

2020-2021

STUDENT HANDBOOK

School District of Greenfield

Learning ▪ Growing ▪ Succeeding

2020-2021 Parent /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 2020-2021 Parent/Student Handbook is posted on the Greenfield School District website, www.greenfield.k12.wi.us. It is important that all parents 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 pupils on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, learning disability or handicap 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 Administrative Rule 411. If further action is necessary, please contact Mark Kapocius, Director of Human Resources and General Counsel at 414-855-2041.

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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 21st 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 2020 - 2021 LEARNING CALENDAR

August 2020					
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	Aug. 12-13 New Teacher Orientation
17	18	19	20	21	
24	25	26	27	28	Aug. 24-27 Professional Learning/Collaboration Time
31					Aug. 21, 28 or 31 Teacher Selected Work Day

September 2020					
M	T	W	T	F	
	1	2	3	4	Sept. 1 First Day of School - All Students
7	8	9	10	11	Sept. 7 Labor Day-No school
14	15	16	17	18	
21	22	23	24	25	Sept. 25 Professional Learning-No School
28	29	30			

October 2020					
M	T	W	T	F	
			1	2	Oct. 14 Evidence Review Day-No School
5	6	7	8	9	Oct. 15 Conferences (Grs. K-12)-Evening Only
12	13	14	15	16	Oct. 21 Conferences (Grs. K-12)-Early Release
19	20	21	22	23	Oct. 22 Professional Learning-No School
26	27	28	29	30	Oct. 23 No School

November 2020					
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	Nov. 25 Professional Learning-No School
30					Nov. 26-27 Thanksgiving Break-No School

December 2020					
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	Dec. 23-Jan. 1 Winter Break-No School
28	29	30	31		

January 2021					
M	T	W	T	F	
				1	Jan. 1 Winter Break-No School
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	Jan. 18 No School
25	26	27	28	29	

February 2021					
M	T	W	T	F	
1	2	3	4	5	Feb. 1 Semester begins-GHS/GMS
8	9	10	11	12	Feb. 12 Mid-Winter Break-No School
15	16	17	18	19	Feb. 15 Professional Learning-No School
22	23	24	25	26	

March 2021					
M	T	W	T	F	
1	2	3	4	5	Mar. 4 Conferences (Grs. K-8)-Early Release
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			Mar. 29-Apr. 5 Spring Break-No School

April 2021					
M	T	W	T	F	
			1	2	Apr. 1-5 Spring Break-No School
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

May 2021					
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	May 28 Professional Learning-No School
31					May 31 Memorial Day-No School

June 2021					
M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	June 10 Last Day for Students-Early Release
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

July 2021					
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

Blue shading indicates students do not attend

Green shading indicates professional development

Registration

Instructional Fees 2020-2021 School Fees

Elementary Level (K4-5)	Fees
Early Childhood	\$30.00
K4-5 Student Fee	\$50.00
Club/Activity Fee	\$10.00

Middle School (6-8)	Fees
6-8 Student Fee	\$60.00
Instrument rental, including percussion	\$40.00
Club/Activity Fee	\$15.00
Athletic Fee	\$25.00

High School (9-12)	Fees
9-12 Student Fee	\$75.00
Instrument rental, including percussion	\$40.00
Club/Activity Fee*	\$35.00
Athletic Fee*	\$55.00
Lock Fee	\$5.00
Parking fee	\$100.00

***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.

Infinite Campus Parent Portal

Parents will complete online registration annually for students through the Infinite Campus Parent Portal. Registration for the 2020-2021 school year begins in August. Parents 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 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? Email mpedersen@greenfield.k12.wi.us or call 414-855-2032 to reset password.



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 against pupils on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in **Wis. Stats. 111.32**), 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 characteristic protected by law in its employment practices. 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:

- **Mark Kapocius**, *Director of Human Resources and General Counsel*
mkapocius@greenfield.k12.wi.us
(414) 855-2021
- **Monica Warnke**, *Pupil Services Director and Civil Rights Compliance Officer*
mwarnke@greenfield.k12.wi.us
(414) 855-2044

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. Refer to **Board Policy 5517.01** for more details.

Per Wis. Stats. 118.46 (2), 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, 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 Policy 8462 1662, 3362 and 4362.** Violators will be subject to disciplinary action, up to and including expulsion.

Accommodation of Sincerely Held Religious Beliefs

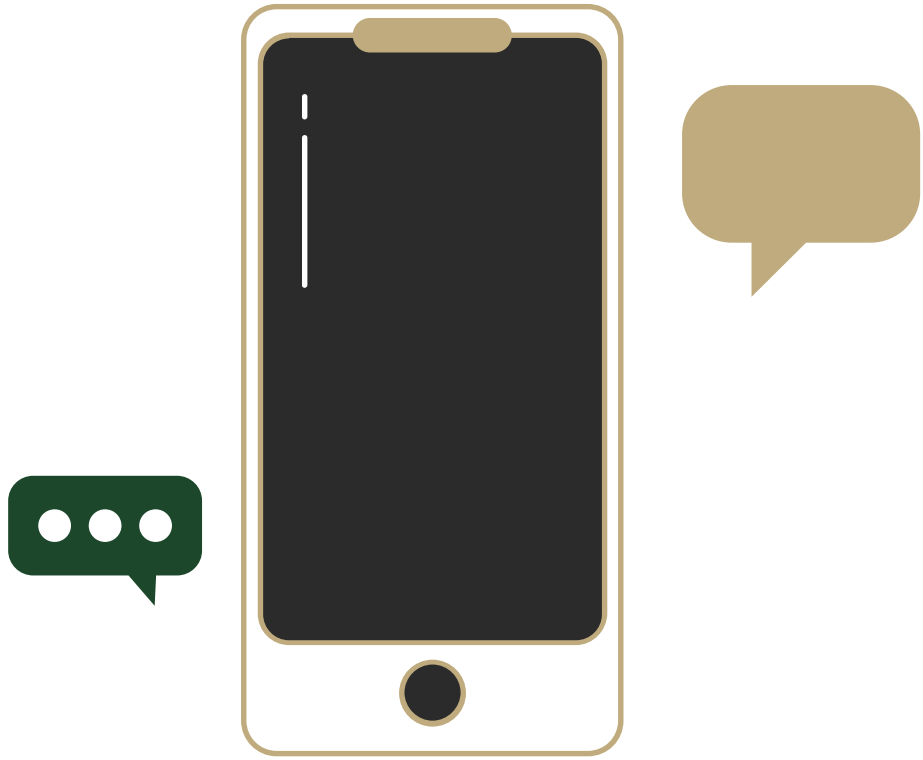
The school will honor a written request for a student to be excused from particular classes if class content or activities conflicts with the student’s religious belief or value system. For details regarding the complaint process, including the right to appeal,. Please refer to the **Policies 2240, 2260,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

Surveys, FERPA, and Parental 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 his/her 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 websites 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 **Policy 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. Refer to **Board Policies 5136, 5136.01, 9151 and Wis. Stats. 118.258 and 118.258 (2)** 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 and 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 Policy 5771 and Wis. Stats. 118.325.**

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 his/her acts or omissions in respect to the suicide or attempted suicide. Confidentiality will be maintained. Refer to **Board Policy 5350 and Wis. Stats. 115.365 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 Wis. Stats. 19.356.**

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 Wis. Stat.118.15(1)(d).**



Curriculum, Assessment and Instruction

Parents 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, Wis. Stats. 115.96(2) and Section 1112(e)(3)(A) of ESSA** for more details.

Pupil 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, address, phone number, date and place of birth, participation in officially recognized activities or sports, weight and height (if a member of an athletic team), dates of attendance, photograph or video. In addition, federal law requires that secondary students' names, addresses 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, Wis. Stats. 118.125 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.

Any student enrolled full-time in a public school in the District may apply to take a course(s) in another educational institution under the Early College Credit Program (in accordance with state law). A student may attend no more than two courses in any semester in another educational institution under this program.

