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 2018-2019 LEARNING CALENDAR

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Month</th>
<th>M</th>
<th>T</th>
<th>W</th>
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<tbody>
<tr>
<td>August</td>
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<tr>
<td>September</td>
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<td>December</td>
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<td>January</td>
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**SECOND SEMESTER**

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<thead>
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<tbody>
<tr>
<td>January</td>
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<tr>
<td>February</td>
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<td>March</td>
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<td>April</td>
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<td>May</td>
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<td>June</td>
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**Board Approved 2/26/18**

- Blue shading indicates students do not attend
- Green shading indicates professional development
- Orange shading indicates early release

<table>
<thead>
<tr>
<th>K-8 # of Days</th>
<th>High School # of Days</th>
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<tbody>
<tr>
<td>1st Trimester = 59</td>
<td>1st Semester = 87</td>
</tr>
<tr>
<td>2nd Trimester = 56</td>
<td>2nd Semester = 89</td>
</tr>
<tr>
<td>3rd Trimester = 59</td>
<td>3rd Trimester = 176</td>
</tr>
</tbody>
</table>

- TE-Included in 186 Teacher Days
- ST - Included in 176 Student Days

**Notes:**
- Aug. 15-16 New Teacher Orientation
- Aug. 21-23 Professional Learning/Work Time
- Aug. 28-30 Professional Learning/Work Time

**Dates Highlighted:**
- Sept. 3 Labor Day-No school
- Sept. 4 First Day of School - All Students

**SCHOOL DISTRICT OF GREENFIELD 2018-2019 LEARNING CALENDAR**
Registration

Instructional Fees
2018-2019 School Fees

<table>
<thead>
<tr>
<th>Elementary Level (K4-5)</th>
<th>Fees</th>
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<tbody>
<tr>
<td>Early Childhood</td>
<td>$30.00</td>
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<tr>
<td>K4-5 Student Fee</td>
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<tr>
<td>Club/Activity Fee</td>
<td>$10.00</td>
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<table>
<thead>
<tr>
<th>Middle School (6-8)</th>
<th>Fees</th>
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<tbody>
<tr>
<td>6-8 Student Fee</td>
<td>$60.00</td>
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<tr>
<td>Instrument rental, including percussion</td>
<td>$40.00</td>
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<tr>
<td>Club/Activity Fee</td>
<td>$15.00</td>
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<tr>
<td>Athletic Fee</td>
<td>$25.00</td>
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</table>

<table>
<thead>
<tr>
<th>High School (9-12)</th>
<th>Fees</th>
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<tbody>
<tr>
<td>9-12 Student Fee</td>
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<td>Instrument rental, including percussion</td>
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<td>Club/Activity Fee*</td>
<td>$35.00</td>
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<td>Athletic Fee*</td>
<td>$55.00</td>
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<tr>
<td>Lock Fee</td>
<td>$5.00</td>
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<tr>
<td>Parking fee</td>
<td>$100.00</td>
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</table>

*Note (High School Only): A non-refundable fee is assessed to students to participate in each athletic and extracurricular 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 2018-2019 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](http://www.greenfield.k12.wi.us) to set-up an account to complete annual registration.

Returning Infinite Campus users: log-in using username and password to complete annual registration; forgot password? Email mcoubal@greenfield.k12.wi.us or call 414-855-2032 to reset password.

Notices

School Board Policies
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](http://www.legis.wisconsin.gov/statutes/statutes.php?section=111.32&code=11141166175&act=11141166175)), national origin, 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 3122 and 4122 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 school property, 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)](http://www.legis.wisconsin.gov/statutes/statutes.php?section=118.46&code=118011846118462), 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

It is the policy of the School District of Greenfield that the School Board recognizes the long term physical, psychological and emotional harm that can be suffered by victims of sexual assault, sexual exploitation, and related crimes.

The School Board wishes to acknowledge all Wisconsin state laws, which prohibit sexual assault, sexual exploitation and related conduct, and to ensure that any such crimes are reported. Alleged victims are encouraged to report alleged incidents to the school principal. Employees of the School District are required to report abused or neglected children whether or not the incident occurred on school premises or while the child was under the control of school authorities. This complete subject is addressed in Board Policies 3362 and 4362. Violators will be subject to disciplinary action, up to and including expulsion.

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 4362 and 5517.

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 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 2240, Wis. Stats. 115.28(31) and PI 41.04(1)(A) for more information on persons in the school or while attending a school-related activity, without expressing prior notice and explicit consent for the capture, recording, or transmission of such words or images.

Personal Communication Devices, Camera Phones, Electronic Paging, Recording Devices, and Two-way Communication Devices

Students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on Board authorized vehicles the PCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and concealed and secured in hall lockers (but not locker room lockers), vehicles, or stored out of sight. Students are prohibited from using PCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without expressing prior notice and explicit consent for the capture, recording, or transmission of such words or images.

