



***2024-2025***

***STUDENT  
HANDBOOK***

***SCHOOL DISTRICT  
OF GREENFIELD***

# **2024-2025 Family / Student Handbook**

provides important information for families and students of the Greenfield School District who are enrolled in early childhood programs through grade 12. A copy of the 2024-2025 Family/Student Handbook is posted on the Greenfield School District website, [www.greenfield.k12.wi.us](http://www.greenfield.k12.wi.us), and a printed copy is available upon request. It is important that all families read and review this handbook.



School District of Greenfield  
4850 South 60 Street  
Greenfield, WI. 53220  
Phone: 414-855-2050  
Fax: 414-855-2051

The Greenfield School District does not discriminate against students on the basis of race, color, national origin, age, sexual orientation, pregnancy, religion, creed, physical, mental, emotional or learning disability, ancestry, pregnancy, marital or parental status, in its education programs or activities. Federal law prohibits discrimination on the basis of age, race, color, national origin, sex or handicap and/or any other characteristics prohibited by State or Federal law. Report any suspected violations to the building administrator per District Policy 5517 – Student Anti-Harassment. If further action is necessary, please contact Dave Williams, Director of Human Resources at 414-855-2041.

# Contents



Message from the Superintendent .....	1
2024-25 Calendar .....	2
<b>Registration .....</b>	<b>3</b>
Instructional Fees.....	3
Infinite Campus Parent Portal .....	3
<b>Notices and School Board Policies .....</b>	<b>3</b>
Curriculum, Assessment and Instruction .....	5
Student Services .....	5
Health Services .....	6
School Nutrition .....	7
Facilities.....	7
Transportation.....	7
Attendance.....	8
General Information.....	10
<b>Elementary Schools .....</b>	<b>12</b>
<b>Middle School.....</b>	<b>13</b>
<b>High School.....</b>	<b>20</b>
Important Contacts.....	21
Volunteer Background check.....	21

# Message from the Superintendent

The School District of Greenfield Mission Statement indicates that:

***We believe all learning begins with meaningful relationships. Our mission is to develop learners who can apply knowledge and think innovatively as a result of engaging in rigorous and relevant opportunities.***

We understand that every child is unique and should have a pre-kindergarten through high school graduation journey that is relevant, exciting, and supports their individual needs and desires. Our school system focuses on learning and preparing students to be strong communicators, collaborators, critical thinkers and productive citizens.

As a district, we will accomplish this by attending to the nine desired outcomes outlined in the District's Pathways to Success. The nine desired outcomes were determined by over 70 Learning Community Stakeholders (parents, students, administrators, teachers, community leaders, business owners, etc.) in the winter of 2014. The nine desired outcomes to be reached by 2020 are designed to create contemporary learning environments where ALL students will be prepared for their futures. The outcomes read as follows:

- Set and reach high expectations, with an emphasis on continuous growth for ALL
- Prioritize and demonstrate a laser-like focus on enhancing student learning and achievement
- Model expectations of valued skills and habits of mind in collaborative adult interactions
- Include experiences designed to develop learners who are responsible, respectful, and positively engaged
- Facilitate understanding of context related to current academic, social, and economic conditions
- Communicate consistent and clear expectations throughout the learning process
- Create and maintain positive and supportive learning environments
- Experience an understanding-based, engaging curriculum, including integration of technology and 21<sup>st</sup> Century transfer goals/innovative thinking and application/contribution
- Use high-leverage assessment practices to equip students with the ability to apply knowledge and meet expectations evidenced by a meaningful array of artifacts anchored in rich performance tasks

The School District of Greenfield is committed to engaging all stakeholders. If you'd like to see the innovations, successes, and celebrations of our students, staff, and athletes in action, please follow us on Twitter, Facebook, or visit our website; great things happen in the School District of Greenfield.

Lastly, I'd ask that you consider volunteering in our schools. The greatest way to influence the future of our community is to support students as a positive role model, giving your time and talents to students and teachers in the classroom.

Thank you for your commitment to success with our students, staff and community.

Sincerely,



Lisa Elliott  
Superintendent of Schools

## SCHOOL DISTRICT OF GREENFIELD 2024 - 2025 LEARNING CALENDAR

August 2024												February 2025												
M T W T F												M T W T F												
0				1	2	0	Aug. 13-14 New Educator Orientation					5	3	4	5	6	7	5	Feb. 14 District-wide Professional Learning- <b>No School</b>					
0	5	6	7	8	9	0	Aug. 16, 19, 23, and/or 26 Professional Educator Selected Work Day					5	10	11	12	13	14	4	Feb. 17 Mid-Winter Break- <b>No School</b>					
1	12	13	14	15	16	0	Aug. 20-22, 27-29 Professional Learning/Collaboration/ Planning Time					4	17	18	19	20	21	4	Feb. 27 Family Conferences (4K-5)- <b>Early Release</b>					
3	19	20	21	22	23	0						5	24	25	26	27	28	5						
3	26	27	28	29	30	0						0						0						
September 2024												March 2025												
M T W T F												M T W T F												
4	2	3	4	5	6	4	Sept. 2 Labor Day- <b>No school</b>					5	3	4	5	6	7	5	Mar. 6 Family Conferences (6-8)- <b>Early Release</b>					
5	9	10	11	12	13	5	Sept. 3 First Day of School - Grades 5K-12					5	10	11	12	13	14	5						
5	16	17	18	19	20	5						5	17	18	19	20	21	5						
5	23	24	25	26	27	5						0	24	25	26	27	28	0	Mar. 24-28 Spring Break- <b>No School</b>					
1	30					0	Sept. 30 Professional Learning- <b>No School</b>					1	31					1						
October 2024												April 2025												
M T W T F												M T W T F												
4		1	2	3	4	4	Oct. 10 4K-8- <b>Early Release</b>					4		1	2	3	4	4	Apr. 18 <b>No School</b> Apr. 21 <b>No School</b>					
5	7	8	9	10	11	4	Oct. 11 Family Conferences (4K-8)- <b>No School</b>					5	7	8	9	10	11	5						
5	14	15	16	17	18	5						4	14	15	16	17	18	4						
4	21	22	23	24	25	3	Oct. 24 Professional Learning- <b>No School</b>					4	21	22	23	24	25	4						
4	28	29	30	31		4	Oct. 25 Fall Break- <b>No School</b>					3	28	29	30			3						
November 2024												May 2025												
M T W T F												M T W T F												
1					1	1						2				1	2	2						
5	4	5	6	7	8	5						5	5	6	7	8	9	5						
5	11	12	13	14	15	5						5	12	13	14	15	16	5						
5	18	19	20	21	22	5	Nov. 27 Professional Learning- <b>No School</b>					5	19	20	21	22	23	4	May 23 Professional Learning- <b>No School</b>					
3	25	26	27	28	29	2	Nov. 28-29 Thanksgiving Break- <b>No School</b>					4	26	27	28	29	30	4	May 26 Memorial Day- <b>No School</b>					
December 2024												June 2025												
M T W T F												M T W T F												
5	2	3	4	5	6	5						5	2	3	4	5	6	5	June 12 Last Day for Students- <b>Early Release</b>					
5	9	10	11	12	13	5						4	9	10	11	12	13	4						
5	16	17	18	19	20	5							16	17	18	19	20							
0	23	24	25	26	27	0	Dec. 23 -Jan. 1 Winter Break- <b>No School</b>						23	24	25	26	27							
0	30	31				0							30											
January 2025												July 2025												
M T W T F												M T W T F												
2			1	2	3	2	Jan. 1 Winter Break- <b>No School</b>							1	2	3	4							
							Jan. 2 Return to School																	
5	6	7	8	9	10	5							7	8	9	10	11							
5	13	14	15	16	17	5	Jan. 20 Martin Luther King Jr. Day- <b>No School</b>						14	15	16	17	18							
4	20	21	22	23	24	3	Jan. 21 Evidence of Learning- <b>No School (4K-12)</b>						21	22	23	24	25							
5	27	28	29	30	31	5	Jan. 22 Second Semester begins (4K-12)						28	29	30	31								
104	TE					ST	92						85	TE				ST	83					
Blue shading indicates students do not attend												TOTALS: Teachers: 190 days / Students: 175 days												
Green shading indicates professional learning												Between July 1 and August 15 teachers are required to put in an 8 hr. work day of their choosing.												