Refer to Policy 2271 and Wis. Stats. 118.55(8) 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 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. 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: Instruction of Human Growth and development is required by Wis. Stats. 118.019 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.

As a parent or 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, Wis. Stats. 118.019 (2) and 118.019(3)** 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 nonprescription 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.

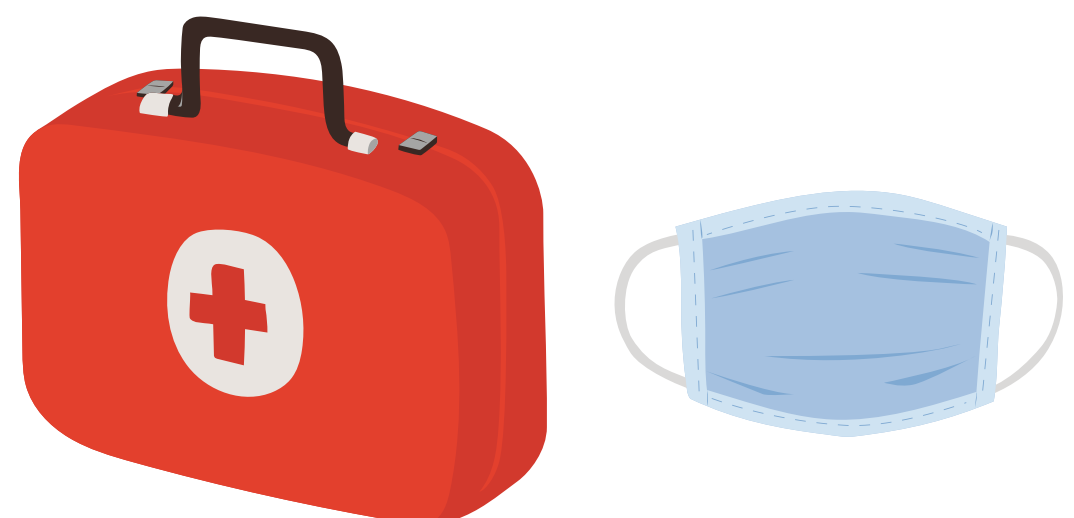
LABELING: All medications must have the following information clearly printed on the original container:

- 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 Policy 5330.**



School Nutrition

Greenfield Food and Nutrition Program

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 meal application must be completed each school year. The application and instructions can be found on the District website and at each school. 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 parent or 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. Refer to **Board Policies 8500 and 8531** for more information. And for additional questions and assistance, please contact:

- Jean Krause, *Director of Food Service*
jkrause@greenfield.k12.wi.us
(414) 281-3358
- Linda Schneider, *Food Service Secretary*
lschneider@greenfield.k12.wi.us
(414) 281-3357

	Elementary	Middle	High
Lunch	\$2.45	\$2.70	\$2.80
Breakfast	\$1.30	\$1.35	\$1.35

*REDUCED eligible students will receive FREE breakfast and FREE lunch through a Pilot Program for the 2020-2021 school year

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 Scott Miller, Director of Buildings and Grounds at 414-855-2025. For additional information see **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. 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.
- All items such as books, book-bags, athletic equipment, musical instruments, etc., must be kept out of the bus aisles.
- The emergency door is used for emergencies only. Students are not to touch emergency and safety equipment on the bus.
- Smoking is 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/families 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 exception 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 parent/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. **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 **Policy 5200 and Wis. Stats. 118.16**.



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. **Refer to Board Policy 5223.**
- Doctor or dental appointments (We encourage parents to make such appointments, whenever possible, when school is not in session. Verification 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).



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. **Refer to Board Policy 5200.**

Non-Resident Students and Habitual Truancy

As per Wis. Stats. 118.51, 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. **Refer to Board Policy 5200.**

Pre-Arranged Absence

Families should carefully evaluate the desirability of removing students from school for vacation. As per **Wis. Stats.118.15**, 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. **Refer to Board Policy 5223.**

Behavior Degrading to Human Dignity Prohibited

It is the policy of the School District of Greenfield, Wisconsin 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. **Refer to Board Policies 3362.02, 4362.02 and 5516.**

Controversial Issues

Policy 2240 states how the 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 conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her 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 . **Refer to 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;
- 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. 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. **Refer to Board Policy 1422, 2260, 2260.01, 3122, 4122, and 5517.**

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. **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 his/her 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. **Refer to Policy 5512.**

Alcohol and Drugs

No student may consume, be under the influence of, deliver, sell or have in his/her 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 his/her possession, any item defined by Wisconsin law as drug paraphernalia. This prohibition applies to the same locations as described in the paragraph above. **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, firearms (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, 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. **Refer to 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. **Refer to 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. **Refer to 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. **Refer to 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. **Refer to Board Policy 5511 for more information.**



Meningococcal Disease Information

In accordance with the **Wis. Stats. 118.07(3)**, 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 meningococemia (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 meningitides, 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 irritation 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). **Refer to Board Policy 5320.**

Resources

Wisconsin Department of Health and Family Service communicable disease fact sheet:
www.dhfs.state.wi.us/communicable/factsheets/meningoccal.htm

American Academy of Family Physicians: www.aafp.org

American Academy of Pediatrics: www.aap.org

Centers for Disease Control and Prevention: www.cdc.gov

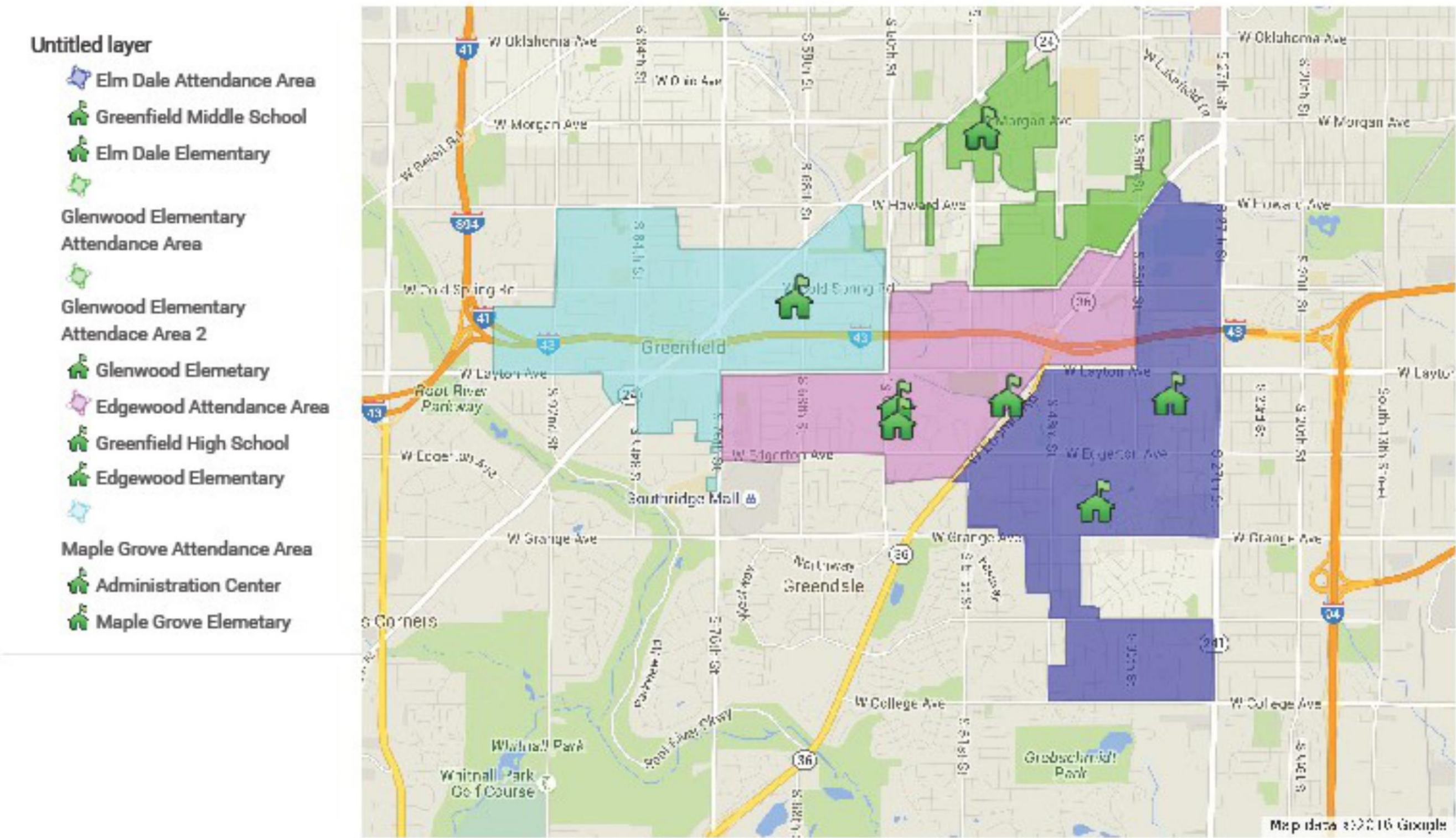
Meningitis Foundation of America: www.musa.org

