



GREENVILLE
CENTRAL SCHOOL DISTRICT

**GREENVILLE MIDDLE SCHOOL
FAMILY - STUDENT HANDBOOK
2009 - 2010**

VISIT US ON THE WEB AT GREENVILLE.K12.NY.US

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“Believe, Achieve, Succeed”

MIDDLE SCHOOL FACULTY | 2009–2010

DISTRICT PERSONNEL

Superintendent of Schools, Cheryl Dudley

Assistant Superintendent For Business, Tammy Sutherland

Middle School Office, Dina Klob 966-5190 ext. 451

Middle School Principal, Brian Reeve 966-5190 ext. 451

Athletic Director/H.S. Assistant Principal, Scott Turrin 966-5190 ext. 402

Middle School Guidance Counselor, Michelle Fisher 966-5190 ext. 453

School Nurse, Loretta Crotty, Debbie Theiss-Mackey 966-5190 ext. 420

School Psychologist, Pam Agan Smith. 966-5190 ext. 421

School Psychologist, Amanda Caulkins 966-5190 ext. 485

Attendance Officer, Allyson Benjamin 966-5190 ext. 405

Transportation, Karen Morin 966-5190 ext. 461

Kitchen, Paul Ventura 966-5190 ext. 429

Building and Grounds Supervisor, Robert Schrader 966-5190 ext. 462

Director of Pupil Personnel Services, Lisa Knowles 966-5190 ext. 321

BOARD OF EDUCATION

Wilton Bear, President

Tina Dombroski

Greg Lampman

Roseanne Stapleton

Ann Holstein

Anne Mitchell

Lawrence Tompkins

CORE FACULTY

6th Grade Faculty

English Language Arts Teresa Carlton

Joanne Lounsbury

Mathematics. Caroline Caputi

Science AnneMarie Conroy

Social Studies JoAnn Simmons

7th Grade Faculty

English Christine Dennis

Mathematics. Wendy Ward

Science Kristen Pizarro & Margaret Finch

Social Studies Kathryn McAneny

8th Grade Faculty

English Jackie Moylan

Mathematics. Erin Magee

Science Paul Kelly & Margaret Finch

Social Studies	Arthur Thorman
Middle School Nurse	Loretta Crotty Debbie Theiss Mackey
Teacher Assistant	Chris Lochner Tracey Bensen
Teacher Aides	Deborah Lounsbury Sally Parker Zena Higgins

SPECIAL AREA TEACHERS

Art	James Crossett Sean Stewart Pamela Hollinde
Computer	Deborah Mrozek-Ferrara
Health	James Tyrrell
Home & Career	Katherine Schlenker Christine Warren
Technology.	Dianne Lewis
Languages	John Gleason, Japanese Douglas Davidson, Latin Leslie Kudlack, Spanish
Library Media Specialist	Donna Ruot
Music – Instrumental	Edward Coughtry
MS Jazz Band	Michael Benedict
Music – Vocal & General Music.	Jonathan Meredith Janine Martin
Physical Education.	David Winkler Gordon Conrow
Special Education.	Nanci Cremen Sandra Washburn Karen Manning Shannon Koon Sue Hollywood Kristi Bullis
AIS Services	Erin Magee Joanne Lounsbury Jackie Moylan Cathy Richards

SCHOOL CALENDAR FOR 2009-2010

September	7	Monday	Labor Day (School Closed)
	8	Tuesday	Superintendent's Conference Day (No School - Students)
	9	Wednesday	School Begins - Full Day Grades 1-12; Kindergarten Open House – no transportation
	10	Thursday	1/2 Day Kindergarten (Kindergarten Dismissal 11:30)

October	12	Monday	Columbus Day (School Closed)
	21	Wednesday	Lockdown Drill (Only this drill to be announced)