## Registration

### Instructional Fees

#### 2024-2025 School Fees

Elementary	
Early Childhood	\$35.00
Grades K4-5	\$60.00
Club/Activity Fee	No fees for 24-25
Chromebook Protection Plan	\$20/optional – Grade 5

Middle School	
Grades 6-8	\$70.00
Instrument Rental	\$45.00
Club/Activity Fee	\$20.00
Athletic Fee	\$30.00
Chromebook Protection Plan	\$20/optional

High School	
Grades 9-12	\$85.00
Instrument Rental	\$45.00
Club/Activity Fee	\$40.00
Athletic Fee	\$60.00
Lock Fee	\$5.00
Parking Fee	\$115.00-year / \$57.50-semester
Chromebook Protection Plan	\$20/optional

#### **\*NOTE (High School Only):**

A non-refundable fee is assessed to students to participate in each athletic **and** extra-curricular activity to a maximum per student per school year or a maximum per family per school year. The family cap per year is \$300.00

### Infinite Campus Parent Portal

Families will complete online registration annually for students through the Infinite Campus Parent Portal. Registration for the 2024-2025 school year begins in August. Families will update family/student demographic information, emergency contact information, electronically sign forms and pay fees. Fees can also be mailed or dropped off at your child's school.

First time Infinite Campus users: directions can be found at [www.greenfield.k12.wi.us](http://www.greenfield.k12.wi.us) to set-up an account to complete annual registration.

Returning Infinite Campus users: log-in using username and password to complete annual registration; forgot password? To reset your password, email [Mary Pedersen](mailto:Mary.Pedersen) or call her at 414-855-2032.



## Notices and School Board Policies

### Visitors

The School District of Greenfield welcomes and encourages visits to school by parents and other adult residents of the community as well as interested educators. However, in order for the educational program to continue undisturbed when visitors are present, it is necessary to establish visitor guidelines. Please refer to **Board Policy 9150** for said guidelines.

### Nondiscrimination and Access to Equal Educational Opportunity

The School District of Greenfield does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, or gender identity) pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in *111.32, Wis. Stats.*), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities. Please refer to **Board Policies 1422, 1623, 1662, 2260, 2260.01, 3122, 3123, 3362, 4122, 4123** and **4362** for more information.

For further information regarding the complaint procedure or filing a complaint, please contact:

- **Monica Garcia**, Director of Student Services and Civil Rights Compliance Officer  
[mailto:mwarnke@greenfield.k12.wi.us](mailto:mailto:mwarnke@greenfield.k12.wi.us)  
(414) 855-2044
- **Dave Williams**, Director of Human Resources  
[mailto:dwilliams@greenfield.k12.wi.us](mailto:mailto:dwilliams@greenfield.k12.wi.us)  
(414) 855-2041

### Bullying

Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes gestures, comments, threats, or actions that cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, on and off school property if the student is at any school-sponsored activity or function or while traveling to or from school or school-sponsored functions or events in transporting vehicles arranged for by School District officials. Any student that believes he or she has been or is the victim of bullying should immediately report the situation to a building administrator. All complaints will be promptly investigated and if the investigation finds an instance of bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. Retaliation and making intentionally false reports about bullying is similarly prohibited and may result in disciplinary action. Please refer to **Board Policy 5517.01** for more details.

Per *118.46 (2), Wis. Stats.* schools will annually distribute the District's Bullying Policy and Anti-Harassment Policy, which includes reporting, investigation and resolution procedures, and can be found in the school office or by request.

## Harassment

The School District of Greenfield School Board recognizes the long-term physical, psychological and emotional harm that can be suffered by victims from all forms of harassment, including bullying, harassment, sexual, race/color, religious (Creed), national origin, or disability harassments.

The School Board wishes to acknowledge all Wisconsin state laws. Alleged victims are encouraged to report alleged incidents to the school principal.

It is the policy of the School District of Greenfield to provide a learning environment free from all forms of discrimination including incidents of sexual harassment or intimidation. Anyone violating this policy, whether a student, teacher, administrator or School Board member, is subject to disciplinary action. Additional information can be found in **Board Policies 1662, 3362, 4362, and 5517.**

Employees of the School District are required to report abused or neglected children whether or not the incident occurred on school premises or while the child was under the control of school authorities. This complete subject is addressed in **Board Policies 8462 1662, 3362 and 4362.** Violators will be subject to disciplinary action, up to and including expulsion.

## Accommodation of Sincerely Held Religious Beliefs

The school will honor a written request for a student to be excused from particular classes if class content or activities conflicts with the student's religious belief or value system. Please refer to **Board Policy 5223.** For details regarding the complaint process, including the right to appeal, please refer to the **Board Policies 2240, 2260, and 2270** for additional details.

## Surveys, FERPA, and Familial Review and Access

No student of the School District of Greenfield shall be required to submit or participate in any survey or analysis as part of the school program or District curriculum without prior written consent of the student or an emancipated adult if the student is a minor. Parents also have the right to inspect, upon request, any survey created by a third party before the survey is administered or delivered by the school to the student.

The Board shall not allow personal information to be collected from students, disclosed, or used for the purpose of marketing or for selling that information (or otherwise provided that information to others for that purpose).

For more information regarding student privacy, please refer to **Board Policies 2416, 8330** and *20 U.S.C. & 1232(h).*



## Personal Communication Devices (PCD), Technology Resources and Other Electronic Equipment

Students may possess PCDs in school, on school property, during after school activities (e.g., extra-curricular activities), and at school-related functions, however they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours. Under certain circumstances a student may keep their PCD "On" with prior approval from the building principal. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicle.

During after school activities PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using the PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students and others may change clothes or be in any stage or degree of disrobing or changing clothes.

Possession of a PCD by a student is a privilege which may be forfeited by any student who fails to abide by the terms of **Board Policies 5136 and 5136.01**, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The matter may also be referred to law enforcement if the violation involves illegal activity and disciplinary action against the student, up to and including expulsion.

Students are personally and solely responsible for the care and security of their PCDs.

Please refer to **Board Policies 5136, 5136.01, 9151** and *118.258 Wis. Stats. and 118.258 (2), Wis. Stats.* for more information on personal communication devices and other device usage.

## ***Title I Program***

In accordance with **Board Policy 2261.01**, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served. In addition, as stated in **Board Policy 2261.02**, parents also reserve the right to request teacher and paraprofessional qualifications and level of achievement of their child(ren) on State assessments. For full details regarding the Title I Program, please refer to **Board Policies 2261.01, 2261.02** and **Section 1112(e)1A&B of ESSA**.

## ***Student Locker Searches***

Unannounced locker searches may be conducted. Lockers are assigned to students for their use and storage of items such as coats and school-related supplies, but remain the property of the school district. Lockers and vehicles may be searched as deemed necessary without warning, student consent or a search warrant. Refer to **Board Policy 5771** and **118.325, Wis. Stats.**

## ***Suicide Prevention Services Notice***

All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness. The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure. Any officer, employee, or volunteer of the School Board who, in good faith, attempts to prevent suicide by a student is immune from civil liability for their acts or omissions in respect to the suicide or attempted suicide. Confidentiality will be maintained. Please refer to **Board Policy 5350** and **115.365, Wis. Stats.** for more details.

## ***Public Records Notice***

The School Board recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction. Any person may make an oral or written request for any public records of the District. The person may inspect, copy, or receive copies of the public record requested. For further information and procedures to request public records, refer to **Board Policy 8310** and **19.356, Wis. Stats.**

## ***Program and Curricular Modifications***

Parents have the right to ask for curriculum modifications. For additional details regarding these modifications and the decision making process used to respond to these modification requests, refer to **Board Policy 2451** and **118.15(1)(d) Wis. Stats.**



# **Curriculum, Assessment and Instruction**

## ***Families Right to Inspect Instructional Material***

Parents have the right to inspect, upon request, any instructional materials used as part of the educational curriculum of the student. The parent will have access to the instructional materials within a reasonable period of time after the request is received by the building principal. The term instructional materials includes: instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet); the term does not include academic tests or assessments. For additional information regarding procedures and requesting materials, refer to **Board Policies 2416** and **9130**.

## ***Programs for English Learners***

Support specialists offer direct and classroom services to students for whom English is a second language to help build bridges for communication and, in the process, support the academic successes of the student. Parent assistance is also available by contacting your school office and speaking with the EL teacher. Refer to **Board Policy 2260.02, 115.96(2), Wis. Stats.** and **1112(e)(3)(A) of ESSA** for more details.