National Foundation for Infectious Diseases: www.nfid.org

National Meningitis Association: www.nmaus.org



School District of Greenfield



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><u>Edgewood Elementary School</u> 4711 S. 47th St. Greenfield, WI 53220 Phone: (414) 281-5750 Fax: (414) 281-3909</p> <p>Principal: Meg Boyd mboyd@greenfield.k12.wi.us</p>	<p><u>Elm Dale Elementary School</u> 5300 S. Honey Creek Dr. Greenfield, WI 53221 Phone: (414) 281-7100 Fax: (414) 281-2580</p> <p>Principal: Christi Brzycki cbrzycki@greenfield.k12.wi.us</p>
<p><u>Glenwood Elementary School</u> 3550 S. 51st St. Greenfield, WI 53220 Phone: (414) 545-2280 Fax: (414) 545-5626</p> <p>Principal: Steve Newcomer snewcomer@greenfield.k12.wi.us</p>	<p><u>Maple Grove Elementary School</u> 6921 W. Cold Spring Rd. Greenfield, WI 53220 Phone: (414) 541-0600 Fax: (414) 541-8070</p> <p>Principal: Ken McCormick kmccormick@greenfield.k12.wi.us</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

Fax: 414-282-1017

Attendance: 414-281-3481

[Website](#)

Brad Iding, *Principal*
biding@greenfield.k12.wi.us

DaLynn Brookshire-Cain, *Assistant Principal*
dbrookshire-cain@greenfield.k12.wi.us

Rebecca Stoltz, *Assistant Principal*
rstoltz@greenfield.k12.wi.us

Donna Spahn, *Secretary*
dspahn@greenfield.k12.wi.us

Principal's Message:

On behalf of the school's learning community, I would like to welcome you to Greenfield Middle School! GMS is committed to building strong, lasting relationships with students, parents, and our community on the path to providing a learning experience that prepares students for the opportunities of the 21st century. We believe kids learn best in a safe and nurturing environment and we teach all students to show Hawk Pride by being ready, responsible, and respectful.

This handbook contains our school expectations, rules and procedures. Additional information will be discovered as students embark upon their journey during the 2020-21 school year. School Board Policy information is also included to provide guidance to the policies and procedures for the district. We look forward to partnering with you!



A handwritten signature in grey ink, reading "Brad Iding".

Brad Iding
Principal

Welcome to Greenfield Middle School 2020-2021

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.

At the beginning of the school year every student at Greenfield Middle School (GMS) is given an Assignment Notebook (also known as an Agenda Book) to stay informed and organized. You are expected to carry this assignment notebook and take notes that describe the subject matter covered in each class period. Students find that they are better prepared for their classes when they keep the assignment notebook accurate and updated. Parents will know more about homework being assigned if they regularly check the assignment notebook. In combination with Infinite Campus and our school's website, you have the tools needed to stay organized and informed.

This handbook contains our school expectations, rules and procedures. School Board Policy information is also included. Parents and students should periodically refer to this section so student expectations are understood and maintained. A internet link for our school board policies can be found [HERE](#)

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 6th, Blue and Yellow in 7th, and Green and Gold in 8th.

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 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 15 Modeling (7), and Reading/World Language (7 & 8)

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 (7 & 8), Health (7 & 8), and Physical Education occur every other day during the school year.

Hawk Time- This will be a daily 26 minute period that students will have the opportunity to engage in character lessons, receive learning support as well as opportunities to extend their learning when appropriate.

Cases Not Covered by Specific Rules

It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take action as necessary and are not forbidden by law to ensure an orderly educational atmosphere within the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety and welfare of students either individually or collectively regardless of the existence or non-existence of a rule covering the offense. School rules and policies apply to all students enrolled regardless of age.

Copies of School Board Policies are available on-line and in the Middle School Main Office. Any new School Board Policies that affect students will be posted on-line.

The policies in this handbook are subject to change.

Academic Information

Grading

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

Honor Roll

Outstanding academic achievement should never go unnoticed. Throughout the school year the GMS Honor Roll is posted so students can be recognized for their academic achievement.

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, parents and student. Teaching strategies and techniques are discussed to address the needs of the student.

Parent Conferences

Autumn Parent/Teacher conferences are scheduled for October 15 and 21 at GMS. Spring Conferences are set for March 4, 2021.

In addition to the regularly scheduled conferences, parents 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

Parents/guardians may monitor their child’s academic progress by logging into our Infinite Campus Parent Portal. Parent Portal Usernames and Passwords can be obtained during registration. If the password is forgotten or lost, parents/guardians can obtain this information from the GMS Office by showing legal identification.

Progress reports are also sent home with students at the mid-point of each trimester. 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 trimester 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.

Tardies

Students are expected to arrive at school and to all classes on time. If a student arrives to school tardy on five occasions in a trimester, 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 teacher parking lot.
- Students are to remain in their designated grade level area after unloading from the bus. 6th Grade – East end of building; 7th Grade – South Entrance next to teacher parking lot; 8th Grade – North Entrance past Main Lobby Entrance.
- Students will be directed to enter the building at 7:15 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 five (5) 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 parent/guardian 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, Skateboards, and Scooters

Many students at GMS are bused to school. However, some students 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 may enter the building at the southeast entrance and purchase a bag breakfast at the cost of \$1.35 (subject to change). The reduced cost is free. Students may use their lunch account number or pay cash. If a student rides a bus that arrives to school 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 \$2.70 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 at online [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 entrées after they have eaten their meal.
- All food is to be eaten while seated at a table.
- No 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 wastebaskets.
- 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 parents. 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 parents/guardians, 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 (Parent/guardian 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, parents 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. **Refer to Board Policies 7540.02 and 7540.03.**

GMS Online Subscription Databases

Several resources are available to middle school students. To access these databases go to the [district website](#) and select Middle School. Then choose Media Center from the menu on the left. Next select Learning links and Electronic Resources. Passwords are required when accessing 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.

A student whose choices do not meet expectations may be issued an Extended Learning Opportunity (ELO) slip. When a student has been reminded of the behavioral expectation and the teacher has exhausted all efforts to correct the behavior, the teacher will then complete the ELO slip. If the student does not adjust their behavior(s) to meet expectations, the teacher submits the slip and the student will need to attend an after-school ELO session to refocus on the expectations of the classroom and school.

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:

- Service time to the school through an ELO
- Counseling/Re-teaching/Reflections with school staff
- Participation in Restorative practices
- In-school suspension
- Out-of-school suspension

Disciplinary Actions

ELO

An after-school session focused on re-teaching the schools expectations, setting personal goals, and/or providing community service to the school. Students remain at school for an additional 45-60 minutes in a designated room with school staff. Students will need to make arrangements in advance for transportation home.