Using a PCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school year. Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of this privilege.

The use of PCDs that contain built-in cameras is prohibited in locker rooms, classrooms, and/or bathrooms. Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, 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. The district assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property or the unauthorized use of such devices. Any items above that are discovered will be taken, parents/guardians will be contacted, and items will be returned to the parents/guardians. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

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 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 District Administrator 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. The public records of this District include any writing prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees to the extent such writings are within the definition of public records under applicable law. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law.

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 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, 9130.

Programs for English Language 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 ELL teacher. Refer to 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 Wis. Stats. 118.125 and 20 USC 1232(g) for more details.
Youth Options Program

The State of Wisconsin requires all Wisconsin School Districts to offer the Youth Options program to qualified high school students. Public high school juniors or seniors who meet requirements may take post-secondary courses at UW institutions, Wisconsin technical colleges, one of the State’s participating private, non-profit institutions of higher education, or tribally-owned colleges. 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 “Course Options” 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

Grade 4 and 5: Human Growth and Development is a three day introductory unit on the changes that students experience during puberty, including a review of behaviors needed to stay healthy, such as sleep, nutrition, personal hygiene, exercise, safety, grooming and self-image. Additionally, a unit on the social, emotional and physical changes which occur as one reaches puberty is presented to separate gender groups, which includes discussion on the structure and function of the reproductive systems and disease prevention, including AIDS, for their own gender. Parents are invited to preview all materials and/or attend this session.

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 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.

Medication Policy

Medication should be administered to students by their parents at home (whenever possible). The student may transport medications to school but must deliver them to the School Nurse, Principal, or Designee. Parents shall notify the School Nurse, Principal, or Designee each time medication is being sent to school. Extenuating circumstances may necessitate delivery by a parent. **Note: GHS students may carry and self-administer non-prescription medication, except under extenuating circumstances determined by administration.

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

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

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

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

- Physicians’ name
- Pharmacy label with pharmacy phone number

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

Greenfield Food and Nutrition Program (F/N)

F/N is a federally funded meal program that exceeds the USDA requirements for both breakfast and lunch. The School District of Greenfield F/N 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 Policy 8500A 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

<table>
<thead>
<tr>
<th>2018-2019 Lunch Prices</th>
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<tr>
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<tr>
<td><strong>Elementary</strong></td>
</tr>
<tr>
<td>Lunch</td>
</tr>
<tr>
<td>Breakfast</td>
</tr>
</tbody>
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*REduced eligible students will receive FREE breakfast and FREE lunch through a Pilot Program for the 2018-2019 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.

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 suspension and/or expulsion 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

A. Students are to ride their assigned bus at all times and only enter and exit at their assigned bus stop. Students may not ride another student’s bus. Permission will not be granted for students to ride a bus other than their assigned bus. Requests for changes in transportation assignments must be pre-arranged and be of a permanent nature.

B. Students are to report to their bus stops approximately five (5) minutes before their scheduled pick up time. Students are to conduct themselves in an orderly and quiet manner while at bus stops.

C. Students are to enter the bus in an orderly fashion, go directly to a seat and remain seated until the destination is reached.

D. Students are to keep their hands, arms, head and other objects inside the bus.

E. 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.

F. All items such as books, book-bags, athletic equipment, musical instruments, etc., must be kept out of the bus aisles.

G. The emergency door is used for emergencies only. Students are not to touch emergency and safety equipment on the bus.

H. Smoking is not allowed at bus stops or on the bus at any time.

I. 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.

J. Students will treat each other and the driver with respect at all times. Students will follow the directions of the bus driver at all times.

K. 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 must attend school full time until the end of the term, quarter, or semester in which they become 18 years of age unless they have a legal excuse or fall under one of the exceptions in the state statutes, 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 may 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/guardian’s responsibility to get their child to school. Refer to Board Policy 5200 for more information.

Letters are sent informing parents/guardians of a student’s attendance after five (5), ten (10), and thirteen (13) absences. After thirteen (13) 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)/guardian(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 or religious instruction during released time for such purpose as provided by law
- Doctor or dental appointments (We encourage parents/guardians to make such appointments, whenever possible, when school is not in session. Verifications of appointments may be required.)
- Attendance at special events of educational value, approved by the principal or designee
- Required appearances in court or other legal proceedings
- Attendance at or involvement with, special activities not herein mentioned may be considered for classification as excused at the discretion of the principal or designee (Whenever possible, the request for such excuses shall be pre-arranged).

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.
- Parents/guardians must write an excuse giving student name, date, and days of absence, and reason for absence. This written excuse is required by Board policy.
- