Student Handbook

2026-2027

Greenwood Middle School
1584 Averitt Rd.
Greenwood, IN 46143
317-889-4040



https://www.gws.k12.in.us/o/gcms

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The purpose of the Student Handbook is to give students and parents/guardians an understanding of the general rules, expectations and guidelines for attending and receiving an education in our school. In case of a conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail. The handbook can be amended at any time at the discretion of the corporation.

TO OUR FAMILIES

The middle school years comprise one of the more challenging stages of growing up. The transition from child to adult is taking place with the "in-between-ager" not really fitting into either category.

Your son or daughter will enter middle school as a child and leave as a teenager. During these middle school years, your child will experience rapid physical and emotional changes. He/she will participate in activities that will be both fun-filled and challenging and that will help to bridge that developmental gap.

Through all these changes and adjustments, your child is developing into an individual who will need your support. It's important for you to remember your child probably will have many friends, but only you can be his or her parent.

The typical middle school student thinks that he or she is ready to make his or her own decisions. In actuality, your child needs your guidance as much, if not more, than ever before.

We hope that all of our parents at Greenwood Middle School will become involved in our total school program. Let your child know you are interested in what he or she does each day. You are their first teacher and greatest cheerleader. We look forward to partnering with you for a great middle school experience!

MISSION STATEMENT

The mission of the Greenwood Community School Corporation is to continuously improve the system of teaching and learning that results in increased achievement in all students. Improved achievement will be seen in reading, writing, math and other skills.

GREENWOOD MIDDLE SCHOOL BELIEVES THAT:

1. Learning best takes place in a safe and non-threatening environment that promotes trust and respect.
2. All students can increase their current level of knowledge and skill.
3. Students should be instructed in the responsibility of a citizen in a democratic society.
4. Students must be actively engaged in the learning process.
5. Teachers should work in partnership with parents and the community to help students achieve their greatest individual potential.
6. Teachers are positive role models.
7. Teachers must create high quality work for learners that will be engaging, compelling, and relevant.
8. All components of the educational system must be aimed at improving student achievement.

NOTIFICATIONS

Non-discrimination policy: Greenwood Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Civil Rights Compliance Coordinator, Title 1, ADA, and 504 Coordinator:

FERPA: Local Educational Agencies must annually notify parents and eligible students of their rights under **FERPA** (**The Family Educational Rights and Privacy Act** – which affords parents and students over 18 years of age certain rights with respect to the student's education records) and **PPRA** (**Protection of Pupil Rights Amendment** – which affords parents and students who are 18 or emancipated minors certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams). **A complete copy of all applicable information is available in the school office**

McKinney-Vento Act: As parents raising children while trying to manage the **difficulties of homelessness**, we understand that it becomes difficult focusing on your child's education. The McKinney-Vento Act was created to give your children some rights as you navigate your way to a permanent housing situation. The Act (Subtitle B – Education for Homelessness Children and Youth), reauthorized at Title X, Part C, of the No Child Left Behind Act, ensures educational protections for children and youth in homelessness situations. If you believe you and your student/s qualify as homeless under the McKinney-Vento Act, please contact your school principal or counselor to receive information about your rights and responsibilities.

Parental Communication: While the school tries to provide timely communication with parents via email, phone or mail, at times it becomes the **STUDENT'S RESPONSIBILITY TO RELAY INFORMATION TO HIS/HER PARENT.** It is expected that students will deliver this information in a timely manner.

Directory Information: Each year the Superintendent shall provide public notice to students and their parents of the Corporation's intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; telephone number; photograph; date and place of birth; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; awards received; listing on an honor roll; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

Parents and eligible students may refuse to allow the Corporation to disclose any and all of such "directory" information" upon written notification to the Corporation within ten (10) days after receipt of the Superintendent's annual public notice.

Pesticide Use: Requests for notification of pesticide use forms are available in the school's main office.

Use of Trained Dogs: The Greenwood School Board authorizes the use of specially trained dogs to detect the presence of drugs and devices such as bombs on school property. This may also include the examination of lockers or students and items in their possession

SCHOOL CONTACT INFORMATION

Greenwood Middle School
1584 Averitt Road
Greenwood, IN 46143
317-889-4040
www.gws.k12.in.us/o/gcms

SCHOOL DAY AND CLASS TIME SCHEDULES

The doors of Greenwood Middle School will open at 7:40 A.M. Tardy bell rings at 8:00 A.M. School dismisses at 3:00 P.M. each day, with the exception of Wednesdays when we release at 2:30 P.M. The regular school day will consist of nine class periods.

		REGULAR DAY	EARLY RELEASE	2-HOUR DELAY
ALL STUDENTS	Homeroom	8:00 - 8:34	8:00 - 8:16	Does not meet
	Period 2	8:38 - 9:18	8:20 - 8:58	10:00 - 10:30
	Period 3	9:22 - 10:02	9:02 - 9:40	10:34 - 11:05
	Period 4	10:06 - 10:46	9:44 - 10:22	11:09 - 11:40
6TH GRADE	LUNCH	10:50 - 11:20	10:26 - 10:56	11:40 - 12:10
	Period 5	11:24 - 12:04	11:00 - 11:38	12:14 - 12:45
	Period 6	12:08 - 12:48	11:42 - 12:20	12:49 - 1:20
7TH GRADE	Period 5	10:50 - 11:30	10:26 - 11:04	11:44 - 12:15
	LUNCH	11:34 - 12:04	11:08 - 11:38	12:15 - 12:45
	Period 6	12:08 - 12:48	11:42 - 12:20	12:49 - 1:20
8TH GRADE	Period 5	10:50 - 11:30	10:26 - 11:04	11:44 - 12:15
	Period 6	11:34 - 12:14	11:08 - 11:46	12:19 - 12:50
	LUNCH	12:18 - 12:48	11:50 - 12:20	12:50 - 1:20
ALL STUDENTS	Period 7	12:52 - 1:32	12:24 - 1:06	1:24 - 1:55
	Period 8	1:36 - 2:16	1:10 - 1:48	1:59 - 2:30
	Period 9	2:20 - 3:00	1:52 - 2:30	2:34 - 3:00

ACADEMIC PROCEDURES AND POLICIES

RESPONSIBILITIES OF THE STUDENT

A student's main responsibility at Greenwood Middle School is to be accountable for his/her own learning. Students will be expected to strive for high academic achievement. We remind our students each and every day to "be kind, listen to adults and work hard in class".

GRADES AND GRADING SCALE

100-93 = A
92-90 = A-
89-87 = B+
86-83 = B
82-80 = B-
79-77 = C+
76-73 = C
72-70 = C-
69-67 = D+
66-63 = D
62-60 = D-
59 and below = F

GRADING WEIGHTS

Homework = 10%
Classwork = 30%
Assessments = 60%

Grades are issued each nine weeks. Students' progress reports ("midterms") will be provided on-line to all students approximately the fifth week of each nine week period.

LATE WORK POLICY

Students may turn in late work within a unit of study up to five days after an assignment is due. A 10% deduction will be applied for each day an assignment is submitted after the due date.

If a student is absent, they are granted an extension equal to the number of days they were absent to complete the work (e.g., if a student misses three days of school, they have three days to complete the missing work).

Students are not given additional time to complete assignments that are assigned over multiple days. Once a student has the assignment in hand, they are responsible for managing their time accordingly (e.g., if an assignment is assigned on Monday and due on Friday, a student who is absent on Tuesday is still expected to submit the assignment by Friday).

Missing assignments will be recorded as **0%** and updated if submitted within the five day late work window, with applicable deductions.