November	11	Wednesday	Veterans' Day (School Closed)
	13	Friday	End of First Quarter (6-12)
	13	Friday	Emergency Drill (15 minute early dismissal)
	16	Monday	Second Quarter begins (6-12)
	16	Monday	End of First Elementary Trimester (K-5)
	16	Monday	Parent Conferences K-12, 1/2 Day (Dismissal Elem-11:30, MS/HS-11:47)
	17	Tuesday	Second Elementary Trimester Begins (K-5)
	20	Friday	Parent Conferences K-12, 1/2 Day (Dismissal Elem-11:30, MS/HS-11:47)
	25	Wednesday	Superintendent's Conference Day (No School – Students)
	26-27	Thu-Fri	Thanksgiving Recess (School Closed)

December	24-31	Thu-Thu	Winter Holiday (School Closed)
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January	1	Friday	Winter Holiday (School Closed)
	4	Monday	School Reopens
	18	Monday	Martin Luther King, Jr. Day (School Closed)
	26-29	Tue-Fri	Regents & Finals - 9-12 (K-8 regular classes)
	29	Friday	End of Second Quarter (6-12)

February	1	Monday	Third Quarter Begins (6-12)
	15-19	Mon-Fri	Winter Recess (School Closed)
	22	Monday	School Reopens

March	12	Friday	End of Second Elementary Trimester (K-5)
	15	Monday	Third and Last Elementary Trimester Begins (K-5)
	18	Thursday	Parent Conferences K-12 - 1/2 Day (Dismissal Elem-11:30, MS/HS-11:47)
	23	Tuesday	Parent Conferences K-12 - 1/2 Day (Dismissal Elem-11:30, MS/HS-11:47)

April	2	Friday	Superintendent's Conference Day (No School – Students)
	5-9	Mon -Fri	Spring Recess (School Closed)
	12	Monday	School Reopens
	16	Friday	End of Third Quarter (6-12)
	19	Monday	Fourth Quarter Begins (6-12)

May	31	Monday	Memorial Day (School Closed)
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June	15-24	Tues-Thurs	Regents Examinations (Grades 9-12)
	18	Friday	Final Exams - Grade 6 (No classes grades 7 & 8)
	21	Monday	Final Exams - Grade 8 (No classes grades 6 & 7)
	22	Tuesday	Final Exams - Grade 7 (No classes grades 6 & 8)
	22	Tuesday	Graduation – Grade 5 (8:30 a.m.)
	23	Wednesday	MS Graduation (1:00 p.m.)
	24	Thursday	End of Third Elementary Trimester (K-5)
	24	Thursday	End of Fourth Quarter (6-12)
	25	Friday	Superintendent's Conference Day
	26	Saturday	Graduation

MS&HS Marking Periods: 1st: Sept.9-Nov.13 (46)
 2nd: Nov.16-Jan.29 (44)
 3rd: Feb.1-Apr.16 (44)
 4th: Apr.19-Jun.24 (48)

Elementary Trimesters: Sept.9-Nov.16 (47): Nov.17-Mar.12 (69):
 Mar.15-June 24 (66)

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

Emergency Closing Makeup Days: In order starting April 2, 9, 8, 7, 6, 5

GREENVILLE MIDDLE SCHOOL WEB PAGE

Read about your Middle School at the Greenville Central School's web page. The Greenville Middle School has developed a homework section of the Middle School Web Page.

The address is **Greenville.k12.ny.us** Grade Level Web Sites for Homework

1. Click on Middle School
2. Click on homework
3. Click on the appropriate grade level

STUDENT SCHEDULES

The student school day begins at 8:12. Regular school days have nine 40 minute periods (including lunch). Classes end at 2:42. Students are encouraged to work with teachers or become involved in activities after school. Without exception, all students who stay past 2:42 must have adult supervision.