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 to 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 [S.120.13(1)(B)]. Severe or repeated misconduct will result in more severe consequences. Students failing to serve assigned consequences can receive a more severe consequence. Parental/guardian 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 Common 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. **Refer to Board Policy 2430.**

Scholastic Requirements

- Must have completed all work below 7th grade (For 6th graders, all work below 5th grade)
- Must attain a grade point average of 1.5 on a 4.0 scale during a grading period and have no failing grades.

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, he/she 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.

Scholastic requirements may be waived for EEN students and students participating in the district's at-risk program upon recommendation of the student's counselor, at-risk coordinator, or assistant principal, and with the approval of the building principal.



Grade Checks

A grade check will be conducted for each sport

- End of year reports will be used as a basis for Girl's Basketball and Cross Country.
- A grade check will be completed at the beginning of each athletic season for all sports other than Girl's 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, he/she 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. **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 his/her 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 his/her 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
- Spring – Junior Southeast Conference Track
- Spring – Intramural Softball

7TH – 8TH GRADE GIRLS

- Fall – Interscholastic Cross Country
- Fall – Junior Southeast Conference Basketball
- Winter – Junior Southeast Conference Volleyball
- Fall/Winter – Interscholastic Cheer/Dance
- Spring – Junior Southeast Conference Track
- Spring – Intramural Softball

6TH GRADE BOYS

- Fall – Interscholastic Cross Country
- Winter – Junior Parkland Conference Wrestling
- Spring – Intramural Softball/Soccer

6TH GRADE GIRLS

- Fall – Interscholastic Cross Country
- Fall/Winter – Interscholastic Cheer/Dance
- Spring – Intramural Softball/Soccer

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	• Ski/Snowboard Club
• Forensics	• GSA	• Writer’s Club
• Disc Golf	• Kindness Club	• Yearbook
• Soccer Club	• Gamer’s Club	• Yoga Club

Forensics

Participants choose from 16 categories of public speaking and prepare a selection to read or recite for competition. Categories include news broadcasting, acting, poetry, and persuasion to name a few. Students learn to communicate with confidence, poise, and effective delivery. Applications to the team are taken in November, and rehearsals begin in December. Competitions are held from January through March.

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 trimester two. An induction ceremony is held in May.

Selection criteria are:

- Students must maintain a 3.50 cumulative grade point average
- 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
- The student must receive a favorable faculty council review of statistics. Review is based on teacher recommendations, GPA, attendance, as well as the application of the student
- 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 2.00 grade point average in all classes. 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.





General Information

Assignment Notebooks

All students will receive an Assignment Notebook at the start of their school year. It is expected that every student use and keep in possession the assignment notebook on a daily basis to record assignments. Replacement assignment notebooks can be purchased for an additional \$5.00 in the main office.

Book Bags/ Backpacks

Book bags of any kind are not allowed in the classroom. Book bags may be used to bring your belongings to and from school, but students must be prepared to carry any textbooks and supplies needed without the use of one.

Calendars and Announcements

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

Dances

The GMS Student Council sponsors dances throughout the 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 parental permission. Dances are typically held from 2:41 p.m. to 4:45 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 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. 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. School issued combination locks will be available for sale to students for \$6.00. Only school locks will be permitted. Students will be assessed a \$6.00 fee to replace lost hallway or gym locks.

Students are to use only the lockers and locks assigned to them. Do not keep valuables in the lockers. The school is not responsible for items damaged, lost, or stolen. Keep your combinations confidential. 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 is 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 any parent or guardian 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 mailed out in August.

Textbooks and Misplaced School Property

Textbooks are assigned free of charge. Many other school materials are also assigned free of charge. It is the student's responsibility to take good care of all school issued property. Students will be charged for any misplaced or damaged school property (i.e. textbooks, goggles, locks, uniforms, etc.)

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 West entrance (main entrance).

High School



4800 S 60th St, Greenfield, WI 53220

School Hours :

Office:

6:30 a.m.–3:00 p.m.

Student Hours:

7:30 a.m.–2:41 p.m.

Contacts:

Phone: 414-281-6200

Fax: 414-281-8860

Attendance: 414-855-2420

Student Services: 414-855-2430

[Website](#)

[Facebook](#)

[Twitter](#)

Todd Willems, *Principal*

twillems@greenfield.k12.wi.us

Teri Kovars, *Assistant Principal*

tkovars@greenfield.k12.wi.us

Lynn Misirian, *Assistant Principal*

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Dave Williams, *Assistant Principal*

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Trent Lower, *Activities and Athletic Director*

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Karen Schilz, *Secretary*

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Michelle Wauer, *Counselor (A-He)*

mwauer@greenfield.k12.wi.us

James Barke, *Counselor (He-Pe)*

jbarke@greenfield.k12.wi.us

Mila Acosta, *Counselor (Pf-Z)*

macosta@greenfield.k12.wi.us

Lynn Cain, *Student Services Secretary and Registrar*

lcain@greenfield.k12.wi.us

Principal's Message:

It is my pleasure to welcome you to Greenfield High School, home of the Hustlin' Hawks. No matter what our school year may look like, I am energized and deeply committed to making a positive difference in the lives of our students in support of our community. At GHS we are committed to building powerful, positive relationships with our students and using these relationships as the vehicle for high-quality, rigorous academic instruction. We hold all members of our learning community to the highest expectations and provide the support and care needed to help all students find success in all they do.

It is our focus that all graduates of GHS are college, career, and community ready. We use an innovative approach to building student readiness, mixing academic standards alongside our G21 impact areas to create a classroom learning environment that equally values scholarly learning and developing the skills and dispositions vital to success in leadership and life.

A GHS Hustlin' Hawk will have opportunities to learn and grow both inside and outside of the classroom. We support an academic program that includes well over 125 different academic courses and countless opportunities in athletics, clubs, theater, music, dance and so, so much more. Our teachers and staff are committed to helping each student find pathways that match and grow our students unique and diverse interests.

Greenfield High School is a learning community that will provide each student with exactly what they need to find success. Please reach out if you have questions, concerns, ideas, or supports to share. We are committed to transforming our students to fully prepare them for whatever they may see as the next step in their lives. We are excited to partner with our families and our community to do this.

Sincerely,

Todd Willems
Principal

Bell Schedules

Virtual Learning

Greenfield High School

2020/21 Virtual Learning PLUS Daily Schedule

Monday / Thursday

Tuesday / Friday

7:30 – 8:50am	1 st Hour	5 th Hour
9:00 – 9:30am	Advisory	Advisory
9:40 – 11:00am	2 nd Hour	6 th Hour
11:00 – 11:40am	LUNCH	LUNCH
11:40 – 1:00pm	3 rd Hour	7 th Hour
1:10 – 2:30pm	4 th Hour	Targeted Student Support
Wednesday		
7:30 – 9:30am	Teacher Collaboration	
9:30 – 2:30pm	In-Person Learning Opportunities Targeted Student Support	



In-Person Instruction

GHS COVID Adjusted Schedule

Hour 1: 7:30 - 8:19 AM

Hour 2: 8:23 - 9:12 AM

Hour 3: 9:16 - 10:05 AM

4A Lunch: 10:09 - 10:37 AM	4A Advisory: 10:09 - 10:37 AM		4A Class: 10:09 - 10:58 AM
4B Lunch: 10:41 - 11:30 AM	4B Advisory: 10:41 - 11:30 AM		4B Class: 11:02 -11:30 AM
5A Class: 11:34 AM - 12:23 PM	5A Lunch: 11:34 AM -12:02 PM	5A Class: 11:34 AM - 12:23 PM	5A Class: 11:34 AM - 12:23 PM
5B Advisory: 12:27 PM - 12:55 PM	5B Class: 12:06 PM - 12:55 PM	5B Lunch: 12:27 PM - 12:55 PM	5B Advisory: 12:27 PM - 12:55 PM
Hour 6: 12:59 - 1:48 PM			
Hour 7: 1:52 - 2:41 PM			



Visitors

We have a “No Visitors Policy.” Former graduates or students from other schools who are visiting to decide if they want to attend GHS must obtain prior permission from the principal. **See Policy 9150** for details.