GRADES AND EXTRACURRICULAR EVENTS

Any student who receives two or more "F's" on his/her *nine weeks* report card will **not** be allowed to attend extra-curricular events during the following grading period. We believe that students who have poor academic achievement would be better served by using after-school hours to study, review and prepare for their classes.

REPORT CARDS

Grades will be distributed the week following the end of the nine weeks. Report cards will be obtained online via your child's PowerSchool account.

PROMOTION vs. RETENTION POLICY
Any determination to retain a student at his/her current grade level will be based on standardized test scores, academic achievement, age, teacher input, attendance, parental input and administrative input. GMS has a formal retention policy that is used in making retention decisions.

HONOR ROLL
There will be an "A" Honor Roll and an "A/B" Honor Roll. All subjects taken by a student during the nine-week grading period will be considered when determining the honor rolls.

"A" Honor Roll – A student must not have a grade lower than an A- in all classes to qualify for this honor roll

"A/B" Honor Roll - A student must not have a grade lower than a B- in all classes to qualify for this honor roll.

CURRICULUM/CLASSES BY GRADE LEVEL OFFERINGS:

SIXTH GRADE

- Math
- Science
- Social Studies
- Language Arts (2 periods)
- Physical Education
- Business/Information Technologies
- Band
- Choir
- General Music
- Health

SEVENTH GRADE

- Math
- Science
- Social Studies
- Language Arts (2 periods)
- Physical Education or APC
- Art
- Industrial Technology
- Band
- Choir
- 3E (College & Careers)
- Literary Studies

EIGHTH GRADE

- Math
- Science
- Social Studies
- Language Arts (2 periods)
- Physical Education or APC
- Computer Science
- Family & Consumer Sci.
- Band
- Choir
- 3E (College & Careers)
- Literary Studies

AI/ PLAGIARISM POLICY
Plagiarism is defined by Webster's II Riverside University Dictionary as: "to steal and use (the ideas or writing of another) as one's own; to take passages or ideas from and use them as one's own" (Webster's 898). Plagiarism is using another's words, ideas, or images without acknowledging the source with proper citations. Plagiarism is not only copying word for word from another's source but also paraphrasing and changing the words to make the information appear to be one's own ideas. This includes taking information from written sources, Internet sources, all audio-visual sources, and other student's work.

Your use of anyone else's (or any AI system's) words, graphic images, calculations, or ideas should be properly cited. AI generators/programs such as ChatGPT, Grammarly, My AI, QuillBot, Spinbot, Dall-E, or the like should not be used for any work without explicit permission of the instructor and appropriate attribution. AI text generators should not be used for:

- Creating or revising drafts
- Editing your work
- Reviewing a peer's work

The use of generative AI platforms will be considered plagiarism and/or cheating and will be reported.

To prevent plagiarism, a student must acknowledge his or her sources. Students at Greenwood Middle School should use either MLA or APA format when using researched information (per instructor guidance). These formats include both internal citations and a Works Cited page.

When a question about plagiarism arises, the burden of proof is on the student. The teacher may request a student produce the sources to verify proper citations have been used and that plagiarism has not occurred.

If plagiarism has occurred, the following steps will be taken:

- First offense: A conference will be set up between the student and the teacher to discuss the violation of the school's policy. The offense will be documented. The assignment will initially be given a zero (0%). The student will be allowed to redo the assignment. Upon successful completion of the assignment, the student's second grade will be averaged with the zero for his or her final assignment grade.
- Second offense: A meeting will be set up between the student and the teacher to discuss the violation of the school's policy. The student's parent(s) and an administrator will be notified of the second offense. The offense will be documented. No opportunity will be given to redo the assignment. The assignment will be given a zero (0%).
- Third offense: Same procedure as the second offense; however, the student may lose credit for the entire semester course with the possibility of a suspension.

Each offense will be documented and therefore carry over from year to year for the duration of a student's academic life at Greenwood Middle School. *Courses for high school credit may be subjected to the Greenwood Community High School policy on plagiarism for both of the above mentioned plagiarism scenarios (AI or without AI).

ATTENDANCE

Regular attendance is a must if success as a student is to be achieved. Unreported absences will be unexcused. To report an absence, parents must call and leave the reason for the absence on the school's 24 hr attendance line. (317-889-4043).

Absences are considered UNEXCUSED (even if you call to report the absence by 9:00) until the following verification has been received:

- Death of an immediate family member
    - Obituary or Funeral Home Bereavement Card signifying family relationship (up to 5 days excused)
- Hospitalization and/or Quarantine
    - Written notification from a competent physician
- Professional Appointments (i.e. Medical, Dental, Vision Appointment)
    - Notice of appointment must be submitted within 30 calendar days of the appointment to be considered excused.
    - Student name must be identified as the one seen by the professional.
    - The date and time of the appointment must be documented by the professional.
    - The date of return must be documented by the professional.
    - Expected limitations and duration must be documented by the professional when applicable.
- Physical or Mental Incapacitation

    - Official Letter of Incapacitation signed by a competent Physician.
    - A Physician must indicate the start and projected end date of the Letter of Incapacity.
    - A Physician must indicate a student's diagnosed condition.
- Required Court Attendance
    - Written court documentation of court appearance.
- Incarcerations
    - Written court documentation of detainment from a Juvenile Justice Representative.
- Observance of a Recognized Religious Holiday
    - Program or physical proof of religious affiliation.

THE FOLLOWING ABSENCES ARE CONSIDERED EXCUSED:

- The day of, and the day following, a student being sent home by the school clinic.
- Out-of-School Suspension
    - Written notice generated by school administration.
- Exempt by Statute
    - Service as a Page or as an Honoree of the General Assembly
    - Service on Precinct Election Board or for Political Candidate or Parties
    - Witness in Judicial Proceeding
    - Educationally Related Non-Classroom Activity
    - Attendance at State Fair
    - FFA or 4-H competition, exhibition, or event

UNEXCUSED/UNACCEPTABLE ABSENCES:

- Any absence in which acceptable verification has not been received.
- Truancy-A student who has lost instructional time without the knowledge of the parent/guardian.
- Pre- Arranged or unreported; i.e.: vacation.

The determination of whether an absence is considered EXCUSED lies with the Principal.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence. Students must complete all assignments available during their suspension and turn them in to their teacher upon returning to school. Assignments may be obtained from the teacher beginning with the first full day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

6TH GRADE POLICY CONSEQUENCES (in accordance with IC 20-33-2.5)

1. Truancy Prevention Letter and Parent Conference - this is required per state law IC 20-33-2.5 at 5 unexcused absences within a rolling 10 week time period.

2. Warning Letter - Sent when a student has missed an accumulation of 10 days of unexcused instructional time. An affidavit outlining the student's absences will be sent from the Johnson County Prosecutor's Office. A referral to the Family Resource Program will be made by the school when a student has missed an accumulation of 10 days of unexcused instructional time.

3. Family Resource Program Action - At 15 unexcused absences, the Family Resource Officer will meet with the parent/guardian, to complete a needs assessment, read and sign compulsory attendance laws and school attendance policies, and sign an action plan.

2. Failed Action - The Family Resource Officer will send notice to the parent/guardian to report to the Nurturing Parenting Program when and if the following has occurred:
    a. The parent/guardian fails to meet with a Family Resource Officer
    b. The student misses an accumulation of 20 full days of unexcused instructional time.

3. Charges Filed - The Family Resource Officer will file charges of parental or Educational neglect against the parent/guardian, through the Johnson County Prosecutor Office, when and if the following occurs:
    a. The parent/guardian fails to attend the Nurturing Parenting Program and complete all 13 sessions.
    b. The parent/guardian fails to respond to attempts to notify them of escalating lost instructional time beyond the 25 day notice.