TELEPHONE USE

Our school telephone must serve many people; therefore, its uses should be limited to business purposes only. Students should accept responsibility for remembering lunches, sneakers, books, homework, etc. Social, after school, and special transportation plans should be made outside of school. Phone calls will not be permitted for these purposes. Cell phone usage is not allowed in school during the school hours, 8:10 a.m. - 2:42 p.m. There is a pay phone available with staff permission.

SCHOOL DELAYS

Due to inclement weather there are times when school will be delayed one or two hours. The schedules below show the changes from the original times for these days.

REGULAR	ONE HOUR DELAY	TWO HOUR DELAY
8:12-8:55	Period 1 9:12-9:46 – 34 min.	Period 1 10:12-10:39 – 27 min.
8:58-9:38	Period 2 9:49-10:22 – 33 min.	Period 2 10:42-11:08 – 26 min.
9:41-10:21	Period 3 10:25-10:58 – 33 min.	Period 5 11:11-11:41 – 30 min.
10:24-11:04	Period 5 11:01-11:34 – 33 min.	Period 6 11:44-12:14 – 30 min.
11:07-11:47	Period 6 11:37-12:10 – 33 min.	Period 7 12:17-12:47 – 30 min.
11:50-12:30	Period 7 12:13-12:46 – 33 min.	Period 3 12:50-1:16 – 26 min.
12:33-1:13	Period 4 12:49-1:24 – 35 min.	Period 4 1:19-1:45 – 26 min.
1:16-1:56	Period 8 1:27-2:02 – 35 min.	Period 8 1:48-2:14 – 26 min.
1:59-2:42	Period 9 2:05-2:42 – 37 min.	Period 9 2:17-2:42 – 25 min.

PROFESSIONAL SCHOOL SERVICES

Guidance – 966-5190 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 program or emotional health of their child. Appointments can be made by calling the guidance office, at 966-5190 ext 453.

At the end of eighth 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 966-5190 ext. 411.

REGISTRATION

Welcome to the Greenville Central School District. To enroll your child in the Greenville Central School District you are required to have the following documentation presented at registration:

- Your child's original birth certificate, passport or baptismal certificate
- Your child's immunization record (signed by physician or clinic staff)
- Your child's Social Security card
- Custody papers, if applicable
- Three (3) proofs of residency within the school district that include the name and address of a parent or guardian and are dated within the previous 30 days.

Academic records, including transcripts, recent report cards and any **Special Education Plan** should be presented at registration.

Please take the time to review and fill out all the necessary forms and bring them with you when you register. Having all papers with you and carefully filled out will move the process along greatly.

Please call 966-5070 ext. 305 to make an appointment. The Registrar's regular hours are: Monday-Friday 8 a.m.-2:30 p.m.

Withdrawal from School: Notify the Middle School office if you plan to transfer your child(ren) to another school. Before we transfer records we must have a release of records form, signed by a parent or guardian. This must originate with the school the student will be attending. It is important for the school to know the exact date of the withdrawal from school. We also need the address of the new school so that records can be forwarded. All textbooks, library books and any other school property must be accounted for before records will be sent.

SCHOOL NURSING SERVICES – 966-5190 EXT. 419 & 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.

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/guardian 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 be used 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/guardian 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/guardians 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 for 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 – 966-5190 EXT. 421

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 – 966-5190 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 should sign up and obtain a pass at the beginning of the day. 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 Monday through Thursday 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 the guidance counselor at 966-5190, extension 453.

TRANSPORTATION – 966-5190 EXT. 461

Student 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:

- Baby-sitters must reside within the district.
- Route changes will only be allowed for childcare and dire emergency.
- 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. 966-5190 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.

All late bus riders must have a late bus pass signed by the teacher or person in charge of the after school activity to board the bus.

