge. The teacher will either send the student to the nurses' office or send for the nurse. The nurse may administer first aid for students who are injured. A student who is considered ill or injured will need to be escorted home by the parent or guardian. Please notify the school nurse if your child is ill for 3 days, if he/she has an injury, contagious disease, or has been put on medication by a health care provider.

**Immunizations:** Public Health Law 2164 was recently amended to require all children enrolled in sixth and seventh grade, starting September 2007, to have the Tetanus Toxoid-Containing Vaccine and Pertussis Vaccine (DTaP, DTP). The school nurse must be informed in writing, that a vaccine or booster was given to ensure accuracy of student



health records. This note should include the date, and be documented by a health care provider or public health nurse. All students entering 7th and 12th grade must have had at least one Meningococcal immunization. Those entering 12th grade must have had one after turning age 16. The information about this immunization is on the school website if you want specifics. No school may allow a child who is not in compliance with immunization requirements to attend school for more than 14 days. The 14-day grace period may be extended up to 30 days for students who are transferring from out-of-state or out-of-country who shows a good faith effort to come into compliance.

**Medication Administrations:** All medications, including over-the-counter drugs and inhalers are subject to New York State Education Department guidelines. As a result, written permission from the health care provider and a parent signature are necessary for your child to receive medications. Medication forms are available in the nurse's office. Parents are advised to ask the pharmacist for an additional container to have at school.

**Administration of Medications for Field Trips and After-School Activities:** Oral medications should be maintained in an original pharmacy or manufactured labeled container when taken on field trips or after-school activities. Parents should be advised to ask the pharmacist for an additional container to be used.

**Annual Health Screening:** The New York State Education department requires a health screen. The annual health screen includes students in grades 6, 7, 8, and 9 to receive a scoliosis screening. In addition, students in grades 7 and 10 receive distance acuity and hearing screen. A letter will be sent home to the parent if there are any health concerns identified during the health screen for a referral to their health care provider. Students who have been advised to consult with their health care provider for vision/hearing/scoliosis/or other specialists are to have a copy of these evaluations on file.

### **Physical Education**

A note from your health care provider is necessary for excuses from Physical Education class. The note should specify the reason and length of time a student is to be excused. The note from the health care provider is to be given to the school nurse.

### **Health Appraisals**

The New York State Education Department requires a health appraisal for students in grades 7, 10, and new entrants to the school district. Parents are encouraged to have this done by their own health care provider. Blank forms may be obtained from the school nurse or the main office. Health appraisals will be scheduled during the school year for those students not examined by their own health care provider.

Body Mass Index (BMI) is a new requirement beginning in school year 2008-2009. Body Mass Index with weight categories must be included on Student Health Appraisal forms as required by the NYS Department of Health.

### **Sports and Working Paper Appraisals**

A health appraisal is required each year prior to participation in a sport or practice. The health appraisal is conducted in school during the spring. This health appraisal covers all sports for one year, unless the student is absent for five consecutive days or has been injured. The New York State Education Department requires clearance from gym/sports after an injury. A document from your health care provider must be obtained before your child will be allowed to participate again.

### **PSYCHOLOGICAL SERVICES – 966-5070 Ext. 421 & 457**

Psychological services are available for students experiencing learning or emotional difficulties, which interfere with their academic success. The focus of the school psychologist is to seek solutions to academic and social problems in school. Individuals, teachers, counselors or administrators may initiate referrals for student evaluation. Since long-term counseling is not the role of the school psychologist, outside counseling referrals may be made.

### **THE LIBRARY / MEDIA CENTER – 966-5070 ext. 422**

The library is an important resource for students and teachers. While there is an area set aside for casual reading and relaxation, the room is meant for quiet study and research.

Books may be borrowed for two-week periods and may be renewed if no waiting list exists for the book. Reference materials may not be taken from the room. A copy machine is available for student use at 10 cents a copy.

Students who need to use the library during study hall will follow the procedures established between the teacher and the Library Media Specialist. Students in regularly scheduled classes may go to the library only with a clearly written pass from the classroom teacher, and may stay only for the amount of time noted by that teacher. All decisions regarding the use of the library are subject to the discretion of the Library Media Specialist and her staff.