# **Student Services**

## ***Student Records and Military Access***

Records pertaining to students are confidential and may only be released with the expressed permission of the parent/guardian. The exception to this statement is directory data. By state law and school district policy, directory data is public information and may be released to the public by the school, unless the parent or guardian denies permission in writing to release such information. Directory data information includes: student name, photograph, participation in officially recognized activities and sports, height and/or weight (if a member of an athletic team), date of graduation and awards received. In addition, federal law requires that secondary students' name, addresses, District assigned email address and telephone listings may be released to military recruiters and institutions of higher education upon request, unless the parent or guardian denies permission in writing to release such information.

If you wish to deny permission to release directory data information, please complete the Withdrawal of Consent form available on the School District of Greenfield website, or in your school office and return to your school office within 21 days of the start of the school year. Refer to **Board Policy 8330, 118.125, Wis. Stats.** and **20 USC 1232(g)** for more details.

### ***Early College Credit Program***

The State of Wisconsin requires all Wisconsin School Districts to offer the Early College Credit Program to qualified high school students. Courses must meet specific criteria and be approved by high school staff. Interested students should meet with their school counselor for all requirements and information.

A student may attend no more than two courses in any semester in another educational institution under this program. Refer to **Board Policy 2271** and *118.55(8), Wis. Stats.* for more details.

### ***Education of Homeless Children and Youth***

Children and youth, including unaccompanied youth who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, students who are homeless will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. For additional information and criteria, refer to **Board Policy 5111.01** and *42 U.S.C. & 11431*.

## **Health Services**

### ***Human Growth and Development***

Grades 4 and 5: Students in grade 4 will take part in two introductory lessons related to Human Growth and Development. The overall intent of the introductory lessons is to provide students with factual and reliable information about the changes that occur during puberty. During the first lesson, students will take part in a presentation that covers general concepts related to emotional growth and hygiene. During the second lesson, students will take part in a presentation that covers information on the physical changes experienced during puberty. In grade 5, there is one lesson with all concepts presented in grade 4 reviewed. Gender specific topics are presented to separate gender groups. Parents have the option to preview the materials and/or opt out of the lessons. Please contact the building principal for additional information.

Middle or High Schools: Human Growth and development instruction is required by *118.019, Wis. Stats.* and will be covered when students take the Health course that is required for graduation. This course is offered to students in grades 8 through 12 and parents may choose when to have their child take the course. Health taken in grade 8 is offered for high school credit however, it will sunset in the 2024-25 school year. Students are able to earn their required .5 credit in ninth grade health by taking the course as a freshman, or by successfully completing the course in summer school during the summer between grades 8 and 9.

As a guardian, you have the option of removing your student from all or part of the Human Growth and Development unit. Refer to **Board Policy 2414**, *118.019(2), Wis. Stats.* and *118.019(3), Wis. Stats.* for more details.

### ***School Nurse/Emergency Care***

A nurse is available in the district to advise and counsel the parents/guardians regarding health problems. School personnel cannot, under any circumstances, provide aspirin or other medicine to students unless a completed parent/guardian consent form is on file in the office. Prescription drugs can only be administered with written doctor's permission. Refer to **Board Policy 5330**.

The schools are not staffed to assess or care for injuries that occur at home. It is encouraged that you see your family physician for treatment if your child is injured or becomes ill at home. In the event of a life-threatening situation, school personnel will initiate entry into the Emergency Medical System by calling 911. Several staff members in each school are trained in emergency first aid and CPR. For additional information see **Board Policy 5341**.

### ***Medication Policy***

Medication should be administered to students by their parents at home (whenever possible). The student may transport medications to school but must deliver them to the school nurse, principal, or designee. Parents shall notify the school nurse, principal, or designee each time medication is being sent to school. Extenuating circumstances may necessitate delivery by a parent.

**\*\*Note:** GHS students may carry and self-administer non-prescription medication, except under extenuating circumstances determined by administration.

The student may not transport home unused medication. At the end of the school year or when medications are discontinued, parents are notified to pick them up at school. When a medication refill is required, the school nurse, principal, or designee will give a reminder to parents or students. Parents will send a new supply or provide written termination of medication consent.

**LABELING:** All medications must have the following information clearly printed on the original container:

- Name of student
- Name of medication
- Strength of medication
- Amount to be given
- Time to be given

Prescription medications must have this additional information on the prescription container:

- Physicians' name
- Pharmacy label with pharmacy phone number

Medications must be provided in the manufacturer's container or the original prescription container. Baggies, envelopes, or other non-original containers are not allowed for the transportation and storage of any medication. Medication must be provided in the proper dosage. School staff will not alter (cut or break) pills. For further information regarding the handling and administration of medication in the school setting, please refer to **Board Policy 5330**.

Additional information and forms may be found on the **District website**.

## School Nutrition

### *Greenfield Food and Nutrition Program*

The Food and Nutrition program is a federally funded meal program that exceeds the USDA requirements for both breakfast and lunch. The School District of Greenfield Food and Nutrition Program uses an automated meal accounting system to record food service payments and to monitor food transactions. The system functions as a debit system. All students can use their student ID number to make purchases in the cafeteria. Students enter their ID number into a keypad; students should memorize their student ID number.

**Menus:** Menus and nutrition for all meals are posted on the school website. In addition, menus can be viewed daily via Nutrislice on your smartphone, tablet, computer, or hard copy distributed at the elementary schools.

**Free/Reduced Meal Application:** A new free/reduced meal application must be completed each school year. The application and instructions can be found on the [District website](#) and at each school or by using the online application at <https://www.myschoolapps.com/Application>. Only one application per family is needed. The School Nutrition office will notify you by mail of your eligibility status.

**Students Accounts:** The District strongly encourages school families to regularly fund a prepaid school food service account for each student in the household. A negative balance in a student food service account is the responsibility of the student's guardian (or, if applicable, an adult student). Debt in a student food service account is not automatically discharged, forgiven, or reduced at the end of the school year or due to a change in a student's enrollment status. Please refer to **Board Policies 8500** and **8531** for more information. And for additional questions and assistance, please contact:

- **Brittany Heaney**, *Director of Food Service*  
[bheaney@greenfield.k12.wi.us](mailto:bheaney@greenfield.k12.wi.us)  
(414) 281-3358
- **Linda Schneider**, *Food Service Secretary*  
[lschneider@greenfield.k12.wi.us](mailto:lschneider@greenfield.k12.wi.us)  
(414) 281-3357



## Facilities

### *Asbestos Abatement Notification*

The federal law AHERA (Asbestos Hazard Emergency Response Act) requires all primary and secondary schools to develop and implement a plan for managing all building materials that contain asbestos.

Included in the AHERA Act is the requirement to notify all parents, guardians and staff members, as well as organizations representing them, of activities and events with the asbestos containing building materials annually. Our goal is to be in full compliance with AHERA. Our policy is to maintain a safe and healthy environment for students and staff members. This shall be accomplished by strict enforcement of the policies regarding asbestos by the asbestos manager and the school officials. The School District has a list of the locations and types of asbestos containing materials found in the building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. For more information, please contact Gage Johnson, Facilities Operations Manager/Safety Coordinator at 414-855-2597. For additional information please refer to **Board Policy 8431.01**.

## Transportation

The policy of the District is to provide a safe, efficient, and economic system of student transportation. The District's responsibility for individual students begins with a rider's bus stop and ends with a rider's drop off. Transportation shall be provided to eligible riders who abide by the established bus conduct rules and regulations. Failure to observe such rules and regulations may result in a temporary suspension and/or permanent removal from bus riding privileges. Student conduct that is conducive to a safe transportation environment is expected. While on the bus, students are to follow all posted bus rules and the directions of the bus driver at all times. Any misconduct on the bus can cause the driver to be distracted and jeopardize the safety of everyone on the bus as well as other vehicles on the road.

Pick-up and drop-off stops for regular riders are established on designated corner stops. Any student may be required to walk the following distances to school or a bus stop:

- 4K-5<sup>th</sup> grade - 0.3 miles
- Middle School - 0.4 miles
- High School - 0.5 miles
- Greenfield High school has a 1 mile and under walk zone.

Refer to **Board Policy 8600** for more details.