Hats/Hooded Clothing

Hats/Hoods are not allowed to be worn during the school day within the building. The only exceptions are school sponsored activity.

Advisory

The purpose of Greenfield High School’s Advisory is to ensure that every student has a meaningful and positive relationship with a teacher advocate in the school and to provide students with activities and experiences to grow personal/social, academic, and future planning skills. Advisories also help to ensure overall student engagement in learning so that students don’t fall through the cracks

Link Crew

Similar to homeroom, link crew is aimed at helping students connect to the school environment, in this case, specifically freshmen. Link Leaders are chosen from upperclassmen who apply to be in the program and these leaders are then trained to help the freshmen adjust and flourish in their new high school environment. Link Crews meet every week in the fall and gradually reduce the number of meetings as freshmen become more acclimated to the school. Link Crew is a great venue to build the leadership skills of our upperclassmen and welcome our new freshmen into the building. Attendance at Link Crew meetings is mandatory for all freshmen. Meetings that are missed will need to be made up during pre-approved times.

Student Privileges

As stated earlier, we prefer to motivate through reward rather than consequence. There are many different rewards or “freedoms” that students can earn based on their grade level, academics, attendance and behavior. Some examples of privileges include but are not limited to: Study Hall privileges, parking pass, open campus for lunch, late arrival, etc.

- **Freshman:** Study Hall Privileges.
- **Sophomores:** Study Hall Privileges.
- **Juniors:** Study Hall Privileges, opportunity to serve as a Link Crew Leader, and a parking pass, 2nd semester late start time, early dismissal, and open campus for lunch or 5th hour.
- **Seniors:** Study Hall Privileges, opportunity to serve as a Link Crew Leader, parking pass, late start time, early dismissal, and open campus for lunch or 5th hour.

Parking Regulations and Fee

- All students who wish to park in the student parking lot must purchase a parking permit. Permits will be issued on a first come, first served basis, as only a limited number of student parking spots exist. Students also have the option of purchasing a permit for only one semester at a reduced cost. Permit applications are available in the high school main office.
- Proof of insurance is required along with the completed application.
- Student vehicles in the student lot without parking permits displayed properly will be ticketed by the Greenfield Police.
- All students with permits must park in the designated student lot only. Students parking in the staff or visitor section of the parking lot may be ticketed or have their parking permit revoked. Daily supervision of the parking lot is provided.
- The speed limit in all parking areas is 10 miles per hour
- Driving to school is a privilege, not a right. Students who do not comply with school rules may have their parking privileges revoked.
- There is no refund of parking permit fees.
- Permits are not transferable to other students.

Identification Cards

All students must have obtained student ID cards during the registration week, or during designated make-up days during the school year. The ID cards will be used for admission to student events, checking out books from the Media Center, school bus ridership, and to identify students eligible to leave school. Replacement ID cards may be obtained in the Main Office. A fee of \$2.00 will be assessed for a duplicate card.

Work Permits

Work permits are issued in the main office to students living within the Greenfield School District. The student must be present to sign the completed work permit. Work permits can be refused or recalled for issues of student truancy. The following information must be in by 10:00 a.m. and the permit may be picked up at the end of the school day, no later than 3:00 p.m.:

- A letter from the employer with the employer's complete name, address and telephone number (and the nature of the business) along with a statement telling what the student was hired to do.
- Written permission from the parent/guardian.
- A Birth Certificate or Driver's License.
- Social Security card.
- \$10.00 fee

Lockers

The student's hall locker and a lock will be assigned during registration week. All 9th grade students and other new students will be assessed a one-time \$5.00 lock fee. A \$10.00 replacement fee will be assessed for lost or damaged locks. Under no circumstances should you give your combination to anyone. Every effort will be made to guard against losses, but it must be understood that the school will NOT be liable for any loss you incur. The school administration and the Police Liaison Officer reserve the right to inspect the contents of the locker and may remove anything posing a danger to persons in the school.

Pass System

Each student MUST have a valid pass and authorization from a teacher or staff member when outside the classroom or other supervised location during class time after the bell has rung. Each student is expected to cooperate with staff and follow the established procedure. Failure to follow guidelines may result in a unexcused absence or disciplinary action. In order not to be marked absent, each student must report to his regularly scheduled teacher for that hour and check out with him/her. Passes for the Student Services Center will be issued before school, in between classes or after school.

After School Procedures

In an effort to provide for a safe and secure school environment after our school day is complete, we ask that our students please vacate the building immediately upon dismissal, unless they are working on academics with a staff member, involved in an athletic activity, or participating in other sponsored events. We ask that parents please assist us in the after school securing of our building by arranging to pick up your students by the main entrance at the end of their school day. Students who are not in a supervised after-school club, sport or activity must leave the building no later than 3:10 pm.

Dance Guests

Any individual who will be attending a Greenfield High School dance/function as a guest of one of our students may be required to undergo a background check by Greenfield Police and/or GHS administration. Guest attendance may be denied for violations related to alcohol, drugs, disorderly conduct, violations of a sexual nature, or other school or police related violations that run contrary to our school policies, rules, or Mission/Vision statement. Guest denials may be appealed to GHS administration. The principal's decision is final.



Student Services Center

School Counseling Services

School counseling services include: individual and group counseling about personal, educational or career goals and problems, testing and test interpretation, record keeping (cumulative folders and permanent records), financial aid information, academic programming and scheduling, career, college and technical school conferences, reporting academic progress, sending transcripts and recommendations to technical schools, colleges, employers and branches of service and follow-up studies.

Student use of the Student Services Center

Every student is encouraged to use the Student Services Center.

School Counselor Communication

The School Counseling Department uses the "Student Services Newsletter" (published monthly) to provide important information concerning tests and testing dates, notices of representatives who will be visiting the high school from colleges and industry, financial aid and scholarship information, local job opportunities, open house announcements and announcements of a general nature. This information is posted on the Greenfield High School website in the Student Services section and is emailed to all GHS students and families.

Cumulative Folders

A cumulative folder for each student is kept in the student services office. The folder contains grades, testing results, attendance records, mid-term reports, discipline records and other information that is felt to be important in knowing a student. The record of educational progress throughout the student's high school years is retained at the school while he/she is a full-time student, and five years after the student graduates, unless a written request to retain longer is on file. **See Board Policy 8330** for further details.

GRADE	CALENDAR	ACTIVITIES	TESTS	EXPLANATION
9 th	Fall	Freshman Conferences		Orientation to services offered by counselors and post-high school planning. Introduce Education Plan.
	February	Course Selection		Orientation to the curriculum and course selection for next school year.
	Spring	Freshman Career Classroom		Counselors work with students in the classroom to research/plan post-high school.
			Aspire	Online academic testing linked to ACT and college readiness standards.
	May		<u>AP Testing</u>	College Board exams are offered in May.
10 th	Fall	Wisconsin Education Fair		100 Post-High School Representatives. Parents and students invited.
	February	Course Selection		Orientation to the curriculum and course selection for next school year.
	Spring	Sophomore Career Classroom		Counselors work with sophomore students in classrooms to research/plan post-high school.
			Aspire	Online academic testing linked to ACT and college readiness standards.
	May		<u>AP Testing</u>	College Board exams are offered in May.
11 th	October	Wisconsin Education Fair		100 Post-High School representatives. Parents and students invited.
			PSAT/NMSQT October 14, 2020	PSAT predicts SAT score. May qualify for National Merit competition.
	Fall / Winter	Individual Junior Meeting		Review of records, discuss Post-High School plans and select courses. Update Education Plan. Parent are encouraged to attend.
	December		ASVAB December 10, 2020	Armed Services Vocational Aptitude Battery. Optional career planning and exploration. Military entrance screener.
	February	Course Selection		Orientation to the curriculum and course selection for next school year.
	Winter / Spring		<u>ACT</u> December 12, 2020 February 6, 2021 April 17, 2021 June 12, 2021 July 17, 2021	College admissions test accepted by ALL Wisconsin colleges and universities. Offered 5 times a year. GHS is a test site in April. Online application (www.actstudent.org)
			<u>SAT</u> December 5, 2020 March 13, 2021 May 8, 2021 June 5, 2021	College admissions test for very competitive colleges. Online application (www.collegeboard.org)
	March	ACT	March 23, 2021	Statewide Mandatory ACT at GHS
	May		<u>AP Testing</u>	College Board exams are offered in May.
12 th	September	Wisconsin Education Fair		100 Post-High School Representatives. Parents and students invited.
		Senior Student / Parent Presentation (TBD)		College application process, transcripts, scholarships, etc.
		September (TBD)		
		Financial Aid Meeting September 24, 2019		Parents are invited to attend. Federal forms available and procedures explained.
	Fall		<u>ACT</u> October 10, 2020 October 17, 2020 October 24, 2020 October 25, 2020	College admissions test accepted by ALL Wisconsin colleges and universities. Offered 5 times a year. GHS is a test site in April. Online application (www.actstudent.org)
	Winter / Spring	National College Fair and /or National Performing Arts Fair (TBD)	<u>ACT</u> December 12, 2020 February 6, 2021	200 Post High School Representatives. Both held in downtown Milwaukee.
		Scholarship Breakfast (TBD)	<u>SAT</u> October 3, 2020 November 7, 2020 December 5, 2020	Parents and students are invited to recognize students who have received scholarships and rewards.
	May 3-14, 2021		<u>AP Testing</u>	College Board exams are offered in May.