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

BUS RULES

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

- Obey the driver and remain seated
- Keep body parts inside the bus and the aisle clear at all times
- No eating or drinking or use of tobacco products
- No throwing things in or out of the bus
- Respect the health safety and morals of others in language and actions
- Live pets or items that cause a disturbance are not allowed on the bus
- You must remain on the bus until your destination is reached
- Proper crossing procedures must be followed at all times
- Use emergency exits for emergencies only
- All large items must be approved by the driver

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. These events are planned for students and are conducted to provide wholesome entertainment. Your attendance at a dance is a **PRIVILEGE, NOT A RIGHT**. To ensure the proper atmosphere for these dances, the following rules will be enforced: Middle School dances will be for 6th, 7th, and 8th grade students of Greenville Middle School. Regular school rules are in effect during dances. You are not allowed to leave the building until the dance ends unless your parents or someone sent by them takes you home. Once you leave the building you will not be allowed to reenter. If students are on the ineligibility list, they may not attend dances or activity nights.

After School Activities: Students at the Middle School level have several opportunities to join clubs and school activities. Activity themes are varied. They include academic interests such as science club or general interests such as chess club.

Participation in these activities provides students with an opportunity to connect with school and join students with similar areas of interest. Student participation in clubs and after school activities are subject to the Academic Eligibility Policy.

In addition to clubs, students have the opportunity to engage in physical activity after school. Physical activity is important to Middle School students, since it uses energy and at the same time develops skills in specific sports. Many students at the Middle School level look forward to involvement in athletics. Intramurals are organized each season.

Middle School interscholastic athletic teams are available in soccer, basketball, softball, baseball, golf, cross country 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.

Student Council: One of our most important and active organizations is the Middle School Student Council. Student Council provides an opportunity for students to learn about living in a democracy. Student Council members experience first hand the difficulties involved in reaching agreements on a course of action. They also experience the feeling of satisfaction once a plan is successfully implemented.

Academic/Discipline Eligibility for Athletics and School Activities:

The purpose of this procedure is to help students achieve at a higher level of performance and maintain that level throughout the school year. With the help of teachers, coaches and advisors this plan will boost the academic atmosphere at Greenville Middle School. As representatives of our school, participants in extra curricular activities must be responsible.

1. Students must maintain a passing average in all their subjects and behave well in school to maintain eligibility status for participation in school activities.
2. Students will be evaluated every two and one half weeks.
3. There will be one two and one half-week probationary period per school year, to allow students the opportunity to improve the averages in any failing classes.
4. After one probationary period a student failing two (2) or more subjects, will be ineligible for the following two and one half (school) weeks.
5. Students who increase their averages to passing after the two and one half-week period, will once again be eligible.
6. The eligibility period begins on Sunday and ends on Thursday encompassing two and one half (2½) school weeks.
7. The student athlete can practice sports, but is ineligible for games.
8. This procedure will cover all school sponsored extra-curricular activities, including all-county festivals. Students may attend awards ceremonies.
9. The office of the Middle School Principal will generate eligibility lists after grade level teams have submitted failure lists.
10. There will be a one-week overlap to develop accurate eligibility lists.
11. A written appeal will be judged for merit by a committee.
12. Any students attending school activities while ineligible will be denied. Additional consequences may result.

13. A student may earn eligibility status during any ineligibility period by attending two (2) extra help sessions from 3:00 p.m. until 4:10 p.m., and exhibiting the following four (4) behaviors during each session:
 - The student arrived to extra help on time (3:00 p.m.).
 - The student was focused throughout the session with little talking.
 - The student was respectful to others.
 - The student completed work throughout the session.
14. A student attending two (2) extra help sessions during week one (1) must submit two (2) signed and initialed forms to the Middle School Principal by Friday at 1:00 PM of week one (1). Forms are available in the Middle School Office and students are responsible for obtaining the forms and having the extra help teacher sign them. This process will allow the student to attend and participate in extra curricular activities for week two (2) only. A student must continue this process each week until they are passing all but one (1) class. Students who fail to complete this process will be unable to attend or participate in extra curricular activities for two and one half (2 ½) school weeks.