7th-8th GRADES POLICY CONSEQUENCES (in accordance with IC 20-33-2)

1. Truancy Prevention Letter and Parent Conference - this is required per state law IC 20-33-2.5 at 5 unexcused absences within a rolling 10 week time period.

2. Warning Letter #2 - Sent when a student has missed an accumulation of 15 days of unexcused instructional time. Warning letter will be pre-approved by Johnson County Juvenile Justice. A Justice Referral will be submitted to the Prevention Services Coordinator with Johnson County Juvenile Justice for the Steps to Success program. Participation in the 4-session program is required by the student and at least one parent/guardian.

3. Failed Action - after 2 failed appearances to the Steps for Success program, the school will complete a probable cause affidavit and submit it to the Johnson County Juvenile Probation Department.

Students with chronic conditions should be prepared to produce medical documentation (Certificate of Incapacitation) describing the need for frequent absences.

Excessive absences may be reported to Johnson County Probation or the Johnson County Prosecutors' Office for an investigation of educational neglect. Students who fall into this category may meet at GMS with a representative from Johnson County Juvenile Probation after their sixth unexcused absence. If two additional unexcused absences are accumulated, they may be required to report to the Juvenile Probation Department for a truancy meeting.

Individual Attendance Plans will be developed for those students with a history of poor attendance.

Attendance records from previous schools *will transfer to Greenwood Middle School's records* and be counted towards the student's current attendance totals.

Early dismissal will be granted when necessary, if the student brings a parental note to the Guidance office before classes start on the morning that the excuse is requested. The student must sign out before leaving the building. Parents/Guardians should call the front office when they arrive to pick up their student. Parents/Guardians may also enter the front foyer and ring the bell for their student as an alternative option, also.

We cannot guarantee that messages received in the Guidance Office after 2:30 pm will be delivered to the appropriate student/person. Please call before 2:30 pm to give us adequate time to deliver the message.

PLEASE DO NOT CONTACT YOUR STUDENT VIA THE STUDENT'S CELL PHONE DURING THE SCHOOL DAY. Students are not to use their personal phones for calls or texts during school hours. Should you need to contact your child, please call the school directly and your child will be notified.

VACATIONS AND TRIPS
It should be understood that we consider the education of the children of Greenwood to be of primary importance. To gain this education, it is necessary that each student attend as many days of school as is possible. With this in mind, we feel that students should not be taken out of school for vacations and/or trips unless it is extremely necessary. If it is necessary that a student be absent from school for this purpose, **a letter from the parents should be presented one (1) week before leaving.** All assignments required to be completed by the teachers prior to leaving and that are not completed shall be considered as failing work and no credit or make up will be allowed. Vacation day absences will be considered unexcused absences.

LATE TO SCHOOL POLICY
Any student **arriving late to school** is to directly report to the front office upon entering the building, sign in, and receive a pass to class. If being late to school becomes a chronic condition, an individual plan may be created to address this situation.

TARDY POLICY
A student is considered tardy to class when he/she does not arrive to that class prepared and ready to start at the appointed time, as determined by the classroom teacher. Times are posted in each class and students are aware of when classes begin.

If a student is tardy to class, the following steps will be taken:

- **Step 1 -** 4 tardies to class will result in 1 day of lunch detention
- **Step 2 -** 8 tardies to class will result in 3 days of lunch detention
- **Step 3 -** 12 tardies to class will result in an after-school detention
- **Step 4 -** 16 tardies to class (chronically late) will result in an individual plan that may include losing passing periods or cafeteria privileges, after school detention, in-school suspension, etc.

A student who is more than 4 minutes late to class will be assigned an after-school detention.

BOOK RENTAL POLICY

Beginning in July 2023, book rental was abolished in the state of Indiana. However, students will still receive textbooks on loan from the school district for their classes. **Each student is responsible for his/her textbook.** If the book is lost or sustains damage that can't be attributed to normal wear, the student will be responsible for reimbursing the bookstore accordingly. Other school supplies, such as technology, lab equipment, computers, etc., if damaged or destroyed, may also be the financial responsibility of the student. IF DAMAGE TO A STUDENT CHROMEBOOK IS DONE ON PURPOSE, AN INVOICE WILL BE SENT AUTOMATICALLY. Payment plans are available. Outstanding balances will be transferred to the next year's account. Any books that are lost during the school year must be replaced at full book cost. If the book is found, the money paid for the replacement will be refunded in full.

Our books are bar coded. **If damage** is done to the bar code in **any way**, it is an automatic $10.00 fine.

BUS REGULATIONS

Students who come to school on the bus should return home on the bus unless they have a note from a parent and have followed the appropriate sign-out procedures in the front office. (*Students may not call for these passes from the classroom.) **REQUESTS MUST BE MADE IN WRITING OR BY EMAIL TO THE FRONT OFFICE, Mrs. Metzger (**jmetzger@gws.k12.in.us**), BEFORE NOON.** All requests must include the name of the student with whom they will be riding home with as well as the address of where they will be dropped off. BECAUSE OF SAFETY ISSUES, NO VERBAL REQUESTS WILL BE HONORED.

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Extreme behaviors or an accumulation of infractions could result in bus privileges being denied for the rest of the year.

Only regularly scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon. Parents will be responsible for finding alternative transportation if their child misses the bus.

CAFETERIA POLICY

Greenwood Middle School will operate a closed cafeteria system; however, students with special dietary problems will be permitted to leave the building for lunch. Approval for leaving must be obtained from the principal and the reason must be stated in writing and signed by a physician.

Students may purchase lunches on a daily basis or may use the GMS Cafeteria prepay system in which money is put “on account”. Information about the PrePay program will be provided to students at the beginning of the school year.

Procedure for Student Lunch/Meal Accounts

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Greenwood School Corporation will adhere to the following meal charge procedure:

- All cafeteria purchases are to be prepaid before meal service begins checks or cash can be sent with your child or you may pay online at https://www.ezschoolpay.com
- A student with a negative balance shall not be permitted to charge any a la carte food or beverage. A student with a negative lunch account may charge a regular full meal.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- The food service manager or other school personnel will coordinate communications with the
- parent(s)/guardian(s) to resolve the matter of unpaid charges.
- The food service manager will send home letters each week to parents of students who carry negative balances.
- Accounts with significant negative lunch balances are subject to the corporation taking action to collect the funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the corporation.

- Students who graduate or withdraw from the corporation and have $5.00 or more left in their lunch/meal food service account will be given the option to transfer the funds to another student or to receive a refund. If no response is received within 30 days the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to the school lunch fund.

Daily lunches must go through the use of the student's lunch account. Students are responsible for keeping enough money in their lunch accounts in order to purchase extras or for bringing their money to school daily. Any accrued charges need to be repaid and will roll-over from year to year if left unpaid.

No soft drinks, energy drinks, or candy are to be brought to school, unless requested by a doctor. Food and/or beverages brought or bought for lunch must be consumed in the cafeteria. Any student caught throwing items in the cafeteria will be given a consequence that addresses the incident.

Parents are NOT permitted to have "fast food" delivered to their child at lunch.

CAFETERIA EXPECTATIONS

- Remain seated except when getting food or returning trays. Keep table and floor area clean.
- Return trays and silverware to the dish room when finished.
- Avoid excessive noise, horseplay, pushing, etc.
- Obey the cafeteria supervisor's instructions.
- Misbehavior may result in after school detention or other disciplinary consequences

Lunch Detention: Those students assigned to lunch detention are to report to the designated before they get their food. Lunch detention students will be released to get their lunch and turn in their trays by a cafeteria supervisor. Students are not allowed to talk during this time. Any misbehavior in the lunch detention area may result in a suspension from school.