Graduation Requirements

It is the policy of the School District of Greenfield that the following are the requirements for graduation from Greenfield High School:

Credit Requirements

Twenty-three (23) credits are required for graduation. Students need to read their Registration Handbook for a complete list of these credits. Credits for high school courses earned while in middle school are recorded on transcripts, but are not counted as part of the 23 credits needed for graduation. Transfer credits from schools will always be examined to determine if courses are compatible with courses offered at GHS. Courses in religion from private schools will not be accepted for credit at GHS. Courses completed while home schooled will require a curriculum as proof of materials covered so that credit can be awarded. If a senior does not achieve the 23 credits required, he/she will not be allowed to participate in the graduation ceremony.

Other reasons that he/she may not be allowed to participate in the graduation ceremony may include:

- **Disciplinary Reasons** - Violation of school rules and/or behaviors disruptive of the school environment.
- **Non-Payment of fees/obligations** - Failure to pay school fees and/or be cleared of any school obligations.
- **Non-Attendance at graduation practice**

Grading Procedures

Grade	Standard Scale	AP Scale
A	4.00	5.00
A-	3.67	4.67
B+	3.33	4.33
B	3.00	4.00
B-	2.67	3.67
C+	2.33	3.33
C	2.00	3.00
C-	1.67	2.67
D+	1.33	2.33
D	1.00	2.00
D-	.67	1.67
F	.0	.0

- Advanced Placement classes are defined as those endorsed by the College Board.
- The semester grade point average (GPA) is the arithmetic average of all the grade points, including Honors and Advanced Placement grade points, which are earned for each class in a given semester.
- The cumulative GPA is the average of all the grade points earned for each class ever taken at GHS. The cumulative GPA is calculated at the end of each semester using only semester grades.

What to do if you have a problem with a grade:

Every effort shall be made by our school staff to give you an opportunity to voice your concern

- Make an appointment to talk to your teacher at a time that is convenient for both of you. You may want to ask a parent to also attend this meeting. You should prepare for the meeting by organizing your thoughts and gathering any relevant documentation such as test grades, homework assignments and major projects.
- If needed, you, your parent, or both should make an appointment to talk with your counselor. Your counselor will listen and offer comments. You should also prepare for this meeting and bring appropriate documentations.
- If after talking with your counselor you still have concerns, you may submit a written summary of these concerns to your Assistant Principal. This summary should include information about the situation as well as references to prior meetings and actions. Everyone involved agrees to recognize that reasonable persons may arrive at different conclusions about these concerns.
- At the Assistant Principal's convenience, your concerns will be reviewed. Any follow-up with you, your parent(s)/ guardian(s), and/or your teacher is at the Assistant Principal's discretion.
- If no reasonable resolution has happened, the grade concern will be brought to the attention of the Principal, and a meeting scheduled with the student and his or her parent/guardian. A final determination will be made, after all of the information and actions taken have been reviewed.



Honor Roll

Honor Rolls are determined at the end of each semester, after final report cards are distributed. The following semester grades are used to select Honor and High Honor Roll students:

- Semester one grades
- Semester two grade

Students will be placed on the honor or high honor rolls according to the following grade point averages:

- GPA of 3.50 or higher at semester = HIGH HONORS
- GPA of 3.00 to 3.49 at semester = HONORS

Cum Laude Recognition

Starting with the graduating class of 2021 and beyond, the Cum Laude system will be in place for recognition at graduation. Qualifications for the Cum Laude system include:

- Earn at least 26 credits.
- Earn a 3.8 GPA or higher (all GPA calculation based on current CPS structure)
 - Cum Laude** = 3.8 GPS with successful completion of at least “one” Advanced Placement Course
 - Magna Cum Laude** = 4.0 GPS with successful completion of at least “three” Advanced Placement Courses
 - Summa Cum Laude** = 4.2 CPS or higher with successful completion of at least “five” Advanced Placement Courses
- Receive no academic integrity violations
- Perform a minimum of 60 community services/volunteer hours.
- Participate in a co-curricular for a minimum of three years during high school

Civics Test

Wisconsin statute requires that any students graduating from a Wisconsin high school (starting with the class of 2017) “takes a civics test comprised of 100 questions that may be asked of an individual during the process of applying for U.S. citizenship by the United States Citizenship and Immigration Services and the pupil correctly answers at least 65 of those questions” (Wis. Stat. sec. 118.33(1m)(a)1, Section 3266R).

Independent Study

Independent Study classes provide students with the opportunity to pursue their studies in course offerings that go beyond the regular classroom curriculum. More information including Independent Study contracts is available in the Student Services Center.

Satisfactory/Unsatisfactory Grading System

Students desiring to enroll in a course using the Satisfactory/ Unsatisfactory grading system should pick up a Satisfactory/ Unsatisfactory form in the Student Services Center. This must be done during the first two weeks of each semester or upon teacher recommendation. Please see the Satisfactory/ Unsatisfactory form for a list of eligible courses.

Schedule Changes

There will be NO schedule changes unless approved by administration.

Academic Integrity

The Greenfield School District feels that honest and ethical behavior is vital to the academic, social, and emotional development of all students. Our students are expected to demonstrate honesty and integrity in all academic matters. This includes, but is not limited to: homework, class assignments, test taking, the original creation of essays or compositions, art work and scientific research. All work submitted by students should be a true reflection of their effort and ability. The following behaviors are examples (non-inclusive) of violations of the academic integrity policy:

- Cheating on a test (giving or receiving unauthorized help or any use of electronic devices during the test unless specifically allowed by the teacher)
- Plagiarism (using the ideas of another as one’s own without acknowledgement of the source)
- Forgery / Copying
- Stealing copies of tests or answer keys (to include taking pictures of tests or answer keys)
- Providing access to materials or information so that credit may be dishonestly claimed by others
- Creating and distributing copies of one’s own work or receiving another’s work so that credit may be dishonestly claimed
- Submitting identical works in more than one course without the prior approval of the instructor (students may further develop previous work with prior approval of the instructor)
- Damaging/destroying another student’s work with the purpose of improving one’s own grade

The following guidelines have been established to respond to violations of the academic integrity policy (Incidents of academic dishonesty will be tracked for all the years that a student is in attendance at Greenfield High School using Infinite Campus).