After School Help: After school subject specific help is offered for Middle School Students from Tuesday through Thursday from 3:00 until 4:10. Students are supervised in the cafeteria from the time of dismissal until After School Help begins. To stay for After School Help, students must sign themselves up in the main office by the end of 7th period each day. Parents may not sign up their students. Because After School Help sessions are limited to ten students per session, students who sign up are required to stay for the entire time unless prior approval has been obtained by the building principal. It is strongly recommended that students sign up when first arriving at school. Students should bring enough work to keep them occupied for the entire session. Students on ineligibility must attend a minimum of two After School Help sessions each week in order to attend extra curricular activities the following week. The sessions start promptly at 3:00 and all students are expected to be punctual, focused, respectful and productive. Copies of the schedule for After School Help are available in the Middle School Office. From time to time, the schedule may be slightly altered due to teacher availability. After School Help is designed for students who would like teacher assistance in specific subject areas. Please direct your child to sign up for the appropriate subject area. A late bus will be provided at 4:15. The faculty member in charge of supervising After School Help will provide the bus pass required to ride the late bus. The late bus drops students off at different points on the route rather than door to door.

Homework Center: Homework Center is offered for Middle School Students from Monday through Thursday from 3:00 until 4:10. Students are supervised in the cafeteria from the time of dismissal until Homework Center begins. To stay for homework center, students must sign themselves up in the main office by the end of 7th period each day. Parents may not sign up their students. If students sign up, they are required to stay for the entire time, unless prior approval has been obtained

by the building principal. Homework Center is a quiet place to complete assignments, projects and homework independently. Students should bring enough work to keep themselves occupied the entire time. Homework Center is supervised by faculty, however, if students require help or are trying to meet eligibility requirements, they should sign up for After School Extra Help. Homework Center starts promptly at 3:00 and all students are expected to be punctual, focused, respectful and productive. A late bus will be provided at 4:15. The faculty member in charge of supervising Homework Center will provide the bus pass required to ride the late bus. The late bus drops students off at different points on the route rather than door to door.

Late Buses: Late buses in Greenville leave school Monday – Thursday at approximately 4:15 p.m. The late bus service affords students the opportunity to increase learning time or to participate in a variety of after school activities. We have five late bus routes that are designed to cover our 120 square mile district within the one-hour time frame using mostly state and county highways. Each late bus covers four to five regular routes thus reducing the ability to provide door-to-door transportation. Please remember that all student school bus regulations are still in effect for late buses and must be obeyed to ensure everyone's safety. Students who take advantage of this service must secure a **properly filled out** late bus pass from their adult supervisor. Late bus passes must be signed by coaches or extra help teachers.

STUDENT RESPONSIBILITIES

Safety Drills: Greenville Middle School is required to have 12 fire 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 and High Schools will also be holding lock down drills, evacuation drills and bomb scare 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 study schedule to prepare for long term projects, quizzes and exams.
7. Use your agenda to record homework assignments.

Study Hall Regulations: A study hall is an assigned class. No food or drinks will be allowed in the classroom. 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.

Passes to the library or other areas must be pre-signed prior to Period 1. 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 the 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 write the combination down and never give it to anyone else. Do not share your locker 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.

Text Book: 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.

Students' 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 all work that is missed due to absence. Assignments that are due during an absence will be expected on the day that students return to school.
4. Parents of students who are absent can use the school web site or contact the Middle School Office at 966-5190 ext. 451 to obtain missed assignments. Calls should be made before 9:30 a.m. Collected assignments will be available between 2 and 3 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 absences. Students must see the teacher to get any missed assignments after they return to school.

NOTES TO PARENTS

Attendance: The Attendance Office for the middle school is located in the main foyer 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 doctor 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 school 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 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% better.