Internet access is available for research and school related work. Students, along with their parents, must sign an Accepted User Policy to use the computers. Students who violate the rules as outlined in that document will be subject to disciplinary action.

## TEAM TEACHING

Teaming is an integral part of the Greenville Middle School program. Middle school teams consist of primary and support teachers at each grade level. Teams meet to discuss student-related issues and to plan and coordinate curriculum. Team meetings also provide an excellent opportunity to meet with parents. Parent conferences on specified days can be set up by contacting your child's team leader.

Grade 6 is JoAnn Simmons, [simmonsj@greenville.k12.ny.us](mailto:simmonsj@greenville.k12.ny.us)

Grade 7 is Karen Manning, [manningk@greenville.k12.ny.us](mailto:manningk@greenville.k12.ny.us)

Grade 8 is Dianne Lewis, [lewisd@greenville.k12.ny.us](mailto:lewisd@greenville.k12.ny.us)

## TRANSPORTATION – 966-5070 ext. 461

### Students School bus Regulations

The purpose of bus rules and regulations are to ensure that the bus ride to and from school is a safe and pleasant experience. The following are bus regulations:

1. Baby-sitters must reside within the district.
2. Route changes will only be allowed for childcare and dire emergency.
3. The procedure for notifying the school about transportation changes are:
  - A written note handed to school attendance officer and then information is forwarded to transportation office
  - A phone call to the school attendance officer and then the information is forwarded to the transportation office, 966-5070 ext. 405
  - Only students assigned to a bus have a spot reserved for them. If buses are overloaded, all extra students will need to arrange other transportation.

Be on time for your morning pick up. It is recommended that you be at your bus stop 5 minutes early. If the buses have to wait for students to walk from their houses then buses will be that much later for the rest of the stops.

Kindergarten students will only be released at a bus stop when a parent/guardian or older sibling is present. If you desire to have your kindergarten student dropped off without an adult or sibling present, please put that in writing for our files.

The proper crossing procedure will be enforced for your child's safety, which means that they will walk 10 feet in front of bus to see the driver and cross with the signal.

## BUS RULES

All students should:

- Be Respectful**      Follow the driver's directions  
                                    Treat others the way you would like to be treated  
                                    Use quiet voices

- Be Responsible**    Remain seated until your stop  
                            Keep hands, feet & belongings to oneself  
                            Keep aisle clear at all times  
                            Use electronic devices appropriately
- Be Safe**                Look at the driver before crossing in front of the bus  
                            Animals are not allowed  
                            Large objects related to instruction need to fit in your seat  
                            Throwing items is not safe  
                            Eating or drinking is not safe

The **driver is in charge** of this bus and can assign seats if necessary.

No student shall prevent the driver from driving a safe bus and no student shall prevent another student from having a safe and pleasant trip.

Severity of punishment depends on repeat of offenses.

Bus suspensions include loss of all bus privileges (AM-PM routes, late buses, extra-curricular activities and field trips).

## **STUDENT OPPORTUNITIES**

**Activities Belief Statement:** We believe a safe and healthy school environment may be achieved through positive group activities. Events which allow opportunity for age appropriate social interaction within the context of a structured supervised environment help students learn about themselves and learn consideration for others.

**School Dances and Activity Nights:** During the year, the Middle School Student Council or other clubs/school groups will sponsor dances or activity nights. These events are planned for Greenville students only and are conducted to provide wholesome entertainment. Your attendance at a dance or activity night is a privilege, not a right. To ensure the proper atmosphere for these events regular school rules are in effect. You are not allowed to leave the building until the dance ends unless your parents or someone sent by them takes you home.

**After School Activities:** Students at the Middle School level have several opportunities to join clubs and school activities. Activity themes are varied. Participation in these activities provides students with an opportunity to connect with school and join students with similar areas of interest.

Middle School interscholastic athletic teams are available for 7<sup>th</sup> and 8<sup>th</sup> grade students in soccer, basketball, softball, baseball, golf, cross-country, volleyball, wrestling and track. Coaches are encouraged to involve as many students as practical in their sport.

Students are not permitted to stay after school without adult supervision.