Breakfast: Students may enter the cafeteria no earlier than 7:40. Students will begin to be released at 7:50 and are expected to report on time to their 1st period class at 8:00. If students enter the cafeteria during this time they must purchase something to eat and / or drink. Students found entering the cafeteria without buying food or drink will be told not to return. This time is not reserved for socializing. Students must consume their food items if they enter the cafeteria during breakfast.

Students needing to brush their teeth following the mid-day meal will need a doctor's note in order to be released from the cafeteria. Students will need to store their own toothbrushes and will report to the restroom across from the clinic in order to brush their teeth. *No late passes will be written for students who are late to their next period class after teeth brushing.*

The USDA and the State of Indiana are equal opportunity providers and employers.

COUNSELING DEPARTMENT

School counselors promote educational success by enhancing the development of academic skills, interpersonal skills, and self-understanding. School counseling services also educate students in decision-making, problem solving, goal setting, self-esteem, and educational and occupational opportunities. Both students and parents should feel free to consult with counselors about classroom concerns, plans, and decisions, or personal concerns. Counselors will assist parents in making advance arrangements for conferences with teachers, and will provide individual and group counseling. The counselors are also responsible for arranging for the Peer Mentoring programs. We invite you to get to know us.

WHAT KINDS OF THINGS CAN I TALK TO MY COUNSELORS ABOUT? Here is a good list to help you know when a counselor can be helpful:

- When you have a problem in any class
- When you need help talking to one of your teachers
- When you need help working on a problem with friends or family
- When your school subjects are too easy or too hard
- When you want to review your school records
- When you want to solve a problem with a classmate
- When you want to learn more about different kinds of careers
- When you want to know more about your interest and abilities
- When you're not sure where to find help for a serious problem
- When you just need to talk to someone who understands

FIELD TRIPS

Students must have signed permission slips on file before being allowed to go on any field trip. Parents may be asked to help to chaperone field trips. They will also be subject to a limited criminal history check. All field trips will have a direct connection to the GMS curriculum and State Standards.

Refer to the School-Wide Behavior Expectations & Plan in this handbook for behavior requirements.

FIRE, TORNADO AND LOCK DOWN DRILLS

Fire, tornado and lock down drills are held at regular intervals throughout the school year. Remember these basic rules:

- Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
- Walk. No talking. Move quickly and quietly to the designated area.
- Take these drills seriously. They are "practice" so that you are ready to respond quickly and effectively in the case of a real emergency.

FUNDRAISING SALES

The school does not permit students to sell items at school regardless of whether it is for personal profit or to be donated to a non-profit organization. The school system will designate approved fundraisers each year.

LIBRARY COLLECTION DEVELOPMENT POLICY

The primary objective of the selection procedure of the GCSC libraries is to provide students and staff with rich educational materials to support the curriculum, enrich the learning experience and foster a love of reading.

Media personnel have the responsibility to provide:

- Resources that enrich and support the curriculum;
- Resources appropriate to the educational program and the school community;
- Resources that assist in developing reading, viewing, listening and thinking skills;
- Resources to meet recreational and developmental needs of students;
- Resources that stimulate growth in factual knowledge, literary appreciation and aesthetic values;
- Resources relevant to today's world--reflecting problems, aspirations, attitudes, and ideals of a global community;
- Resources that are appropriate for the students for whom they are selected.

Materials and resources selected for GCSC are based on the merit of the work and its relevance to the needs, interests and demands of the curriculum. The library does not endorse any particular view or belief, and the selection of materials by the school is not an endorsement of any particular viewpoint or author. The responsibility for a student's leisure reading choices rests with his/her parent or legal guardian.

Authority and Responsibility
The Board of Education as the legal governing body of the Greenwood Community School Corporation has the authority to delegate responsibility for the process of collection development and management of all instructional media. This responsibility is delegated to the media personnel employed by GCSC.

The collection development and management process encompasses evaluation and consideration for purchases, acquisition, collection maintenance, and reconsideration of challenged material. It is expected that the school library media specialist will use professional judgment and expertise to select material appropriate in level and scope. The school library media specialist believes that selection is a continuous and cooperative process involving all members of the school community, however final selection decisions rest in the hands of the librarian with the approval of the building level administrator.

Criteria
The major criterion for the selection of resources is the educational suitability of the resource for its intended use. Media personnel use educational criteria and professional judgment rather than personal opinions, values, or beliefs in the selection of resources. All materials purchased or accepted as gifts for use in the GCSC media centers will be evaluated according to the following criteria:

- Resources are consistent with the educational goals of GCSC and the goals and objectives of individual schools and specific courses.
- Resources are appropriate for the age, interests, abilities, learning styles, social development and maturity levels of the students.
- Resources provide information which will motivate students and staff to examine their own attitudes and behaviors, to comprehend their duties, responsibilities, rights, and privileges as participating citizens in our society and to make informed judgments in their daily lives.
- Resources represent the diversity of religious, ethnic, political and cultural values held in a pluralistic society.
- Resources provide a variety of points of view about issues, including those considered by some to be controversial.
- Resources illustrate the historical and contemporary forces in society to enable users to recognize and understand social, economic and personal issues.
- Resources are selected for all student academic levels
- Resources meet standards of technical quality and physical condition appropriate to the format and their intended use.
- Resources are judged as a whole and according to the scope, arrangement, and organization, relevance of information, special features and overall values to the collection.
- Resources shall be selected based upon favorable reviews published in standard selection resources.

Procedures

In selecting learning resources the librarians will evaluate available resources and curriculum and will consult unbiased, professionally recognized reviews and reference aids including, but not limited to the following:

- Reviews-- *Booklins, School LIbrary Journal, Horn Book, The Bulletin of the Center for Children's Books, Kirkus*
- Guides--*Best Books for Young Adult Readers, Best Books for Junior High, Kathy Schrock's Guide for Educators*
- Reading Lists: Scholastic *Reading Counts!*, Best Books for Young Adults, Great Graphic Novels for Teens, Outstanding Books for the College Bound, Quick Picks for Reluctant Young Adult Readers
- Awards: Caldecott, Newbury, Eliot Rosewater Book Award, Printz Award, Alex Awards.
- Curriculum Alignment: Indiana Standards, IEPs, ILPs, teacher-created curriculum maps.
- Testimonials: Recommendations from well-known authors, educators, professionals, parents, students, etc.
- The actual resource will be examined whenever possible.
- The library media specialist shall involve students, teachers, curriculum specialists, and administrators for recommendation of materials for purchase.
- The school library is given a comprehensive budget for books, audiovisual materials, periodicals and supplies.
- Input from staff is solicited on media equipment needed. Recommendations for purchase of equipment are then made by the building level administrator.
- Audiovisual equipment needs are evaluated on a continuing basis. Criteria used for replacement include: operating condition, age, repair history, continued need for the equipment, teacher input and replacement cost.
- Gift materials shall be judged by the criteria outlined and shall be accepted or rejected by those criteria.
- Selection is an ongoing process that should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

The library media specialist assumes the responsibility for maintenance of the collection. However, teachers and other professional staff may recommend removal of materials judged no longer appropriate or useful. The following guidelines should be considered when making decisions regarding a material's place in the collection:

- Appearance--materials which are worn, torn, or spoiled, or if pages or parts are missing or have significant disfigurement
- Duplicate or superfluous volumes--materials have duplicate volumes that are no longer needed, are older editions, are highly specialized, or are of little interest to the community's needs.
- Poor Content--information within the material is dated, inaccurate, poorly written or perpetuates harmful stereotypes
- Usage--material that has not been checked out in 8+ years

Upon the decision to remove materials from the collection, the material should be scanned out of the catalog, any cards should be recycled and the barcode should be obscured. A message of DISCARDED should be included in the front of the book. Materials that are worn, torn, or spoiled as well as those with inaccurate or harmful content will be recycled. Other materials will be offered to teachers or students and then offered to the public library Friends groups.