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 966-5190 ext. 429. For questions regarding the application please call 966-5190 ext. 512. 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 is 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

Greenville Middle School's Attendance Policy:

The following strategies will be employed to assure that the Attendance Policy set forth by the Greenville Central School District is adhered to:

- Parental contact after each absence
- Disciplinary action (progression)
- Encouragement of pupil attendance incentives: *Perfect Attendance Award* (student is here every day all day), *Attendance Award* (student is here every day)
- PINS Petition: for students under 18 years of age
- Educational neglect charges of parents of students under 16 years of age

Excused absences are absences that are the result of the following:

- Doctor's appointment (verified with a doctor's letterhead)
- Court ordered appearances (verified by documentation from the court)
- Death/sickness in the family
- A note from the parents indicating illness

Pupil Attendance and Course Credit

- **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 policy as it relates to tardiness:
 - Every time a student is tardy 5 times, he/she will serve one day after school detention.

Parental cooperation is a necessity for any school policy to work. The following are steps that will be taken when a GCS student is absent from school without prior notice:

- Whenever a student is absent, a parent will be called to notify them of such absence.
- After 8, 16, 20 & 24 absences, a letter will be sent home.
- After 20 and 24 absences the District Attorney’s Office will be contacted.

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 remedial assistance available to the student through the District and suggest ways for the parent or guardian to assist the students.

Academic 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 be limited to the following:

- Active academic intervention throughout the school year, and after school academic assistance.
- Successful completion of a school approved, subject specific, summer course.
- Tutoring throughout the summer vacation period, subject to building principal approval.
- Grade level retention for students failing two or more courses.

Summer School: An academic summer school is available for students who will not be promoted. Descriptions of the program will be available to parents and students when decisions are made regarding promotion and retention. The summer school has strict attendance and behavior components. Parent notification of course failures will be made in time for summer school registration.

DISCIPLINE PROCEDURES

The following code is based on the District Code of Conduct approved by the Greenville Board of Education. Our goal is to provide a safe and orderly environment to facilitate student learning.

Student Rights: The district is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all district students have the right to:

1. A safe, healthy, orderly and civil school environment, free of bullying, harassment, etc.
2. Take part in all district activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation or disability.
3. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty.
4. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities: All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators and other school personnel in a respectful positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to disciplinary actions.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district, when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

Student Dress Code: All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- Be safe and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments that are revealing or provocative are not appropriate.
- Ensure that underwear is completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.

- Not include the wearing of hats, head coverings, bandanas and hoods in the classroom except for a medical or religious purpose.
- Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
- No pajamas or sleepwear

Each building principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical replacing it with an acceptable item. Any student who refuses to do so will be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

Prohibited Items

The learning atmosphere can be interrupted by the indiscriminate use of toys and electronic devices. These items can also be temptations for theft. Baseball cards, trading cards, radios, tape players, CD players, MP3 players, IPODS, head sets, laser pointers, skateboards, and electronic games and devices are prohibited in school. Cell phone usage of any kind is prohibited during school hours (8:10 – 2:42). If there is a question we advise that students leave items at home. If distracting items are brought to school they will be confiscated. Parents will be allowed to reclaim items. Hats, bandanas, and coats cannot be worn in the Middle School from 8:10-2:42.

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 directly with the problem at the time and place it occurs, and in a way that 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 administered consistent with the separate requirements of the code of conduct for disciplining students with a disability or presumed to have a disability to his/her disability.

Middle School Code of Conduct: The Middle School Code of Conduct is District wide and has been approved by the Board of Education. Each student will have received an abbreviated version of our Code of Conduct and the complete version is available in the Middle School Office or the District Office.

Prohibited Student Behavior – Category I

Category I prohibited behavior occurs when the student engages in conduct that is disorderly. Disorderly student conduct is defined as behavior that impedes orderly classroom procedures or interferes with the orderly operation of the school.

Category I behavior will usually be addressed by an individual staff member but may, at times, require the intervention of other school support personnel. There will be immediate intervention by the staff member who is supervising the student or who observes the behavior. The staff member will maintain a proper and accurate record of the student actions and the school response.