### *Transportation Rules*

- Students are expected to ride their assigned bus at all times and only enter and exit at their assigned bus stop.
- Students are to report to their bus stops approximately ten (10) minutes before their scheduled pick up time. Students are to conduct themselves in an orderly and quiet manner while at bus stops.
- Students are to enter the bus in an orderly fashion, go directly to a seat and remain seated until their destination is reached.
- Students are to keep their hands, arms, head and other objects inside the bus.
- There is to be no shouting, roughhousing, profanity, unauthorized consumption of food or beverages, spitting, or throwing of objects on the bus. Students are to keep their hands, feet and other objects to themselves.
- Items such as books, backpacks, athletic equipment, musical instruments, etc., must be kept out of the bus aisles nor on another student's seat. Items should be placed on student's lap or under the student's seat.
- The emergency door is used for emergencies only. Students

are not to touch emergency and safety equipment on the bus.

- Smoking and vaping are not allowed at bus stops or on the bus at any time.
- It is unlawful to vandalize buses in any way. Damage done to buses may be referred to the Greenfield Police Department. *Students/parents are liable for damage done to school buses.*
- Students will treat each other and the driver with respect at all times.
- Bus surveillance systems are used to maintain safety and should not be blocked or touched for any reason.

## Attendance

### *Student Attendance/Non-Attendance*

In accordance with Wisconsin State Law, all children between 6 and 18 years of age shall attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they fall under one of the exceptions under State law, or have graduated from high school. Wisconsin State Law states that students are not to miss more than 10 days within a school year. A guardian may only excuse their child 10 times during a school year. Further absences require a written doctor's excuse. Students, who have excessive absences, whether excused or unexcused, may be referred to Municipal Court for a truancy ticket. It is the parent's responsibility to get their child to school. Please refer to **Board Policy 5200** for more information.

Letters are sent informing parents of a student's attendance after five (5) and ten (10) absences. After ten (10) absences, medical excuses will be required for an absence to be excused. For all Attendance/Non-Attendance guidelines, please refer to **Board Policy 5200** and *118.16, Wis. Stats.*



### *Student Absence*

Regular attendance is a responsibility that should be shared by parent(s), student, and school. The School Board considers the following as excused absences:

- Personal illness (medical verification may be required).
- Family emergencies or crises.
- Attendance at the funeral of a relative or friend.
- Religious holidays.
- Religious instruction during released time for such purpose as provided by law. Please refer to **Board Policy 5223**.
- Doctor or dental appointments (We encourage parents to make such appointments, whenever possible, when school is

not in session. Verifications of appointments may be required.).

- Attendance at special events of educational value, approved by the principal or designee.
- Required appearances in court or other legal proceedings.
- Attendance at or involvement with, special activities not herein mentioned may be considered for classification as excused at the discretion of the principal or designee (Whenever possible, the request for such excuses shall be pre-arranged).

Please refer to **Board Policies 5200** and **5464**.

### *When Absence is Excused*

The parent or guardian will notify the school telling the reason for the student's absence. When absence is excused:

- Parent/guardian must call school between 7:00 a.m. – 8:30 a.m. on the day of absence. Please report your child's name, grade, and reason for absence. This procedure needs to be followed each day that the student is absent.
- Students must make up all work due to absence.
- Students will be expected to complete the assignment in a reasonable amount of time – the time allowed to complete the work will not exceed the number of days absent. Parent/guardians may request homework for their student.
- It is the student's responsibility to obtain the assignments from their teachers when they are absent.
- Any assignments not turned in during the allowed time frame will be subject to partial credit or no credit.
- Absence due to travel or personal reasons must be arranged in advance. Students are required to gather assignments that they will miss prior to the absence. All assignments are due upon return to school.

### *Excused Partial Day Absence*

Students must never leave school during the school day without first reporting to the office. Students who need to leave school to secure medical or dental services must provide a statement from home or an appointment card from the doctor or dentist before they will be released from school. These should be brought to the attendance office in order to secure a dismissal pass. Parents/guardians must appear in the main office or attendance office to pick up their child and sign them out. Upon returning to school, students must sign in at the attendance office. Failure to properly sign out or in will result in absence being considered unexcused or possibly truant.

### *City Ordinance on Truancy*

The City of Greenfield hereby prohibits truancy and will issue a citation and assign a mandatory court appearance to any students considered to be habitually truant. Please refer to **Board Policy 5200**.

### *Non-Resident Students and Habitual Truancy*

As per *118.51, Wis. Stats.* the Greenfield School District may prohibit a non-resident student from attending Greenfield schools (to include summer school) if the student is found to be a habitual truant. Please refer to **Board Policy 5200**.

### *Pre-Arranged Absence*

Families should carefully evaluate the desirability of removing students from school for vacation. As per *118.15, Wis. Stats.*,

students are permitted five (5) excused absences per semester. An absence form must be obtained by the student from the attendance office. This form should be completed **one week in advance**.

### ***Absences for Religious Instruction***

The School Board desires to cooperate with those parents who wish to provide for religious instruction for the children but also recognizes its responsibility to enforce the attendance requirements of the State.

The Board shall permit students, with written parental permission, to be absent from school during required school periods at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school.

A student must be properly registered and a copy of such registration must be filed with the principal. The supervisor of the religious instruction must report monthly to the District the names of the students who are attending the weekly instruction.

The District will assume no liability for a student while attending religious instruction nor will it provide transportation for such instruction.

No solicitation for attendance at religious instruction shall be permitted on District premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

Parents/Guardians may make requests regarding the above to the building principal. All requests shall be judged individually, based upon State and Federal guidelines. Please refer to **Board Policy 5223**.

### ***Behavior Degrading to Human Dignity Prohibited***

It is the policy of the School District of Greenfield that the School Board is committed to providing a positive learning and working environment, and to communicate its commitment to the values of a democratic society to all students and employees. An integral part of this commitment is the recognition that the district is becoming increasingly multi-cultural, that we value and respect the diverse makeup of the school community and that we seek equal education and employment opportunities for all students and employees. To this end, the School District will not tolerate behavior by students or employees toward persons based in whole or in part on sex, race, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional or learning disability which creates an intimidating, hostile, or offensive school environment. Students violating this policy will be disciplined in accordance with applicable School Board Policies and student handbooks. Please refer to **Board Policies 3362.02, 4362.02, 5516, 5517** and **5517.01**.

### ***Controversial Issues***

**Board Policy 2240** states how controversial (sensitive) issues presentation and discussion will be conducted in the classroom. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflict with the parent's religious beliefs or value system, the school will honor a written request for their child to be excused from particular classes for specified reasons. The student, however,

will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences. The School Board has adopted a set of objectives for the Human Growth and Development curriculum. Please refer to **Board Policy 2414**.

### ***Dissemination of Student Directory Data***

Notice is hereby given that the School District of Greenfield, pursuant to the Family Education Rights and Privacy Act and State Statute 118.125(1)(b) and (2)(j) has designated the following as Directory Data which may be released without prior consent:

- student's name;
- participation in officially-recognized activities and sports;
- height and/or weight, if a member of an athletic team;
- dates of graduation; and
- awards received.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of the Superintendent's annual public notice or enrollment of the student into the District. Any previous notice on file with the School District of Greenfield to withhold the disclosing of directory data will be void at that time. Please refer to **Board Policy 8330**.

### ***Non-Discrimination Policy Statement***

The School District of Greenfield does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. Please refer to **Board Policies 1422, 2260, 2260.01, 3122, 4122, and 5517**.

### ***Title IX***

#### ***Annual Notice***

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Inquiries about the application of Title IX, or to report or file a complaint of sex discrimination, contact our Title IX Coordinators, the Assistant Secretary of the U.S. Department of Education, or both.

Title IX Coordinators:

- Monica Garcia, Director of Student Services, 414-855-2044
- Dave Williams, Director of Human Resources, 414-855-2041

See the School Board [policy 2266](#) for complaint procedures.

*Legal: 20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX); 20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA); 42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964; 42 U.S.C. 2000d et seq.; 42 U.S.C. 2000e et seq.; 42 U.S.C. 1983; 34 C.F.R. Part 106; 19.21(6), Wis. Stats.; 118.25, Wis. Stats.; 120.13, Wis. Stats.; 948.02, Wis. Stats.; OCR's Revised Sexual Harassment; Guidance (2001); 20 U.S.C. 1092(F)(6)(A)(v); 34 U.S.C. 12291(a)(10); 34 U.S.C. 12291(a)(8); 34 U.S.C. 12291(a)(30)*

## General Information

### Emergency Contact Information

Each student must have emergency contact information on file in the school office. The form used includes parent/guardian name(s), address, telephone number, email address, personal medical information, and an emergency contact person. It is important that the office be informed as soon as possible when any information on your data sheet changes. Please refer to **Board Policy 5230**.

### Lost and Found

A place in the office is provided for articles of clothing and personal items that are lost and found. Textbooks, workbooks and notebooks that have been found are placed in the office where they can be claimed. Students should write their names in all textbooks, workbooks, and notebooks as instructed by their teachers. Also, all personal items should be labeled. Every effort will be made to relocate and return your property. Toys, collectible items and items of value should not be brought to school.

### Telephones

The office telephone is a business phone and should not be used by students except for emergencies. Incoming emergency messages will be relayed to students as soon as possible. Ordinarily outgoing student personal calls must be made on the attendance or activities office phone. Students should have permission to use the phone during school hours.

### Visitor Information

All visitors must check in with the attendance secretary and wear a visitor ID badge issued by the secretary. School personnel have the right to know the identity of all persons in the building. All doors to the building are locked during the school day, except for the Main Entrance.

### Smoking

No student shall smoke, vape or use smokeless tobacco, or have in their possession any type of vaping paraphernalia, tobacco or cigarette look-alike while he or she is on school premises, in a vehicle on school grounds, or in a vehicle operated by or under the auspices of the School District of Greenfield. This includes, but is not limited to school buses, vans or any other official transportation operated by the school district. Please refer to **Board Policy 5512**.

### Alcohol and Drugs

No student may consume, be under the influence of, deliver, sell or have in their possession any chemical substance while on school property, at any school sponsored event or under the control of a school authority, including traveling to and from school, whether

travel is by school bus or other method.

No student may manufacture, deliver, sell or have in their possession, any item defined by Wisconsin law as drug paraphernalia. This prohibition applies to the same locations as described in the paragraph above. Please refer to **Board Policies 5500** and **5530**.

### Gambling

No gambling is permitted in school or at any school sponsored function.

### Weapons

It is the policy of the School District of Greenfield that no one shall possess or use a dangerous weapon on school property, school buses, or at any school-related event. This would include, but is not limited to, (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

The Superintendent will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion. Please refer to **Board Policy 5772** for further details.

### Gangs

Gangs, gang affiliation and gang related activities are banned in the School District of Greenfield. Students cannot wear gang insignia or flash gang signs. Please refer to **Board Policy 5840**.

### Suspension/Expulsion

It is the policy of the School District of Greenfield that a student may be suspended for non-compliance with rules or a student may be expelled for repeated refusal or neglect to obey school rules. A student may also be suspended or expelled for conduct while at school or while under the supervision of school authorities which endangers property, health, or safety of others or for knowingly conveying, or causing the conveyance of any threat or false information concerning an attempt or alleged attempt being made, or to be made, to destroy any school property by means of explosives. Please refer to **Board Policy 5610**.

Suspended students and their parents shall be given prompt notice of the suspension and the reasons for the suspension. A conference with the principal may be requested within 5 days. A hearing must be held by the School Board before a student can be expelled. The student and their parents must be given 5 days' notice of the hearing. The hearing is an opportunity for the student to answer the charges. Please refer to **Board Policy 5611**.

### Dress Code

While fashion decisions are matters of expression, the School District of Greenfield requires students to dress in a manner that does not interfere with the educational process. Clothing should not distract, contain messages contrary to the vision of the School District of Greenfield, or run contrary to the acceptable norms of this community. If a student's dress is determined to be inappropriate, they will be asked to change into something appropriate at school or

to call a parent to get some clothing that is appropriate. Please refer to **Board Policy 5511** for more information.

### ***Meningococcal Disease Information***

In accordance with the 118.07(3), *Wis. Stats.* all school districts must provide parents/guardians of students in grades 6 through 12 with information about meningococcal disease. If you have any questions, please contact your health care provider.

### ***Facts about Meningococcal Disease***

- Meningococcal disease is a rare, but potentially deadly, bacterial infection that can take the form of meningitis (an inflammation of the membranes surrounding the brain and spinal cord) or meningococcemia (a blood infection).
- Teenagers and college students account for nearly 30 percent of all reported cases of meningococcal disease in the U.S.
- This infection is caused by *Neisseria meningitidis*, a potentially life-threatening bacterium. There are five clinically relevant meningococcal serogroups (or strains) circulating worldwide: A, B, C, Y and W-135. Serogroups B, C and Y cause most diseases in the U.S., but serogroup distribution changes over time.
- The disease affects nearly 3,000 Americans annually and approximately 10 percent of the people who contract meningococcal disease will die.
- Of those who survive, nearly 20 percent suffer long-term disabilities, including brain damage, deafness and limb amputations.

### ***Meningococcal Disease Among Teenagers and College Students***

- Teenagers and college students have unusually high death rates from the disease; nearly one of every four cases may result in death.
- Lifestyle factors common among teenagers and college students are believed to put them at an increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (e.g. dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits.

### ***Transmission and Symptoms of the Disease***

Meningococcal bacteria are transmitted through direct contact with secretions from infected persons (e.g., through coughing or kissing). The majority of meningococcal disease cases occur in winter and early spring. Meningococcal disease is often misdiagnosed, since symptoms are similar to those of common viral illnesses. Symptoms may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or rash.

### ***Immunization Recommendations for Teenagers and College Students***

- The Center for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal

immunization for adolescents during the preadolescent doctors' visit (11 to 12-year olds), adolescents at high school entry (15 years old), if they have not previously been immunized and for college freshmen living in dormitories.

- A conjugate vaccine is available for adolescents and adults (ages 11—55 years old) to protect against four of the five strains of bacterium that cause meningococcal disease.
- In persons 15 to 24 years of age, up to 83 percent of cases are caused by potentially vaccine-preventable strains.
- Medical experts anticipate the meningococcal conjugate vaccine may provide longer protection against the disease. The previous meningococcal polysaccharide vaccine provided protection for three to five years.
- Vaccination with the conjugate vaccine is safe. The most commonly reported reactions are pain, redness and indurations at the injection site (one or two days), headache, fatigue and malaise.
- Clinical studies on the use of conjugate meningococcal vaccine in children under age 11 and adults over 55 years are ongoing. For those in these age groups with an increased risk of contracting meningococcal disease, the older polysaccharide vaccine is safe and effective option (only offers three to five years of protection). Please refer to **Board Policy 5320**.

### ***Resources***

Wisconsin Department of Health and Family Service communicable disease fact sheet:

Wisconsin Department of Health Services:

[www.dhs.wisconsin.gov/publications/p4/p42072.pdf](http://www.dhs.wisconsin.gov/publications/p4/p42072.pdf)

American Academy of Family Physicians: [www.aafp.org](http://www.aafp.org)

American Academy of Pediatrics: [www.aap.org](http://www.aap.org)

Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov)

Meningitis Foundation of America: [www.musa.org](http://www.musa.org)

National Foundation for Infectious Diseases: [www.nfid.org](http://www.nfid.org)

National Meningitis Association: [www.nmaus.org](http://www.nmaus.org)



# Elementary Schools



The elementary team is committed to developing learners who can apply knowledge and think innovatively as a result of engaging in rigorous and relevant opportunities. This is not only the mission of the elementary team, but also the foundation of collective work to ensure every member of the school community is learning, growing and succeeding as a whole.

The elementary team looks forward to working with you and your child on building meaningful relationships. Please contact your neighborhood school for additional information on how you can become a partner in your child's learning.

<p><b><u>Edgewood Elementary School</u></b>  4711 S. 47<sup>th</sup> St.  Greenfield, WI 53220  Phone: (414) 281-5750  Fax: (414) 281-3909</p> <p>Principal: Meg Boyd  <a href="mailto:mboyd@greenfield.k12.wi.us">mboyd@greenfield.k12.wi.us</a></p>	<p><b><u>Elm Dale Elementary School</u></b>  5300 S. Honey Creek Dr.  Greenfield, WI 53221  Phone: (414) 281-7100  Fax: (414) 281-2580</p> <p>Principal: Christi Brzycki  <a href="mailto:cbrzycki@greenfield.k12.wi.us">cbrzycki@greenfield.k12.wi.us</a></p>
<p><b><u>Glenwood Elementary School</u></b>  3550 S. 51<sup>st</sup> St.  Greenfield, WI 53220  Phone: (414) 545-2280  Fax: (414) 545-5626</p> <p>Principal: Jenna Zizzo  <a href="mailto:jizzo@greenfield.k12.wi.us">jizzo@greenfield.k12.wi.us</a></p>	<p><b><u>Maple Grove Elementary School</u></b>  6921 W. Cold Spring Rd.  Greenfield, WI 53220  Phone: (414) 541-0600  Fax: (414) 541-8070</p> <p>Principal: Dan Westfahl  <a href="mailto:dwestfahl@greenfield.k12.wi.us">dwestfahl@greenfield.k12.wi.us</a></p>

# Middle School



3200 W. Barnard Ave., Greenfield, WI 53221

## School Hours:

Office: 6:45 a.m.-3:15 p.m.

Student Hours: 7:30 a.m.-2:41 p.m.

## Contacts:

Phone: 414-282-4700

Attendance: 414-281-3481

Fax: 414-282-1017

[Website](#)

**Brad Iding, Principal**

[briding@greenfield.k12.wi.us](mailto:briding@greenfield.k12.wi.us)

**DaLynn Brookshire-Cain, Assistant Principal**

[dbrookshire-cain@greenfield.k12.wi.us](mailto:dbrookshire-cain@greenfield.k12.wi.us)

**Gerard Lemus, Assistant Principal**

[glemus@greenfield.k12.wi.us](mailto:glemus@greenfield.k12.wi.us)

**Michelle Haugen, Secretary**

[mhaugen@greenfield.k12.wi.us](mailto:mhaugen@greenfield.k12.wi.us)



## Principal's Message

Welcome to the 2024-25 school year! We are excited we will take this yearlong learning journey together. Greenfield Middle School staff is committed to providing each and every student with a caring and supportive learning environment that is focused on helping them reach state academic standards. Our educators are committed to partnering with families to ensure student progress in academic, social, and emotional areas. Together we will raise the children of this community to new heights of success.

This handbook contains our school expectations, rules, and procedures. Additional information will be shared by the school throughout the school year through ParentSquare, so please be sure you are signed up for these communications. This document also contains school board policies and procedures for the district that may apply to families at this school so please review them with your child. We look forward to partnering with you for a great 2024-25 school year!

Brad Iding  
Principal

# WELCOME TO GREENFIELD MIDDLE SCHOOL 2024-2025

At GMS we believe that we all show our Hawk Pride by being Ready, Responsible, and Respectful. You will find success and pride in your accomplishments by becoming an organized, well-informed individual. This handbook contains our school expectations, rules and procedures. School Board Policy information is also included. Families and students should periodically refer to this section so student expectations are understood and maintained. An internet link for our school board policies can be found at <https://go.boarddocs.com/wi/greenfield/Board.nsf/Public>.

The staff of GMS wishes you a very productive school year. Work hard and get involved in all the positive aspects of GMS. Remember that every individual has a unique contribution to make. Make GMS a better school because you are here!

## ORGANIZATIONAL STRUCTURE

GMS is organized around the middle school house system. A house can best be viewed as a “school within a school”. We currently have six houses in our school; Orange and Violet in 6<sup>th</sup>, Blue and Yellow in 7<sup>th</sup>, and Green and Gold in 8<sup>th</sup>.

The house system provides a positive transition for students from elementary to high school because it offers the benefit of small learning communities of educators collaborating to provide students with the support and enrichment they need to reach their academic potential. Students receive core content instruction from a variety of teachers who collaborate regularly to develop strategies to help each and every student. At times, houses collaborate to provide grade level educational experiences for all students.

The house model allows for responsive scheduling, co-teaching, thematic instruction, and flexible grouping to

## ACADEMIC INFORMATION

### *Grading*

Greenfield Middle School provides a system of grading student achievement that can help the student, teachers, and families assess properly how well the student is achieving the goals of the District’s program.

### *Intervention Teams*

Intervention Teams meet to discuss concerns or the lack of achievement of individual students. The team consists of faculty members who interact directly with the student, as well as the school psychologist, administration, families and students. Teaching strategies and techniques are discussed to address the needs of the student.

enhance all students’ educational experience. The middle school experiences consist of making new friends, trying new courses and in many cases, new terminology. To help you better understand this new level of education some “household” terms are defined below:

**House** – A specific area of the school where students are assigned for their core academic classes.

**Academic Classes** – Also known as core classes, these are classes that concentrate on the most fundamental of educational skills. The five classes considered the core academic classes are Mathematics, English/Language Arts, Social Studies, Science, Disciplinary Literature (6), Computer Science (6), Design and Modeling (7), and Reading/World Language (7 & 8).

**Restorative practice** – A social science that studies how to strengthen relationships. At GMS we have built a strong community of teacher and student leaders that facilitate restorative circle conversations in the classroom, as well as, during the mediation process.

**Related & Fine Arts** – The following classes are considered Related or Fine Arts classes. These classes meet for six-week sessions: In sixth grade: Impact, Health, Family and Consumer Science (FACS), Art, Pre-Engineering and Digital Authorship. In seventh grade: these classes meet for one semester. Art, FACS 7, Project Lead the Way (PLTW) 7, Digital Authorship 7, and Computer Science 7. In eighth grade: Art 8, FACS 8, PLTW 8, Digital Authorship 8, and Computer Science 8. Music (General Music 6, Band, Chorus), Communication Arts (8), Health (7 & 8), and Physical Education occur every other day during the school year. In grades 6, 7, and 8 an Entrepreneurship class has been added for 2024-2025.

**WIN Time**– This will be a daily 47-minute period that allows everyone to get “What Is Needed”. Students will receive academic support and extension during WIN Time, engage in character building lessons, participate in music lessons, and utilize the library in the school’s Learning Commons

### *Parent Conferences*

In addition to the regularly scheduled conferences, families are encouraged to visit with teachers, counselors, and/or administrators when the need arises. Please call the school to arrange for a conference that will meet your child’s specific needs.

### *Parent Portal / Progress Reports*

Families may monitor their child’s academic progress by logging into our Infinite Campus Parent Portal. Parent Portal Usernames and Passwords can be obtained by contacting the GMS Main Office.

Progress reports are also sent home with students at the mid-point of each semester. In addition, students failing or

at risk of failing their Fine and/or Related Arts class(es) will receive a progress report mid-point during their six-week class.

### ***Report Cards***

Report cards are sent home every semester to notify parents of their student's progress. Our report cards provide letter grades and feedback regarding academic and social-emotional progress.

### ***Summer School***

Students who desire enrichment activities during the regular school year will be strongly encouraged to attend the four-week session of summer school. Attending summer school can provide the necessary support to improve academic success the following school year. Summer School information will be available in the spring.

### ***Tardiness***

Students are expected to arrive at school and to all classes on time. If a student arrives to school tardy on five occasions during the semester, the student may be subject to attendance intervention. It is important for students to be to class on time so that they do not miss any instruction.

## **TRANSPORTATION**

### ***Regular Bus Unloading (Start of School Day)***

- Buses will unload in the morning at the South Entrance next to the staff parking lot.
- Students are to remain in their designated grade level area after unloading from the bus. 6th Grade – East end of the building; 7th Grade – South entrance next to staff parking lot; 8th Grade – North entrance past Main Lobby entrance.
- Students will be directed to enter the building at 7:10 A.M.

### ***Regular Bus Loading (End of School Day)***

- Buses will load in the afternoon in the driveway loop on the West end of the building (between GMS and Barnard Park).
- Bus route numbers are located to the left of the bus door. Students must ride their designated route to and from school.
- Students will load their buses promptly at the end of the school day. Students need to proceed to their bus or risk missing it.

### ***Bus Misconduct Consequences***

Failure to obey bus rules may result in suspension from bus service privileges. Suspension from bus service can be from one (1) to multiple days. Repeated offenses may result in permanent removal from bus service. During the time a student has lost bus service privileges, it is the responsibility

of the family and student to get to and from school in a timely manner. Any misconduct on buses results in a referral slip and will become part of the student's behavior record.