Procedure for Dealing with Concerns about Educational Materials
Recognizing that personal views about resources may differ, the GCSC adopts the following procedure for the review of resources about which concerns have been raised. These procedures shall be followed whenever a concern is expressed whether by an employee or resident of the district.

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the Corporation, the following procedure shall be followed:

The criticism is to be addressed to the Superintendent, in writing, and shall include:

- author
- title
- publisher
- the complainant's familiarity with the material objected to; sections objected to, by page and item
- reasons for objection

Upon receipt of the information, the Superintendent may appoint a review committee which may consist of one (1) or more professional staff members. The Superintendent shall be an ex officio member of the committee. The committee, in evaluating the questioned material, shall be guided by the following criteria:

- The appropriateness of the material for the age and maturity level of the students with whom it is being used
- The accuracy of the material
- The objectivity of the material
- The use being made of the material

The committee's recommendation shall be reported to the Superintendent in writing within seven (7) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.

The complainant may appeal this decision, within thirty (30) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.

The Board shall review the case and advise the complainant, in writing, of its decision.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Boards' statement of its reasons for the removal. I.C. 20-26-5-4 20 U.S.C. 1232h

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LIBRARY OR INSTRUCTIONAL MEDIA CENTER (IMC)

The Instructional Media Center has many uses and has been created to help students with research needs and recreational reading selections. Located in the IMC is a computer lab, a classroom and the Teachers' Workroom. Students are encouraged to make use of the Instructional Media Center as much as possible.

General Guidelines for the IMC are as follows:

- Students may come to the IMC during Study Hall (ELT) or with a pass from a teacher
- Students may check out up to 3 books at a time
- Books are checked out for a period of two weeks
- Books may be renewed at the end of the two weeks
- Reference books may be checked out only overnight
- If the book is permanently lost, the student will be expected to replace the book or pay the original purchase price of the book

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LOCKERS

All lockers made available for student use on the school premises are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause or can reasonably cause, or can reasonably be foreseen to cause an interference with school purposes or any educational function or which are forbidden by state law or school rules. **The student's use of the locker does not diminish the school corporation's ownership or control of the locker.**

The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material and to prevent the use of the locker to store prohibited or dangerous material such as weapons, illegal drugs, or alcohol. The office will assign lockers.

Students who experience difficulty with a locker and need repairs **must report that information in the office**. *If lockers and/or locks are damaged, students can be financially responsible for the repair of that damage*.

STUDENTS SHOULD NOT store money or valuable items in the locker. Students are not to share lockers. Lockers are to be kept locked at all times.

GMS will not be responsible for items that are discovered missing from unlocked lockers.

LOST AND FOUND

Students who find lost articles are asked to take them to the "Lost and Found" area by the IMC *on the second floor*. Students are expected to check frequently in the Lost and Found area for lost items. Unclaimed items are given to charitable organizations once every nine-weeks. Items such as glasses, jewelry and electronic devices are to be turned into the front office.

SCHOOL CLEANLINESS

GMS is your "home" for about 7 hours a day. It is always more pleasant to "live" in a nice environment. Research shows that clean and well-kept surroundings help to make learning easier.

Since there are around one thousand people in the building every day, it is important that all of us do our part in keeping our building clean and tidy. Please throw away paper in the trash cans, keep your lockers neat, and make sure that you are careful when using equipment and furniture.

To assist with school cleanliness, chewing gum is not allowed.

Students will be held responsible for cleaning, repairing or replacing anything that is intentionally damaged or destroyed.

SCHOOL CLOSINGS AND DELAYS

In the event of an emergency school closing due to weather, etc. the local TV and radio stations should be consulted. (Specifically, WIBC (1070 AM) and WTP (107.9), and WISH-Channel 8.) Do not call the school to confirm a closing.

In the event of a school delay due to weather, etc. the local TV and radio stations should also be consulted. Do not call the school to confirm a delay.

The school's automated calling system will be used to alert parents to school closings/delays, in addition to being used for other school-home communication.

SCHOOL-WIDE BEHAVIOR EXPECTATIONS

We believe that students come to school to learn; therefore it is our goal to provide a good atmosphere that helps students learn effectively. Every student should strive to practice self-discipline, be considerate of others, and be a positive citizen in our school community.

All students are expected to obey all school rules. Failure to obey the rules will lead to disciplinary action. Such disciplinary consequences shall be taken to promote learning and further academic purposes and goals. These rules apply in the school building, on the school grounds, **on the school bus**, and off school grounds at recognized school functions. Parents will be involved in all decisions requiring serious measures, and will be contacted at other times as per the school behavior plan.

In the fall of 2018, to further promote student safety, Indiana Governor Eric Holcomb made available hand held metal detectors to Indiana Schools. Beginning with the 2019-20 school year, Greenwood Middle School utilizes these detectors in accordance with school board policies 5771 and 7440.

HALLWAY EXPECTATIONS
H - Hands and feet to yourself
A - Always walk on the right
L - Lower your voice and listen
L - Let's get to class

All backpacks, tote bags, and coats are to be stored in hallway lockers during the school day.

PERSONAL GROOMING AND DRESS
We believe the purpose of school is to provide the safest and best educational atmosphere for the youth we serve. In order to accomplish this, the following dress code applies to our students during school and at all school functions and activities. *The building principal has the authority to ban any article of clothing or accessory that creates a disruption in the school or on school property.*

- Clothing and/or accessories bearing patches, drawings, or sayings (stated or implied) that refer to drugs, tobacco, alcohol, obscenities, violence, weapons, self-harm, Satanism, or sex (stated or implied) will not be permitted.
- All pants, slacks, jeans, Capri pants and/or trousers must be standard length garments. **Therefore, shorts, skirts, dresses, etc. must be long enough to cover all undergarments while standing, sitting, or kneeling.** Pants will be secured at the hips at all times (this means no undergarments/shorts will be visible).
- Shirts, blouses and/or tops of any kind must cover undergarments, must be of sufficient length to touch the top of pants or skirt, must not reveal bare midriff while standing, and the **neckline must not be low enough to reveal cleavage.** No cut shirts are allowed.
- **Headwear, including hoods on "hoodies", may not be worn during the school day inside the building.**
- Coats may not be worn to class unless granted permission by school personnel.

We also understand that, because of this maturation process, some clothing that is not disruptive at the elementary or high school level may be so at the middle school level (and vice versa). Many of the statements listed above in the Greenwood Community Schools Student Dress Code include the terms, "disruption" or "disruptive". **If apparel is considered "disruptive", it is not to be worn to school.**

Students who violate the dress code will change into a school PE uniform. If a PE uniform is not available, the student will call a parent or guardian to bring in a proper article of clothing to change into. Additional infractions will be dealt with on an individual basis.

PE UNIFORM GUIDANCE

All students are required to change clothes for PE class. Students may purchase a school PE uniform from the front office. This consists of a pair of shorts and a t-shirt. All PE uniforms, purchased from school or brought from home, must abide by the following guidelines:

- Shorts must be fingertip length or no shorter than 2" above the knee (spandex shorts, running shorts, etc. are too short). Students may choose to wear sweatpants or leggings instead of shorts, as long as they are different from their regular clothes that day.
- Shirts must be crew neck. They may be short or long sleeved. No tank tops or muscle shirts. Shirts should be plain white, gray, or black (no graphics) or a Greenwood spirit shirt.
- Tennis shoes must be worn and tied at all times.