**Junior “g” Award:** The Greenville Central School awards an Honor Letter on the basis of points accumulated in various types of school activities. Students in grades six, seven, and eight who are willing to work hard and put forth the extra effort earn their Junior “g”.

The regulations governing these awards are as follows:

1. The number of points which must be earned before an award may be approved is 27.
2. A student has until the end of his/her eighth grade year to earn 27 points. Points that are earned during sixth and seventh grade are carried over to the following year. At the end of the eighth grade year, the points are erased and the student will start earning points over again in order to earn his/her “G” award at the high school level.
3. If a middle school student earns his/her Junior “g” award before eighth grade, he/she may be awarded an Excellence Award if he/she accumulates 45 points by the end of their eighth grade year.
4. An individual pupil record of points earned shall be in the possession of the middle school office. Each student is encouraged to review his/her record.
5. If a pupil earns a letter and permits any person, other than himself or herself to display it in any manner, it is to be forfeited.
6. Points (0-3) shall be awarded only on the recommendation of the advisor/coach in charge of the activity.
7. All points granted by teachers shall be reviewed, approved and certified by the middle school principal.

Listed below is some of the Greenville Middle School activities in which you can participate:

All-County	NYSSMA
Spelling Bee	Middle School Yearbook
Junior FFA	National Junior Honor Society
Middle School Student Council	Modified Sports
Middle School Musical	Middle School Science Club
Merit Roll – 85 or above (2 points per quarter)	
Honor Roll – 90 or above (3 points per quarter)	
Middle School Art Club	

**Academic/Discipline Eligibility for Athletics and School Activities:** The Board of Education encourages participation in interscholastic athletics and extra-curricular activities, but also affirms that attaining acceptable academic standards and displaying appropriate behavior is a student's primary responsibility. In the event an athlete / student is failing two or more subjects and/or had discipline incidents, the athlete /

student will be required to meet with the principal, teacher, guidance counselor, athletic director and / or coach.

### **STUDENT RESPONSIBILITIES**

**Safety Drills:** Greenville Middle School is required to have 12 fire/lockdown drills and a variety of other activities each year to prepare students for possible emergency evacuations. We expect our students to follow school rules during these drills. All students must report to their teacher or the nearest adult once outside the building. These drills are necessary preparations in the event of a real emergency. They must be taken seriously. Students must respond quickly and appropriately to adult directions during these drills. The Middle / High School will also be holding evacuation drills and bomb threat drills throughout the year.

### **ACADEMIC STRATEGIES**

#### **Study Skills – Hints for Middle School Success:**

1. Concentrate on what is being said.
2. Take notes. Listen for important facts and ideas; do not try to get down every word.
3. Organize your notes as soon as possible after taking them while the material is still fresh in your mind.
4. Each day review what you have learned. Get into the habit of reading books and articles related to what you are studying.
5. Study in one particular place with necessary materials available. Make sure you have good lighting and eliminate all distracting noises such as the sound of the radio or television.
6. Set up a special schedule to prepare for long term projects, quizzes & exams.
7. Use your agenda to record homework assignments.

**Study Hall Regulations:** A study hall is an assigned class. Students are expected to arrive on time and be prepared to work. Appropriate work will be assigned to those who come to class unprepared. A student is expected to use this time to do school work; such as homework completion, review of class notes, library research, or reading.

It is recommended that student's obtain pre-signed passes before study halls if there is a need to work with other staff members. Returning students must obtain a pass from the teacher in charge showing the teacher's name and time of departure. It is important that the student leaves and returns to his/her assigned area quickly and quietly with no stops along the way. Passes to the boys' and girls' room will be issued at the discretion of the teacher. If procedures are not followed properly or abused, the student may lose the privilege of leaving his/her study hall. Each teacher is responsible to list the rules for their study hall.

## **Computers:**

Acceptable Use Policy for Computers, Network and Internet:

1. Access to school computers is a privilege that I must use in a responsible manner.
2. I may only use school computers to access information for educational purposes.
3. I must have a student and parent-signed Acceptable Use Policy to use the school computers.
4. I may only use school computers with the supervision of a teacher or staff member, and if I encounter an inappropriate site on the Internet, I will tell the teacher or staff member immediately.
5. I will be courteous and respect the rights of others' files and work.
6. I will not upload or transmit any information without a teacher's permission.
7. While using the Internet, I will never give out any personal information (full name, address, phone number, or my email address, etc.) about myself or any other person.
8. I will not attempt to load programs on school computers without permission.
9. I will not attempt to bypass any computer security or tamper with any computer's configuration.