Prohibited Student Behavior – Category II

Category II prohibited student behavior occurs when the student repeatedly engages in conduct that is disorderly, as well as conduct whose frequency or seriousness tends to disrupt the learning climate of the school.

Category II prohibited behavior shall be addressed through one or more of the following procedures:

1. The teacher may initiate a meeting with the student and the student's guidance counselor to discuss the situation. The teacher must notify the building administrator and the student's parent/guardian.
2. The building administrator may initiate an investigation of the allegation and confer with staff on the appropriate school response.
3. The building administrator and or teacher may meet with the student and confer with the student's parent/guardian about the student's conduct and

resulting school response.

4. The building administrator will maintain a proper and accurate record of student behaviors and school response.

Prohibited Student Behavior – Category III

Category III prohibited behavior includes conduct which constitutes academic dishonesty and misconduct.

Category III prohibited behavior shall be addressed through one or more of the following procedures

1. The teacher may initiate a meeting with the student and the student's guidance counselor to discuss the situation. The teacher must notify the building administrator and the student's parent/guardian.
2. The building administrator may initiate an investigation of the allegation and confer with staff on the appropriate school response.
3. The building administrator may meet with the student and confer with the student's parent/guardian about the student's conduct and resulting school response.

Prohibited Student Behavior – Category IV

Category IV prohibited student behavior occurs when the student engages in conduct that is insubordinate. Insubordinate student conduct is defined as behavior that occurs when a student is unwilling to modify any prohibited behavior identified above, as well as any behavior that is substantially disruptive to the school environment. Prohibited behavior in this category may also include certain conduct that is in violation of law.

Category IV prohibited behavior shall be addressed through one or more of the following procedures:

1. The building administrator will investigate the allegations and consult with staff as to the appropriate consequences if the allegations are supported by substantial and credible evidence.
2. The building administrator will meet with the student and confer with the student's parent/guardian, regarding the student's conduct and the resulting school response.

The building administrator will maintain a proper and accurate record of student behavior and school response.

Prohibited Student Behavior - Category V

Category V prohibited student behavior occurs when the student commits or threatens to commit an act of violence, or indulges in conduct conducive to acts of violence or threats of acts of violence, as well as any conduct which poses a direct threat to the emotional and physical well-being of others, and certain conduct which is in violation of law.

1. The building administrator will investigate the allegations and consult with staff as to the appropriate consequences if the allegations are supported by substantial and credible evidence.
2. The building administrator will meet with the student and confer with the student's parent/guardian, regarding the student's conduct and the resulting school response.
3. The building administrator will maintain a proper and accurate record of student behavior and school response.

Prohibited Student Behavior - Category VI

Category VI prohibited student behavior occurs when the student commits or threatens to commit an act of violence, or indulges in conduct conducive to acts of violence or threats of acts of violence, as well as any conduct which poses a direct threat to the emotional and physical well-being of others, and certain conduct which is in violation of law.

Category VI prohibited behavior shall be addressed through one or more of the following procedures:

1. The building administrator will investigate the allegations and consult with staff as to the appropriate consequences if the allegations are supported by substantial and credible evidence.
2. The building administrator will meet with the student and confer with the student's parent/guardian, regarding the student's conduct and the resulting school response.
3. The building administrator will maintain a proper and accurate record of student behavior and school response. As provided by law, the range of possible school responses may include:
4. Any student, other than a student with a disability, found guilty of bringing a weapon onto school property, will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:
 - i. The student's age.
 - ii. The student's grade in school.
 - iii. The student's prior disciplinary record.
 - iv. The superintendent's belief that other forms of discipline may be more effective.
 - v. Input from parents, teachers and/or others.
 - vi. Other extenuating circumstances.
 - vii. A student with a disability may be suspended only in accordance with the requirements of state and federal law.

“Believe, Achieve, Succeed”