First incident:

- A referral will be entered into Infinite Campus by the teacher.
- A phone call will be made to the parent by the teacher.
- The student will receive a zero “0” with no opportunity to resubmit for a higher grade if it is a quiz, test (CSA), lab or project.
- If the infraction is plagiarism and the assignment is a paper or piece of art, the student will be encouraged to re-do similar work in the presence of the teacher and receive the average of the grade they attain and a zero “0”.
- Some incidents may warrant additional behavioral consequences based on the impact on the learning environment in the school.

Second incident:

- A referral will be entered into Infinite Campus by the teacher.
- A phone call will be made to the parent by an administrator.
- The student will receive a zero “0” with no opportunity to resubmit for a higher grade if it is a quiz, test (CSA), lab or project.
- If the infraction is plagiarism and the assignment is a paper or piece of art, the student will be encouraged to re-do similar work
- The student will be removed from any honor societies and will not be given consideration for any honors during graduation (to include Top 10 graduate, Valedictorian, or Salutatorian)
- Some incidents may warrant additional behavioral consequences based on the impact on the learning environment in the school.

Third or subsequent incident(s):

- A referral will be entered into Infinite Campus by the teacher.
- A parent meeting will be scheduled with the building principal.
- The student will be removed from the class in which the academic dishonesty occurred and receive a grade of “F” in the class.
- Some incidents may warrant additional behavioral consequences based on the impact on the learning environment in the school.



Parents/students have the right to appeal the decision of a teacher or the administration if they believe that the policy on academic integrity has been inappropriately applied in a given situation. Appeals will be addressed as follows:

- If a parent/student disagrees with the decision of the teacher, he/she may appeal the action to an associate principal in writing. The appeal must be made within 5 days of the date of their notification of the teacher’s decision. The associate principal will render a decision on the merits of the appeal within 5 school days of receipt of the written appeal.
- If a parent/student disagrees with the decision of the associate principal, he/she may appeal the decision to an appeal panel through the building principal. The appeal must be made within 5 days of the date of their notification of the associate principal’s decision. The panel will consist of the building principal and two central office administrators. The decision of this body is final. The review panel will consider the case within 10 days of receipt of the appeal.
- In the case of a second semester senior where the result of an appeal may affect the student’s graduation from high school, the appeal will go directly to the review panel and will be considered within 3 days of receipt of the appeal.

Any questions about implementation of this policy should be directed to an administrator within the building the student attends.

Attendance Policy

All students must attend GHS on a full time basis for 8 semesters unless granted permission for early release from high school. Full-time attendance means attending all seven periods of the high school day, which includes a minimum enrollment in five regular (full credit) courses. If the student is enrolled in a two-credit course during the senior year (example: On-the-Job program), the student must also be enrolled in three additional regular courses each semester. **Refer to Board Policy 5464.**

The School Board requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. Regular attendance is a responsibility that should be shared by parents, students and the school. The “School Attendance Officer” (Superintendent or designee) of each school shall determine daily which students enrolled in the school are absent from school and whether that absence is excused, unexcused or truant. **Refer to Board Policy 5200.**

Excused Absences

School Board policy requires that a parent call the Attendance Office on the day of the absence. An answering machine is on 24 hours per day. Parent notes are not acceptable. All physician statements shall be submitted to the Attendance Office and maintained in the student’s school record. A child may not be excused for more than five days in a semester under current Wisconsin State Statutes. Excused Absences Examples: See Student Absence section on page 8 of the handbook for examples

Unexcused Absences

Absences that exceed the number of days permitted by State Statutes, despite parent approval, are unexcused absences and will be pursued as truancy. An exception to this rule is a documented major medical excuse.

Unexcused Absences Examples

- Working
- Job Hunting
- Babysitting
- Car trouble
- Missed the bus
- Oversleeping
- Running late
- Homework
- Traffic

Truant Absences

Truant absence is any absence of part or all of one or more days from school during which the School Attendance Officer, Principal, or Teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student.

“Habitual Truant” means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester under Wisconsin State Statutes. Students who are deemed habitually truant may receive a citation from the Greenfield Police Department, have their work permit revoked or have their parking permit revoked without reimbursement.

Make-up Opportunities

A student must make up course work missed during an absence. Students will be given the opportunity to make up work missed due to approved absences.

Parents who provide advance notice for excused absences due to family trips etc. put their student(s) in a better place to successfully reclaim missed learning.

Parents’ Responsibility

A parent or guardian is to call the high school attendance office (281-6200 #1) on the day of absence. Attendance office hours are 6:45 a.m. - 3:15 p.m. and voice mail is active all other times. Parents who have not called on the day of the absence only have 24 hours to clarify the absence.

Student Responsibility

Students are required to attend all their scheduled classes and study halls unless they have obtained parental permission and/or a pass approved by the building principal or designee. Students designated unexcused or truant must present the admit slip to each of his/her teachers.

Homework for Absent Students

A parent/guardian requesting homework for students who have an excused absence exceeding 3 days may do so by contacting the Student Services Office at 414-855-2432. It shall be the student’s responsibility to turn in all completed work to each teacher. Students either absent or suspended will be given full credit for all homework, quizzes and tests completed in a timely manner. Students will be afforded additional time equivalent to the length of the excused absence for assignments, homework, and class work and work submitted within this time frame will not be penalized. This section does not pertain to work missed for unexcused absences or truanacies

Homework for Suspended Students

To the extent possible, homework that can be completed at home will be made available to a parent/guardian of the suspended student within 24 hours of the suspension. The suspending administrator will notify parent(s) when and where the work will be available for pick-up. Special arrangements for work pickup after 3:30 may be made upon request by the parent/guardian. Students will be afforded additional time equivalent to the length of the suspension for assignments, homework, and class work and work submitted within this time frame will not be penalized.

Participation in School Activities on Days of Absence

Students are not permitted to participate in after school or evening activities on the day of absence unless administration approves the participation after consultation with the parent concerning the circumstances.

Early Dismissal / In-School Illness

After reporting in the morning, students are not to leave the school unless they have received an early dismissal pass. Students who leave school without permission from the attendance office will be considered truant and an appropriate consequence will be given. In the event that a student becomes ill at school, they should report to class first for a pass to the attendance office to call a parent for a ride home. All students must “sign out” in the attendance office before leaving the building for any reason.

Leaving During the School Day

Parents are required to notify the attendance office a minimum of one hour before pick up time if a student is leaving during the school day.

Student pick-ups not arranged in advance should be avoided during lunch hours as it is often difficult to expediently locate students in the lunch room.

Tardiness

School attendance is the foundation for learning and achievement. Each GHS student is expected to be on time to every class and have a valid excuse when arriving late to school or class. Unexcused tardiness does contribute to truancy and if excessive hinders leaning and achievement.

- If a student misses 20 minutes or more of a class period, that class period is considered a truant period.
- All tardies that occur during the remainder of the school day will be handled by the classroom teacher.
- Parents will receive an automated phone call from the school anytime a student is truant for any part of the school day.

Age of Majority

Even though a student is 18 years old, the student must follow all attendance and early dismissal procedures. An 18-year-old student may phone in their own absence (provided parents have given permission to the school) as long as the absences do not become excessive. School records of 18 year-old students can only be released upon the student’s request.

Surveillance Cameras

In an effort to create a safe and secure learning environment, Greenfield High School maintains multiple surveillance cameras both inside and out of our school facility. Camera recordings are reviewed by school officials for discipline and safety purposes, and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions may be recorded and that they should have no expectation of privacy in public spaces at Greenfield High School.

Public Displays of Affection

Students at GHS are expected to use good judgment as it relates to public displays of affection. Kind comments, holding hands or a quick hug are proper ways to communicate affection in public. Extended hugs, hanging on one another or kissing are not. Continued poor judgment regarding this may result in consequences.

Detention

Detentions may be issued by teachers or the office staff. Detentions will be held during lunch or after school. Students are expected to serve issued detentions immediately following their detention assignment. Students must report to lunch detention within five minutes of being released from class and after school detentions within 10 minutes of the end of the school day. Failure to serve detentions may result in additional detentions or in or out of school suspension. Teacher issued detentions are served with the teacher.