### ***Bicycle, Walking, Skateboard, and Scooters***

Many students at GMS are bussed to school. However, some students who live close enough to school may choose to walk, ride a bike or scooter, or ride a skateboard in good weather. All bicycles must be placed in the bike rack and should be locked. All skateboards and scooters must be turned in to the office upon arrival at school and should be picked up at the end of the school day. The school is not responsible for bikes, scooters or skateboards that are stolen or damaged.

Students may not ride skateboards/scooters on school premises. Violators may be referred to the Greenfield Police Department for ticketing.

### ***Loitering***

Students are to promptly leave school premises and grounds after their daily program is finished. Only students involved in supervised, school-sponsored activities are to be on school premises outside of the regular school day. Families picking up students after school should not plan on having children waiting on school grounds after 3:15 PM.

## **CAFETERIA PROCEDURES**

### ***GMS BREAKFAST***

Breakfast is served each morning from 7:10 a.m. – 7:25 a.m. Students enter the building using either Door #5 or Door #7. Breakfast is free to all students during the 2024-2025 school year. If a student rides a bus that arrives late, a breakfast pass will be issued by the attendance clerk if applicable. Students need to pick these passes up prior to going to the cafeteria for breakfast.

### ***LUNCH PERIOD PROCEDURES***

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered for \$3.00 or reduced lunch is free. The Food Service Department uses an accounting system for the school lunch and breakfast program that allows money to be deposited into a family account. This system allows families to make one deposit at any of the schools in the district to cover the cost of all the children in the family. The system operates similar to a checking account – money is put into the account and your child/ren will draw on the account when they purchase lunch, milk etc.

The lunchroom supervisors and your fellow students will appreciate your cooperation in the following matters:

- Students receive an ID number when they register at school. This ID number is also your lunch number.

Every student must memorize their ID number and keep their ID number confidential.

- Prepayments for lunch can be made **HERE** or with a check/cash placed in an envelope and handed to the cashier when students go through the lunch line.
- Your lunch account can be used only for one lunch per day. A second lunch will cost the adult price. Extra entrees can be purchased.
- Students will be allowed to charge up to two (2) lunches.
- A la Carte items include milk, juice, ice cream bars, granola bars, fruit rolls, cookies, muffins, baked chips and Sun Chips. Adjustments to the items offered may occur during the year.

### ***Cafeteria Conduct***

- Pass through the cafeteria in a safe and orderly manner.
- Students are to form a line, obtain all food, and then be seated. Students may purchase additional entrees after they have eaten their meal.
- All food is to be eaten while seated at a table.
- No opened food or drink may be taken from the cafeteria.
- Leave the table and floor in your area in a clean condition. If you make a mess, don't leave it for others; clean it up before you leave.
- Deposit all lunch litter in a wastebasket.
- Return all trays to the dishwashing area.
- Follow all directions given by adults.
- A staff member will dismiss students from the lunchroom.

### ***Lunch Misconduct Consequences***

After eating, students may go outside during good weather. When the weather is inclement the gym will be used. It is expected that students will conduct themselves appropriately during the lunch period whether in the cafeteria, gym, or outside. Failure to behave in an acceptable manner in the cafeteria, gym, or outside may lead to a loss of privileges at lunch and/or a referral to families. Throughout the school year, various organized activities will be conducted during this time. Students are encouraged to get involved as often as possible.

## **Counseling**

Two middle school counselors are available to all students. Often problems concerning both school and personal life appear overwhelming. In many situations, conferring with a counselor can help with these problems. Students may sign up in the counseling office for an appointment with the counselor. The counselor will then call them to their office at the earliest possible time. Working together with

teachers, administrators, and families, the counselor encourages a student's academic and personal growth.

### ***Counseling Services***

- Individual Counseling
- Student Assistance Program/Student Support Groups
- Classroom Guidance Activities
- Orientation Programs (Families and Students)
- High School Registration
- Future Planning Conferences (grade 8)
- Coordination of Counseling & Related Programs

### ***Student Assistance Program (SAP)***

The Student Assistance Program (SAP) is an extension of the Counseling Services. The SAP originated to help students with alcohol and other drug use issues. However, over the years our focus has expanded to include topics such as grief/loss, family changes, conflict resolution, stress management, self-esteem, and friendship issues. These services are provided through support groups and/or individual counseling. Students, families, or teachers may make referrals to the SAP through the guidance office.

## **Acceptable Use Policy for Computers, Computer Networks, and the Internet**

The School District of Greenfield is pleased to offer students and staff access to district computers, computer networks, and the Internet. To gain access, all users must sign and return a user agreement to the Library Media Center or designee. Users under the age of 18 must obtain written permission from a parent or guardian. Students are responsible for good behavior on school computers, computer networks, and the Internet just as they are in a classroom or a school hallway. Access entails responsibility. Access is a privilege, not a right. Please refer to **Board Policies 7549.02 and 7540.03**.

### ***GMS Online Subscription Databases***

Several resources are available to middle school students. To access these databases, go to the **District website**. Then choose Learning Resources. Passwords are required when access from home.

## **Hawk Pride**

Greenfield Middle School implements "Hawk Pride" to help students make positive choices at school. Students will be taught the school's expectations throughout the school year, receive positive recognition for meeting these expectations and interventions when their choices do not meet expectations. This program is designed to recognize students for good behavior. An additional goal of the system

is to create a building atmosphere in which students respect one another and demonstrate appropriate behavior.

## Violation of School Rules

Students who have violated school rules will receive disciplinary action that is appropriate for the particular offense. If the student commits a violation of school rules, they will speak with a building administrator and receive consequences in line with their violation. Efforts will be made to communicate with parents to help prevent further misconduct by students. Each time students violate established rules they will proceed through one or more of several disciplinary steps. Follow up may include:

- Counseling/Re-teaching/Reflections with school staff
- Participation in Restorative practices
- In-school suspension
- Out-of-school suspension

## Disciplinary Actions

### *In-School Suspension*

A detention or suspension in which students are removed from the regular classroom schedule for a designated period of time. Students spend part of a day or all day in a supervised in-house detention room. Students must report to the office immediately upon arrival at school. Students are expected to complete their school work by the end of the day. Students will eat their hot or cold lunch in the detention / ISS room.

### *Out-of-School Suspension*

A suspension in which a student is excluded from attending school for a designated period of time (*120.13(1)(B), Wis. Stats.*).

Severe or repeated misconduct will result in more severe consequences. Students failing to serve assigned consequences can receive a more severe consequence. Family support for school assigned consequences is extremely important in the process of modifying student behavior.

## General Expectations

Student expectations are laid out in various formats throughout the school year including: by each individual classroom teacher and house hall chats. These expectations can be summarized as: **Be Ready, Be Responsible, and Be Respectful**. These expectations are continuously referred to throughout GMS and at all school functions.

Students who violate the behavioral rules and expectations, are disruptive or unruly, violate District policies, or interfere with the ability of the teacher to teach effectively will be removed from class and referred to administration for appropriate consequence. In severe cases, students will be

referred to the Greenfield Police for ticketing.

## Learning Commons Procedures

The school Learning Commons is open during regular school hours. When using this space, please observe these guidelines:

- Students may visit the Learning Commons on a pass to check out books, magazines, or to use a computer to complete school work.
- Students may check out four (4) books.
- Books are checked out for two (2) weeks and may be renewed.
- There are no late fines, but students with overdue materials may not take out additional books.
- Full replacement cost will be charged for lost or damaged materials.

## Athletics

### *Athletic Activities*

It is the policy of the School District of Greenfield that students participating in athletics and other extra-curricular activities are subject to the following eligibility rules. Please refer to **Board Policy 2430**.

### *Scholastic Requirements*

- Must have completed all work below 7th grade (For 6th graders, all work below 5th grade).
- Must demonstrate academic progress.

### *Consequences*

- A student not meeting the scholastic requirements shall be ineligible until those requirements are met, but not for less than 15 consecutive school days and nights. If a student has not achieved eligibility at the end of 15 days and nights, the student will remain ineligible for the remainder of the athletic/extra-curricular season. The grade period for the middle school is comprised of three trimesters.
- If a student received a failing grade in the final trimester at the middle school but attends summer school and those grades, when averaged into the appropriate final grade minus the failure, attains a 1.5 G.P.A., the student will be eligible for fall sports and other extra-curricular activities.
- Ineligible students would be limited to practices only during their period of ineligibility.

### *Grade Checks*

A grade check will be conducted for each sport.

- End of year reports will be used as a basis for Girls Basketball and Cross Country.
- A grade check will be completed at the beginning of

each athletic season for all sports other than Girls Basketball.

### ***Behavioral Requirements***

All students must continue to meet our behavioral expectations in order to participate in athletics. Students failing to meet these expectations may result in a suspension from game(s) until behavioral expectations are met.

### ***School Attendance Requirements***

- To participate in an event (i.e. practice, game, meet or activity), a student must be in school attendance the three class periods prior to the event.
- If a student is absent because of a non-illness reason and has a satisfactory office excuse, the student can participate in an event on the day of absence.
- A student may be deemed ineligible for the remainder of the grading period if absent more than 5 days during the period unless absences are excused by the school administration pursuant to **Board Policy 2430**.

### ***Athletic Training Conduct and Eligibility Rules***

- Abstain from the use, possession, buying, and disbursement of alcohol, anabolic steroids, tobacco, and controlled substances – including look-alike drugs. Please refer to **Board Policy 2431.01**.
- Exemplify good behavior at all times.
- Refrain from theft of school and personal property. Note: Possession of stolen goods with knowledge that they are stolen is considered theft.

### ***Penalties for Violation of Rules***

Penalties for violations could be suspension from practice, suspension from games or even suspension from the team, depending on the violation.

### ***Other Provisions***

- Athletes shall meet reasonable dress expectations on both home and away event days. Example: shirts and ties, dresses, designated team attire, attire determined at the discretion of the coaches/advisors, etc.
- Coaches and Advisors will collaborate with school administration if an issue arises whereby a student may need to be removed from a team. Students can be removed for what administration considers a valid reason.
- During a period of suspension from athletic events a student may still practice with their team.
- If a suspension from athletic events is not completed during one sport season it is carried over to the participant's next sport season.

### ***Sports Programs***

An intramural/interscholastic sports program for all interested students is conducted throughout the school year. Students are welcome to participate in the sport(s) of their choice. Intramural activities do not require a physical.

Physicals are required for those students who participate in interscholastic sports (Junior Parkland Conference). All 6th and 7th grade students need a physical from a qualified doctor, which is good for two years. Eighth grade students not participating in previous years must have a physical.

#### ***7th – 8th Grade Boys***

Fall – Interscholastic Cross Country  
Winter – Junior Parkland Conference Wrestling  
Winter – Junior Southeast Conference Basketball  
Fall/Winter – Interscholastic Cheer/Dance  
Spring – Junior Southeast Conference Track

#### ***7th – 8th Grade Girls***

Fall – Interscholastic Cross Country  
Fall – Junior Southeast Conference Basketball  
Winter – Junior Parkland Conference Wrestling  
Winter – Junior Southeast Conference Volleyball  
Fall/Winter – Interscholastic Cheer/Dance  
Spring – Junior Southeast Conference Track

#### ***6th Grade Boys***

Fall – Interscholastic Cross Country  
Winter – Junior Parkland Conference Wrestling

#### ***6th Grade Girls***

Fall – Interscholastic Cross Country  
Fall/Winter – Interscholastic Cheer/Dance  
Winter – Junior Parkland Conference Wrestling

## **CLUBS & OTHER**

### **EXTRACURRICULAR ACTIVITIES**

Various after-school activities beyond those described here are held each year. Students should pay attention to daily announcements for information regarding all the activities offered at GMS.

Some past groups and clubs have been:

• Art Studio	• Chess Club	• Disc Golf
• ENCORE	• Gamer's Club	• GSA
• Kindness Club	• Ski/Snowboard Club	• Soccer Club
• Whiffle Ball	• Writer's Club	• Yearbook

#### ***Jazz Ensemble***

Jazz Ensemble is open to band students who have one year of experience playing an instrument. Students in Jazz

Ensemble will learn various styles including swing, rock, Latin, and others as well. Jazz Ensemble meets outside of regular school hours, usually before school one day a week. They perform at several concerts and school events throughout the school year.

### ***National Junior Honor Society***

GMS is a member of the National Junior Honor Society. Students are reviewed each semester on their scholarship, character, leadership, service, and citizenship. Any student meeting these standards will be invited to apply for membership and will be evaluated by the faculty council after semester one. An induction ceremony is held in May.

Selection criteria are:

- Students must demonstrate an academic standing beyond proficiency.
- A 90% attendance rate must be on record.
- Involvement in at least one school or community related extra-curricular activity is required.
- Teacher recommendations must be above average in areas of character and citizenship. Student's receiving recommendations of below average or poor from more than one teacher will not qualify.
- Students must not receive any Out-Of-School Suspensions during the school year.
- Community Service meeting the current standard.
- Role model behavior is to be exhibited at all times.

### ***Student Council***

The GMS Student Council consists of a faculty advisor(s), officers, and student representation from all grade levels. Duties for Student Council members include attending monthly meetings, working at GMS dances, and participating in other Student Council sponsored functions, which include charitable community projects. Student Council members must maintain a sufficient academic standing. One "F" will put a student on probation. Reasons for possible dismissal from Student Council are lack of participation, failure to meet Hawk Pride expectations, suspension, or other factors, which are given consideration at the discretion of the Student Council Faculty Advisor. Each spring, elections are held to select officers for the following school year.

## **Other School Information**

### ***Book Bags/Backpacks***

Book bags of any kind are allowed in the classroom. Students are still encouraged to use their lockers when needed.

### ***Calendars and Announcements***

The district calendar and announcements can be found on our district website.

### ***Dances***

The GMS Student Council sponsors school dances throughout the school year as a social interaction experience. Students in good standing, both academic and behavioral, are able to attend. All GMS school rules and regulations must be adhered to at the dances. Students planning to attend must have familial permission. Dances are typically held from 2:41 p.m. to 4:30 p.m. Arrangements for transportation home must be made in advance. Students not attending the dance are not allowed on school grounds. Dances are for GMS students only.

### ***Emergency Contact Information***

Each student must have emergency contact information on file in the school office. The form used includes names of family members, addresses, telephone numbers, email addresses, personal medical information, and an emergency contact person. It is important that the office be informed as soon as possible when any information on your data sheet changes. Your help is appreciated.

### ***Hallway and Gym Lockers***

Each student is assigned a hallway and gym locker for the storage of school supplies, equipment and clothing. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. It is the student's responsibility to see that lockers are kept locked and in order at all times. Students need to provide the school with their combination.

Students are to use only the lockers assigned to them. Do not keep valuables in the lockers. The school is not responsible for items damaged, lost, or stolen. Students may not display any items in the lockers that are inappropriate or in violation of established school rules. Students may not display any items on the outside of their lockers. Items hung on the inside of the locker should **only** be hung using magnets. Tape, glue or any other adhesives are prohibited.

Please refer to **Board Policy 5771** for questions regarding the possibility of a locker search.

### ***Student Names on the Internet***

Occasionally student writings and artwork will be featured on each school's Internet site. If families would prefer their student's work or name not be used, please notify the school.

### ***Supplies***

General supplies are not provided at GMS. However, certain materials for specific classes are available through the instructor. A list of supplies for each grade level is posted on the school website.



# Greenfield High School

4800 S. 60<sup>th</sup> St., Greenfield, WI 53220

To view the 2024-2025 GHS Student Handbook, click [HERE](#).

## **District Office Contacts**

### **Lisa Elliott, Superintendent**

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- 414-855-2033

### **Joanie Niemiec, Director of Finance**

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### **Dave Williams, Director of Human Resources**

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### **Patrice Ball, Director of Secondary Education**

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### **Monica Garcia, Director of Student Services**

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### **Rebecca Stoltz, Director of Special Education**

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### **Nina Rouse, Director of Activities and Athletics**

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### **Gage Johnson, Facilities & Operations Manager**

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- 414-855-2597

### **Tyler Rankins, Facilities Maintenance Manager**

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- 414-855-2589

### **Brittany Heaney, Director of Food Service**

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### **Mark Doornek, District Nurse**

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## **School Board Member Contacts**

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### **Pam Sierzchulski, Member**

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## **Volunteer Background Check:**

[https://www.greenfield.k12.wi.us/families/Volunteer\\_Background\\_Check\\_24-25.pdf](https://www.greenfield.k12.wi.us/families/Volunteer_Background_Check_24-25.pdf)