DANGEROUS WEAPONS

The use or possession of a dangerous weapon is prohibited and any student who violates this rule is subject to the provisions of the School-Wide Behavior Plan. The rules apply on the way to and from school, during lunch, at school activities and during the school day. *Violation of this code may result in the student:*

- being expelled from school and/or
- being reported to the appropriate law enforcement agencies for possible legal action

DRUG AND ALCOHOL ABUSE

Any student who intentionally sells, gives, possesses, uses, or is under the influence of illicit drugs, narcotics, or alcohol *(or substances that are represented to be such)* in or on school property; including buses, or at school sponsored events will be subject to disciplinary action. *Violation of this code may result in the student:*

- being expelled from school and/or
- being reported to the appropriate law enforcement agencies for possible legal action

SMOKING/VAPING

In recognition of the impact of adult role modeling on students and the importance of preventing tobacco use, GCSC administrative policy established a tobacco-free school environment for students, staff, and the community. The use of all tobacco products and electronic nicotine delivery systems are prohibited on school grounds at all times. A student who is found to be in possession of such products may be suspended and/or issued a citation from the Greenwood Police Department.

FIGHTING, INTIMIDATION, HARASSMENT OR THREATENING BEHAVIOR

In order to create a safe and secure environment at Greenwood Middle School, any act deemed dangerous or potentially dangerous to students or staff will not be tolerated. Consequences for these actions may include, but not be limited to, suspensions, expulsions or police reports. **In addition, should students fight off school property, state law allows the school to assign consequences should the student's presence at school following the fight disrupt the educational process**. Similarly, should the use of social media outside the school day lead to conflict at school, the school will take appropriate measures and or/apply appropriate consequences.

Students caught videotaping altercations will receive a consequence commensurate to the incident.

Any physical conflict between students may be reported to the Greenwood Police and/or the Johnson County Juvenile Probation Department.

INTERNET USE POLICY
In order for a student to log onto the internet at GMS, he/she must sign the GCSC Internet Use Policy form. Each student is then expected to comply with all of the rules associated with this policy. Failure to follow the policy's rules as they relate to the use of the Internet may result in loss of corporation-provided access to the Internet.

COPYRIGHT/PLAGIARISM
All GMS students are expected to abide by acceptable use and plagiarism policies (see full AI/Plagiarism policy previously stated in this handbook) . These expectations will be provided to all students. **Failure to comply may constitute failure on assignments** for which these expectations are not met.

CELL PHONES, SMART WATCHES/GLASSES, CAMERAS, VIDEO/AUDIO RECORDERS, PERSONAL ELECTRONIC DEVICES, ETC.
GMS does not allow the use of these devices during school hours ("school hours" being defined as upon entering the building for the day until dismissal) and will not assume financial responsibility if they are lost or stolen. **Devices must be <u>powered off</u> and stored in student <u>hallway lockers</u>** (cell phones and other electronic devices are entirely prohibited from being in student possession in gym locker rooms) **during school hours**. Other restrictions may apply in conjunction with school activities, such as during field trips or bus rides. *Exceptions remain for devices in IEPs, 504s, to manage documented medical conditions, and during an emergency situation.*

Additionally, wireless headphones/earbuds will not be permitted.

Violation of this policy will result in confiscation of the device (the student may retrieve confiscated devices from the office at the end of the school day) and the following consequences*:

1st offense: 2 days lunch detention
2nd offense: after-school detention
3rd offense: In-School Suspension and creation of individual behavior plan that may include requiring the student to store their personal devices(s) in the office daily

**More severe disciplinary action will be taken for cell phone possession in the gym locker rooms.*

"Sexting" is prohibited and illegal for minors. Sexting is the electronic transmission of sexual messages or pictures usually through cell phone text messaging. Sexting is not only potentially dangerous to the parties involved, but also may be subject to discipline or a criminal investigation.

SCHOOL TELEPHONES
The office telephones are for emergency use only. Students **<u>MUST</u>** obtain written permission from a teacher before using the office phone. Students, on a very limited basis and only with teacher permission, may use classroom telephones.

Students will not be allowed to call home to report an illness from the classroom phones or their own cell phone. The health room attendant will make those calls only after seeing the student.

PLEASE DO NOT CONTACT YOUR STUDENT VIA THE STUDENT'S CELL PHONE DURING THE SCHOOL DAY. Students are not to use their personal phones for calls or texts during school hours. Should you need to contact your child, please call the school directly and your child will be notified.

SCHOOL-WIDE BEHAVIOR PLAN

Greenwood Middle School follows a school-wide behavior plan with expectations and consequences consistent at all three grade levels. *The principal or his/her designee also grants the authority to a student's interdisciplinary team to assign the appropriate consequences as outlined in the specific stages of the behavior plan.*

The following behavior plan will be in effect for students UNLESS their misbehavior becomes chronic or extreme. In those cases, the student will be placed on an individual behavior plan.

GMS documents and communicates behavior violations as either **conduct slips** (minor infractions) or **office referrals** (major discipline incidents). Three documented conduct slips or one office referral will result in progressing to the next step of the behavior plan (see below). A parent/guardian will be notified as a student reaches each step.

Conduct slips (minor infractions) are issued for behavior including, *but not limited to:* rudeness/discourteousness, inappropriate talking, derogatory language, horseplay inside or outside the classroom, disruptive/uncooperative behavior, failure to follow school or corporation rules.

Office referrals (major discipline incident) are issued for behavior including, *but not limited to:* cheating/inappropriate use of AI, harassment or disrespect toward students or adults, discriminatory language, destroying school or personal property, excessive defiance or refusal to cooperate, fighting, possession of weapons, drugs, alcohol or tobacco, failure to comply with school and/or corporation rules a substantial number of times.

The following steps and their accompanying consequences will be taken:

Tier 1

- Step 1: Teacher conversation with student and 1 lunch detention
- Step 2: Teacher team meeting with student and 2 lunch detentions
- Step 3: Choices – intervention program with a guidance counselor and 3 lunch detentions
- Step 4: After-school detention and administrator contact

Tier 2 - *students may lose participation privileges for athletics, field trips, school activities, and other extra curricular activities when reaching Tier 2 of the conduct plan*

- Step 5: 1 day of in-school suspension
- Step 6: 2 days of in-school suspension and required parent meeting
- Step 7: 1 day of out-of-school suspension/3 days of in-school suspension
- Step 8: 1-3 days of out-of-school suspension

Tier 3 - *students **will** lose all participation privileges in extracurricular activities, school events, etc. during and outside of the school day when reaching Tier 3 of the conduct plan*

- Step 9: 3-5 days of out-of-school suspension
- Step 10: 10 days of out-of-school suspension pending investigation. Additional consequences may be applied, including alternative placement, behavior contract, or expulsion.

Misbehavior for a substitute teacher will result in an automatic after-school detention.

Severe Clause: Based on the severity of the infraction, a student may be assigned a more serious consequence than would be indicated by his/her progress on his/her individual discipline plan.

Behavioral intervention techniques or the assignment of other consequences may occur when necessary and appropriate. School sanctioned field trips run by outside agencies (i.e. extended day field trips, weekend or overnight trips, etc.) will have additional behavior expectations.

Because we cannot anticipate all occurrences, Greenwood Middle School reserves the right to make additional guidelines as the need arises.