*Failure to follow these regulations may result in loss or restriction of access to computers, a learning resource.*

**Lockers:** Students should be very careful with their combinations. They should never give their combination to anyone else. Do not share your lockers with another student. The locker should always be locked. **Money or other valuables that are not needed should not be brought to school.** Students are responsible for their personal property. Lockers are school property and school administrators have the right to inspect them. Students will also be assigned gym lockers in the locker room for their gym clothes.

**Textbook:** Textbooks are provided in a variety of subjects to all students. All textbooks must be covered. It is the student's responsibility to return books in the condition in which they received them. If books are lost or damaged during the year, parents will be notified in June. Payment must be made when a book is lost or damaged.

**Student's Work:** As students enter Middle School they are given increased responsibility:

1. Class work is expected to be completed within the period it is assigned.
2. Middle School students should expect homework daily. It is the student's responsibility to record homework assignments in their agenda each day. All assignments must be examples of the student's best efforts. If an assignment is not understood, the student should see the teacher for extra help. Homework assignments are posted daily on the school web page at <http://www.greenville.k12.ny.us>

3. Students are expected to make up work that is missed due to absence. Assignments that are due during an absence will be expected to be turned in within a reasonable period of time upon student returning to school.
4. Parents of students who are absent can use the school web site or contact the Middle School Office at 966-5070 ext. 451 to obtain missed assignments. Calls should be made before 9:30 a.m. Collected assignments will be available between 2:00 – and 3:00 o'clock in the Middle School Office.
5. Participation in school or family events is not a valid excuse for missing assigned due dates.
6. Parents planning vacations should assume responsibility for seeing that the work to be missed is done. Generic assignments may be provided before students leave but missing school for vacations results in illegal absence. Any work given ahead of time must be completed and handed in when student returns. Student must also meet with the teacher to make up any additional work missed.

### **NOTES TO PARENTS**

**Attendance:** The Attendance Office for the middle school is located in the main office of the high school. The attendance office handles late students, students leaving early, absence notes and bus notes.

**Tardies:** If a student is late to school they must sign in with the attendance officer and receive a late pass to class. Excused tardies are doctors' visits and court appointments. Students must bring in notes from those visits in order to have the tardy excused. Tardies for missing the bus, oversleeping, and not setting the alarm clock are considered illegal and will not be excused.

**Leaving Early:** Students who are planning on leaving early must have a note from their parent/guardian. This note should be handed to the attendance officer prior to homeroom. The student will be issued a pass to leave the building at the requested time. Upon leaving the building the student will sign out at the attendance office. Students who leave for only a part of the day need to check back in with the attendance office before going back to class.

**Absent from School:** Students who are absent from school should return with a written excuse for why they were absent from school. Excused absences are for sickness, doctor visits, court visits or a death in family. Doctor visits and court appearances should be documented on professional letterhead. Vacations are not considered excused absences under any circumstances.

**Bus Notes:** Students may only ride the bus of another student for emergency childcare purposes and a note stating this must be provided to the attendance office for approval. Notes should be handed in prior to the start of homeroom. Students may not use the



buses for social transportation and for doing homework at a friend's house. Students will not be allowed on a different bus without a signed note from the attendance office.

**Instrument Lessons:** Students who are in the Middle School band program receive one instrument lesson per five or six school days. They miss a period of instruction once every five or six school days for this to happen. The schedule of lessons rotates so that if you miss "first period" for your lesson this week, you will not miss that period again for approximately eight weeks. The schedule of lessons becomes a part of your schedule for that week. You are expected to follow your schedule, and schedules are sent to all Middle School teachers. When you miss a class to go to a lesson, it will be handled in the same way any other absence from class would be. That is, you are held accountable for work you miss, including weekly tests and quizzes, and are given time to make it up.

**Honor or Merit Roll:** Greenville Middle School recognizes excellence in student achievement by posting an honor and merit roll at the end of each marking period. A middle school student may qualify for the honor roll by achieving an overall average of 90% or better. A student may also qualify for the merit roll by achieving an overall average of 85% to 89.9%.

**Free and Reduced Meals:** Students have the right to participate in the Free and Reduced meals program, if eligible. Studies have shown that proper nutrition plays an important role in a quality education. To this end it is important for everyone eligible to apply for free and reduced price meals for children. Please pick up an application at any school office. If you have any questions regarding the program please call 966-5070 ext. 429. For questions regarding the application please call 966-5070 ext. 511. All applications are strictly confidential.

**Parent Visitation:** Parents and other visitors are encouraged to visit our school during the course of the school year. To provide a safe school environment, all visitors must report to the attendance officer at the high school entrance. The attendance officer will provide a visitor's pass and an opportunity to state the reason for the visitation. **To avoid classroom disruptions please prearrange classroom visits with the teacher.** Please return to the attendance desk and sign out when you leave the building.

**Parent Teacher Student Association (PTSA):** The Middle School / High School PTSA are open to students in grades 6-12 and their parents/family members. Annual dues are \$5.00 and include membership to the local, state, and national PTA. The dues also entitle the member to voting privileges.

The Greenville MS/HS PTSA provides support for parents/teachers/students, sponsors an annual fundraiser, provides teacher grants, and organizes many school activities (such as dances, movies, Quiz Night, etc.). This group will be involved in many aspects of the school and subcommittees will be created to address specific issues and concerns.

## **POLICIES AND PROCEDURES**

**Attendance:** Attendance for minors (age 6-16) is compulsory in New York State. This age requirement extends until the end of the school year in which the student reaches the age of 16. Some of the legal exceptions to the compulsory requirement are: sickness, death in family, court appearances, religious observance, and educational related visitations, (i.e. field trips). As educators, we recognize the importance of a student's attendance in school. All classes are equally important of a student's attendance in school. All classes are equally important to the educational development of the student. Strategies to encourage this responsibility are beneficial to academic success.

### **Comprehensive Attendance Policy:**

1. The purpose of the policy shall be to ensure maintenance of an adequate record verifying the attendance of the children at GCS, and to establish a mechanism by which the problems of pupil absences can be examined to develop effective administrative strategies to improve school attendance.
2. Specific strategies are employed to accomplish these objectives: The following strategies will be employed to assure that the Attendance Policy set forth by the Greenville Central School is adhered to:
  - a) Parental contact after each absence
  - b) Encouragement of pupil attendance incentives: awards for perfect attendance, public recognition of outstanding attendance.
  - c) Disciplinary action (progressively):
    1. Detention
    2. In School Suspension
    3. Out of School Suspension
  - d) PINS Petition – for all students less than 16 years of age
  - e) Child Protective Services – possible educational neglect
  - f) Referral to the Greene County District Attorney
3. Determination of excused and unexcused absence: Excused absences that are the result of the following:
  - a) Doctor's appointment (verified on doctor's letterhead)
  - b) Court ordered appearances (verified by documentation from the court)
  - c) Death/sickness in family
  - d) College visitation (verified by documentation from the Admissions Office)

An unexcused absence is any absence not covered under excused absences. Parental requests excusing their child from school for reasons not included under Excused Absences (i.e., to take a driver's test, to get a haircut, to go shopping, to go on a family trip or not stating a specific reason) are Unexcused Absences under State Law. Excuses that the student overslept or had car trouble are unacceptable and will not be considered unexcused and illegal.

4. Coding System. The following coding system will be used at GCS:

- a) UNV – Unexcused Absence
  - b) EXC – Excused Absence
  - c) XTDY – Excused Tardy
  - d) TDY – Unexcused Tardy
  - e) ER – Early Release
  - f) SUS – Suspension
  - g) SUS/W/T – Suspension with Tutor
  - h) ACT – Activity such as field trip, band lesson
  - i) EXC/W/T – Excused with Tutor
5. There is a link between attendance and improved academic performance. This critical link is necessary for our students to meet the rigid state standards that have been put into effect.
  6. Tardiness: The State Education Department has determined that tardiness has as much effect on student achievement as absenteeism. Greenville Middle School will adopt the following procedure regarding tardiness as it relates to school and to individual classes: Every time a student is tardy 5 times, he/she will serve a detention.
  7. Greenville Middle School will offer perfect attendance awards for those students present all day every day. The Middle School will also offer an attendance award for students who are present every day. These awards will be presented at the Middle School Awards Night.
  8. Parental cooperation is a necessity for any school policy to work. GCS Attendance Policy puts a premium on such notice. Every two weeks an Attendance Committee consisting of administration, guidance, faculty and the attendance secretary will meet and review the absentee list. The following are the steps that will be taken when a GCS student is absent from school without an excuse:
    - a) Whenever a student is absent, a parent will be called to notify them of such an absence by our attendance officer.
    - b) After 8 absences, an informational letter will be sent home identifying the absences.
    - c) After 16 days an additional letter will be sent home notifying the parent of the absences. A copy of this letter may be forwarded to the Greene County District Attorney.
    - d) After 20 days, a final certified letter will be sent home, and may be followed up by correspondence from the Greene County District Attorney that requests a parent conference regarding options to rectify the attendance/truancy concerns. At this time, a parental contact needs to be made to administration within five (5) days of the receipt of this letter. Greene County District Attorney involvement is for extreme cases involving at-risk students.
  9. In order to curtail absentees and tardiness, there should be a process available to address these two problems. GCS will employ the following process:
    - a) Use of incentives to encourage attendance and timely arrival

- b) Enforce a progression of disciplinary action
  - c) Parental contact
  - d) Revocation of student privileges
  - e) Disciplinary action
  - f) PINS petition
  - g) Educational neglect charges
  - h) Referral to the Greene County District Attorney
10. The Middle School Attendance Committee consisting of Administration, Guidance, and Faculty will be responsible for reviewing pupil attendance records and to initiate appropriate action to address unexcused pupil absence, tardiness and early dismissal consistent with this policy.
  11. In order for a student to stay after school or participate in any club, dance, or sport activity, etc. after school, they must be in that day by the 1<sup>st</sup> period bell. If a student is late to school; they must have a doctor's note on doctor's letterhead in order to document their late arrival and participate in any extracurricular activity.
  12. If a student has an unexcused absence on a Friday, they may not participate in any after school activity that evening. This does not preclude them from participation in any activities over the weekend.

**Middle School Advancement Policy:** It is the policy of the Greenville Central School District Board of Education that each student be placed at an appropriate grade level. The Board hereby directs that grade level teams be established in the District Middle School to ensure that Middle School students are regularly and appropriately assessed for progress in meeting grade level expectations.

Middle School grade level teams shall meet regularly throughout the school year and shall initiate contact with the parent(s) or guardian(s) of a student identified by the team as at risk of failing one or more courses. The team shall also provide parents or guardians with information concerning assistance available to the student through the District and suggest ways for the parent or guardian to assist the students.

**Response to Intervention:** A Middle School grade level team, in cooperation with a student's guidance counselor, the school building administration and parent or guardian, may implement appropriate academic intervention to address student progress. These may include but not limited to the following:

- Response to intervention throughout the school year.
- Successful completion of a school approved, subject specific, summer course.
- Tutoring throughout the summer vacation period, subject to building principal approval. Payment and transportation is not the responsibility of the school.
- Grade level retention for students failing two or more courses.

## **STUDENT MANAGEMENT**

The Greenville Central School District has established rules and regulations that provide for a safe and orderly learning environment. As members of the school community, we must all work together to ensure that this atmosphere continues. Discipline is most effective when it deals with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

As outlined in the District Code of Conduct, disciplinary action will be firm, fair, and consistent, so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, depending on the severity of the violation, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education. Discipline, if warranted, shall be administered consistent with the separate requirements of the code of conduct for disciplining students with a disability or presumed to have a disability.

## **DISTRICT CODE OF CONDUCT**

The Code of Conduct is district wide and has been approved by the Board of Education. The principal will review the Code of Conduct with students at the beginning of the school year. The Code of Conduct is available on our district website; [www.greenville.k12.ny.us](http://www.greenville.k12.ny.us)  
A paper copy is available for review in the middle school office.