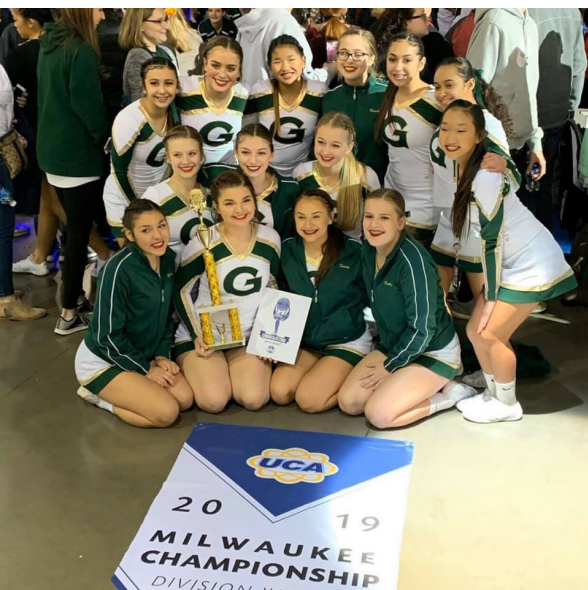
Profanity

Students are expected to refrain from use of profanity and vulgar language at all times. This includes but is not limited to classrooms, the cafeteria, school parking lots and all school sponsored events

Extra-Curricular Activities

These are the current GHS Activity offerings:

- AFJROTC
- AFJROTC Drill Team
- Architecture Club
- Art National Honor Society
- Band
- Book Club
- Cheerleading
- Chorus
- Concert Band
- Dance/Poms
- Disk Golf Club
- Drama Club
- 3-Act Play (Spring Play)
- Futsal Club
- Future Business Leaders of America
- German National Honor Society
- Homecoming Committee
- Jazz Band
- Junior Prom
- Link Crew
- Marching Band
- Math Club
- Musical (Fall Play)
- National Honor Society
- Orienteering
- Pep Band
- Psychology Club
- Rho-Kappa
- Rocket Club
- Salute to the Arts
- Spanish National Honor Society
- Student Senate
- Visual Arts Classic Team
- Weight Training
- Yearbook (Spectrum)



Hustlin' Hawks Interscholastic Athletic Program

Greenfield High School takes great pride in the quality of its athletic programs. We also strive to display the highest level of good sportsmanship, both on the athletic field and in the stands. Athletics and co-curricular activities are an extension of a good educational program. Students who participate in afterschool programs tend to have higher grade point averages, better attendance records, lower dropout rates and fewer discipline problems than the general student population.

Please see our athletic website at hustlinhawks.com to register your student for a sport. The required physical or alternate year physical forms and the emergency medical consent form can be found in the online registration. The Athletic Fee should be paid through the Parent Portal on Infinite Campus. Because student athlete insurance from the WIAA is no longer available, injuries or medical needs of individual student athletes are the responsibility of the parent.

We welcome all students to become members of our athletic teams. The following is a list of athletic opportunities that are open to all students at Greenfield High School. First day of practice is listed.



Fall Season

- 1. Football - 8/3/20 equipment handout, 8/4/20 - practice begins
- Girls Swimming/Diving - 8/11/20
- Girls Tennis - 8/11/20
- Boys Soccer - 8/17/20
- Cross Country (Boys & Girls) - 8/17/20
- Boys Volleyball - 8/17/20
- Girls Volleyball - 8/17/20

Winter Season

- Girls Basketball - 11/9/20
- Hockey (Boys & Girls) - 11/9/20
- Boys Basketball - 11/16/20
- Boys Swimming/Diving - 11/16/20
- Wrestling - 11/16/20

Spring Season

- Track & Field (Boys & Girls) - 3/8/21
- Softball - 3/15/21
- Girls Soccer - 3/22/21
- Baseball - 3/22/21
- Boys Tennis - 3/29/21
- Golf (Boys & Girls) - 4/5/21

Summer Season

- Cheerleading Tryouts April 2021
- Dance/Poms Tryouts April 2021

Important Contacts

Regular School Board meetings are held on the second and fourth Monday of each month at 6:30 p.m., unless otherwise noted, at the School District Office. Agendas are posted online on the District website (under the District Info tab, under School Board), outside the District Office, and at City Hall

District Office Contacts

Lisa Elliott, *Superintendent*

- lelliott@greenfield.k12.wi.us
- 414-855-2033

Mark Kapocius, *Director of Human Resources and General Counsel*

- mkapocius@greenfield.k12.wi.us
- 414-855-2041

Joanie Niemiec, *Director of Finance*

- jniemiec@greenfield.k12.wi.us
- 414-855-2020

Scott Miller, *Director of Buildings and Grounds*

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- 414-855-2025

Charity Meyer, *Director of Elementary Education*

- cmeyer@greenfield.k12.wi.us
- 414-855-2034

Patrice Ball, *Director of Secondary Education*

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- 414-855-2047

Monica Warnke, *Director of Pupil Services*

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- 414-855-2044

Mark Doornek, *District Nurse*

- mdoornek@greenfield.k12.wi.us
- 414-855-2439

Trent Lower, *Activities and Athletic Director*

- tlower@greenfield.k12.wi.us
- 414-855-2405



Board Member Contacts

Pam Sierzchulski, *President*

- psierzchulski@greenfield.k12.wi.us
- 414-379-4687

Kristie Potter, *Vice President*

- kpotter@greenfield.k12.wi.us
- 414-477-4257

Andy Misorski, *Board Treasurer*

- amisorski@greenfield.k12.wi.us
- 414-282-8527

Rob Hansen, *Board Clerk*

- rhansen@greenfield.k12.wi.us
- 414-828-7318

Julie DeGaro, *Board Member*

- jdegaro@greenfield.k12.wi.us
- 414-897-8079

Michelle Haugen, *Board Member*

- michelle.haugen@greenfield.k12.wi.us
- 414-688-7823

Laurie Jahn, *Board Member*

- ljahn@greenfield.k12.wi.us
- 414-731-8833





4850 South 60th Street ■ Greenfield, Wisconsin 53220 ■ Phone: 414-855-2050 ■ Fax: 414-855-2051

Volunteer Background Check Consent Form

Per Board Policy, the School District of Greenfield requires that all volunteers undergo background investigations. If you intend to serve as a volunteer, then you must complete this form and return it to the school office. All information must be provided and the completed form will be kept confidential. The District reserves its right to update its background investigations at any time. Questions concerning this policy should be addressed to the Director of Human Resources.

Last Name First Name Middle Name

List any other names used (include nicknames, maiden names or any other names used).

Date of Birth: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

School of interest for volunteering: _____

Relationship to student and/or school: _____

Have you even been found guilty of any crime, or pleaded guilty or no contest for any offense or violation (include felonies, misdemeanors, or municipal ordinance violations) other than minor traffic violations, or do you presently have any pending charges for such violations? ☐ Yes ☐ No

If yes, please explain fully and include the state in which the offense or violation occurred. _____

CERTIFICATION STATEMENT: (Read carefully before signing.)

I represent that all of the information provided on this form and to the District as part of this application is true and correct to the best of my knowledge. I understand that my application will not be given further consideration if I have provided any false statements, misrepresentations or omissions during the application process. I understand that false statements, misrepresentations or omissions may be cause for rejection or for subsequent dismissal as a volunteer. I agree that the District, its officers, employees and agents shall not be held liable in any respect if my volunteer status is not considered or is terminated for that reason.

I voluntarily and knowingly authorize any person(s) or entity(ies), its officers, employees and agents to release any and all information regarding my personal or criminal history to the School District of Greenfield, its officers, employees, and agents.

I voluntarily and knowingly fully release and discharge, absolve, indemnify and hold harmless the School District of Greenfield, its officers, agents, and employees, and such person(s) or entity (ies), its officers, employees and agents from any and all claims, liability, demands, causes of action, damages or costs, including attorney fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to disclosure or release of information or the failure to release or use of such information.

Name: _____ Date: _____

Signature: _____