ADDITIONAL EXPECTATIONS FOR STUDENT ATHLETES

Student athletes are expected to be leaders on and off the field. Student athletes will serve a game suspension for the following:

- progressing a step on the school-wide behavior plan
- actions that result in an assigned three or more days of lunch detention
- when assigned an after-school detention, ISS, or OSS

Student athletes are expected to have good behavior in and out of season. ***Game suspensions may be served for behavior incidents that occur prior to an athletic season's start date, pending review by school administration.***

Any student reaching Step 5 or higher on the school-wide behavior plan may lose athletic eligibility for the remainder of the school year. Furthermore, if that student is a 6th or 7th grader, they may be subject to a behavior contract for athletic participation the following school year. Terms and conditions of the behavior contract will be determined by school administration.

ANTI-BULLYING POLICY

GMS supports an anti-bullying policy**. Bullying is defined as "unprovoked, overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student.**

Given the serious effects that bullying has on both students and schools, GMS will not simply dismiss it as a normal or inevitable part of childhood. Students of all ages deserve to feel safe and supported at school. Greenwood Middle School will address bullying issues that take place on school grounds and during school functions. If a student at GMS bullies, the following consequences may be provided:

- Verbal Warning
- Loss of Privileges
- Student Suspension
- Student Expulsion
- Involvement of Local Law Enforcement

FAILURE TO COMPLY IN A SUBSTANTIAL NUMBER OF INSTANCES

Because the GMS discipline plan is a cumulative plan with more severe consequences at each level, students may face suspensions and/or expulsion because of a failure to comply with school expectations. A student's infractions accumulate and each infraction represents a continued disregard for school rules. After a number of infractions, including tardies and unpreparedes, the student may be removed from school.

PARENT PARTICIPATION IN STUDENT DISCIPLINE

A parent, guardian or custodian of a student less than 18 years old shall be required to participate in any discipline action authorized under the Student Due Process Code I.C. 20-8.1-5.1 as well as the Student Handbook at the request of a school official. Parent participation includes, but is not limited to, meetings, conferences, hearings, supervising after school home study time, reviewing homework and assuring regular school attendance and attendance after school if necessary. **Upon receipt of proper notice, any parent, guardian or custodian who refuses to comply with a request from a school official to participate in the resolution of behavioral problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Department of Child Services Division of Child Welfare.**

BEHAVIOR PLAN TERMS DEFINED

LUNCH DETENTION - An alternate eating area supervised by a staff member. Students will be expected to fill out a lunch detention reflection sheet to consider their actions and how they might act differently in similar situations in the future. These reflection sheets will be sent home with the student for parent/guardian signature.

AFTER-SCHOOL DETENTION - Students will report to the main office at dismissal on their assigned date, where they will serve their detention for 2 hours. Students will complete an after-school detention reflection packet and may work on any other school work with whatever time is remaining. Transportation must be arranged by the student and their parent/guardian.

CHOICES - Once a student reaches Step 3 of the behavior plan, he/she is assigned to Choices for two weeks. In Choices, the student discusses the misbehavior, sets behavior goals, and has the teachers rate him/her daily on how he/she is doing with those goals.

IN-SCHOOL SUSPENSION (ISS) - Rather than serving an out-of-school suspension, some students may be assigned to in-school suspension. These students are expected to report to the ISS room **by 8:00 A.M**. on the day of their suspension. In-school suspension students will then be dismissed at 3:00 P.M. to go home. A student serving ISS is not permitted to participate in or attend extracurricular activities or school events during the suspension period.

OUT-OF SCHOOL SUSPENSION (OSS) - Students may be assigned out-of-school suspension for a variety of behavioral issues. Students must complete all assignments available during their suspension and turn them in to their teacher upon returning to school. Assignments may be obtained from the teacher beginning with the first full day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests. A student serving OSS is not permitted to participate in or attend extracurricular activities or school events during the suspension period.

ALTERNATIVE TO EXPULSION PROGRAM

The decision to offer an Alternative to Expulsion program rests with the administration of GMS; however, rather than being expelled from school, some students may be recommended for enrollment in an ATE program. There are a variety of alternative programs available and GMS does not promote or endorse any particular agency to provide this alternative program. A student in an ATE program is not permitted to participate in or attend extracurricular activities or school events.

SCHOOL NURSE - CLINIC

All students are **required** to have working telephone numbers and emergency contact numbers on file in the health clinic. It is the student and parent's responsibility to contact the school if there are changes.

Greenwood Community School Corporation requires certain forms be on file in order to be seen in the clinic during the school day. The forms that must be on file are: HIPAA authorization, Emergency medical form, and Consent to Treat. **These forms must be renewed every school year online.** If you have questions about these forms, please call the nurse at 317-889-4049.

Specific rules regarding medications are as follows:

- Over-the-counter (non-prescription) medications
  - must be in the original container and labeled with the student's name and date of birth
  - signed Consent to Administer Medication form must be on file
  - the medication and the consent form must be brought to the health clinic and given to the nurse as soon as he/she arrives at school.
- Prescription medications
  - must be in the original container with the prescription label attached
  - student's name, drug name, and directions for medication administration must be included on the label
  - parent/guardian must sign the Consent to Administer Medication form and send it to school with the medication
  - student should bring the medication and consent to the health clinic as soon as he/she arrives at school
  - all controlled meds will need to be brought in by the parent and counted with the school nurse.
- **No medication** is to be carried by a student unless the health clinic has both the physician's and parent's permission on file that states, the student's name, the name of the medication needing to be carried by the student and that they know how to safely administer this medication. <u>This includes inhalers and epi-pens.</u>

State law **requires** students to have certain immunizations. For all high school students at this time, the requirements are as follows:

- DPT- 5 doses (4 doses are acceptable if the 4th dose was given on or after the child's 4th birthday)
- OPV (polio)- 4 doses (3 doses are acceptable if the 3rd dose was given on or after the child's 3rd birthday)
- MMR (measles, mumps, rubella)- 2 doses
- Hepatitis B- completed vaccine series- 3 doses
- Hepatitis A- 2 doses
- Tdap
- MCV4 (meningococcal)- 1 dose (second dose required before entering the 12th grade, unless first dose was administered after age 16)
- Varicella (chicken pox) – 2 doses or documentation of the disease

The Indiana State Dept. of Health **highly recommends** the following vaccines in addition to (a-g mentioned above):

- Gardasil – series of 3 vaccines for girls to prevent HPV (Human Papillomavirus)

(Please note: State immunization requirements can change yearly. Please check our school's web page or with the health department for recent changes.)

All students entering the health clinic are required to have a dated, timed, and signed pass from their teacher or they will be sent back to class.

- students are not allowed to “drop in” the health clinic between classes
- exceptions will be made in the case of an obvious emergency, such as bleeding or vomiting or taking regular medications on an approved schedule

All students who feel ill, or are injured, must go to the health clinic to be evaluated. There are corporation standards that determine when it is appropriate for a student to be sent home, and school personnel will contact parents when necessary. Any student leaving school without being evaluated and meeting this standard will be unexcused.

Students will be excused from physical education class with a parent/guardian note for one day only. For a longer period, a physician’s statement is required. This should be brought to the health clinic. Excessive failure to dress for physical education without a physician’s statement may result in loss of credit.

I NEED TO STAY HOME FROM SCHOOL IF….						
I HAVE A FEVER	I HAVE VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100.0 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active lice	Redness, itching, crusty, and/or drainage	Hospital stay and/or ER visit
I AM READY TO RETURN TO SCHOOL WHEN I AM…						
Fever free for 24 hours without fever reducing medication (i.e. Tylenol, Motrin, etc.)	Free from vomiting for at least 24 hours	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever. -OR- I have been evaluated by my doctor and have a note to return to school.	Treated with appropriate lice treatment at home and the school nurse cleared me to return to class.	Evaluated by my doctor and I have a note to return to school	Released by the medical provider to return to school. I will bring a note that includes any restrictions from the medical provider.

No pierced body part or tattoo will be given routine care. This should be taken care of at home.

Elevator keys will be issued to students, as needed, with a doctor’s note. Misplacement of an elevator key may result in a charge.

Students will not be allowed to call home to report an illness from the classroom phones or their own cell phone. The health room attendant will make those calls only after seeing the student. Students, on a very limited basis and only with teacher permission, may use classroom telephones.

PLEASE DO NOT CONTACT YOUR STUDENT VIA THE STUDENT'S CELL PHONE DURING THE SCHOOL DAY. Students are not to use their personal phones for calls or texts from during school hours. Should you need to contact your child, please call the school directly and your child will be notified.

STUDENT ASSISTANCE

There are programs available for students eligible for assistance to attend Greenwood Middle School. The student or parent may request appropriate forms to reduce or pay the cost for school fees or lunch. Parents will be notified if their student qualifies for either program after review of the completed application**. Parents also may apply for assistance online.** Information about the online application process will be available at the school.

School accident insurance is available if families do not have access to private coverage. If students are going to participate in school activities, it is important that they have health/accident insurance. *GMS will not assume financial responsibility for the cost of medical care.*

GMS also provides opportunities for students to be involved in the 21st Century Scholars program. This program provides financing for college. Students are automatically enrolled during their seventh or eighth grade years based upon eligibility (determined by the Free and Reduced Lunch Application). The Free and Reduced Lunch Application can be completed during schedule pick-up, at the school or online**.**

For more information about any of these programs, please contact the Guidance Department.

STUDENT INVOLVEMENT OPPORTUNITIES

GMS strives to provide a variety of school-sponsored activities that will enrich the student's middle school experience. Non-school sponsored activities also may meet during non-instructional hours and with the principal's permission. These activities are voluntary and can be student-initiated. No extracurricular activity should interfere with student learning.

ACADEMIC TEAM

Any student who wants to compete on the academic team should get approval from the teacher in charge. The team usually begins meeting in January and continues through May with the State competition also being held that month. Students must be willing to spend time before and after school doing research. Academic teams compete in the areas of Math, Science, English, Social Studies, and an "all around" category.

BAND, CHOIR (CO-CURRICULAR)
Any student can join the Band or Choir. Both classes meet during the school day. There are various concerts and contests at which both band and choir students perform during the school year. Students may also be able to join the GMS Hoops Band, Jazz Band, Vocal Direct.

COLOR GUARD

Color Guard is a captivating blend of dance and athleticism. Working alongside marching bands and alone in competitive settings. Performers spin flags, rifles, and sabers, weaving elements into choreographed routines that tell stories through movement and music. Beyond their dazzling displays, Color Guard members embody teamwork, discipline, and creativity, making each performance a mesmerizing showcase of skill and synchronized expression.

FCA
Fellowship of Christian Athletes club meets in the mornings on a regular basis. The group discusses topics of integrity, sportsmanship and the role of the athlete in today's world. Membership is open to all GMS students. Students share songs, breakfast, games and stories together.

ROBOTICS
Robotics is offered to students in 6-8 grade. There are a variety of teams. Team assignments are based on experience and knowledge. Students will spend time conducting multiple tasks in order to prepare for competitions.

SCIENCE CLUB
This club focuses on environmental issues both at GMS and in the community. The club also participates in statewide recycling projects.

STUDENT COUNCIL
Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, promotes high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. **In addition, the GMS Student Council sponsors most of the service-learning activities that the school participates in.** Members of the Council are student body representatives and have direct access to the school administration.

YEARBOOK CLUB
Any student may apply to be on the yearbook staff. An organizational meeting is held in September and meetings are held after school throughout the school year to plan the layout of the school yearbook.

YOUNG HOOSIER BOOK CLUB
This club meets once a month in the mornings. Members of the club have a love for reading and read books from the Young Hoosier book list. They have book discussions, prepare for the Young Hoosier's Competition and enjoy breakfast together.

Additional extracurricular clubs may be added outside of the list above.

ATHLETICS

GMS has programs for **7th and 8th grade students** in the following interscholastic sports:

FALL	WINTER	SPRING
Football	Basketball	Baseball
Soccer	Wrestling	Softball
Girls Volleyball	Swimming	Boys Golf
Girls Golf	Cheerleading	Track
Cross Country		Girls Tennis
Boys Tennis		Boys Volleyball
Cheerleading		Unified Track & Field

GMS has programs for **6th grade students** in the following interscholastic sports:

FALL	WINTER	SPRING
Soccer	Wrestling	Track
Boys Tennis	Swimming	Girls Tennis
Girls Golf	Basketball	Boys Golf
Cross Country	Cheerleading	Unified Track & Field

PARTICIPATION REQUIREMENTS

PHYSICAL AND PARENT'S PERMISSION
Students and parents must create an account on Final Forms and complete all needed paperwork. Physicals completed after April 1st of the school year are good for the entire following school year.

ACADEMIC EXPECTATIONS
Students who participate in athletics or other extracurricular activities at GMS **may not have more than 2 "F's" in any grading period**. While this requirement is a minimum, coaches of individual sports and extracurricular sponsors may impose more stringent academic requirements.

BEHAVIOR EXPECTATIONS
Student athletes are expected to be leaders on and off the field. Student athletes will serve a game suspension for the following:

- progressing a step on the school-wide behavior plan
- actions that result in an assigned three or more days of lunch detention
- when assigned an after-school detention, ISS, or OSS

Student athletes are expected to have good behavior in and out of season. ***Game suspensions may be served for behavior incidents that occur prior to an athletic season's start date, pending review by school administration.***

Any student reaching Step 5 or higher on the school-wide behavior plan may lose athletic eligibility for the remainder of the school year. Furthermore, if that student is a 6th or 7th grader, they may be subject to a behavior contract for athletic participation the following school year. Terms and conditions of the behavior contract will be determined by school administration.

A student who is unable to participate in PE class will not be eligible to participate in any other athletic activity until he/she is cleared for PE.

EXPECTED STUDENT BEHAVIOR AT SPORTING EVENTS

Athletes should represent Greenwood Middle School with pride and good sportsmanship at all events, both home and away. School rules are expected to be followed and will be enforced. Once a student leaves an event, s/he may not reenter unless paying another admission fee. **Students should be seated in the bleachers** during the event and show good sportsmanship and behavior. Students should refrain from:

- Disrespectful or derogatory yells, chants, songs or gestures.
- Booing or heckling an official's decision.
- Doing their own yells instead of following the lead of the cheerleaders.

The Greenwood School Corporation or GMS will not be responsible for any medical costs incurred due to these activities on/off school grounds.

VISITORS

Visitors who are parents/guardians on a student's emergency contact list are most welcome. Under no circumstances, however, is a student to bring a non-GMS friend or student visitor to the school unless the principal grants prior permission. **No one will be permitted to enter the school that does not come to the Front Office and properly identify himself/herself in the following ways:**

- state the purpose of the visit
- provide a valid i.d. that will be surrendered to the office for the duration of the visit (to be returned when the guest leaves the building)
- sign in and be given a visitor's badge

Parents wishing to discuss problems with a teacher or the progress of their student should **call the guidance department to arrange a conference**. Unless an appointment is scheduled, it is usually difficult to meet with a teacher during the school day. Because most of a teacher's day is involved in direct student instruction, parents should not report to a teacher's classroom without first having reported to the office to determine if the teacher is available.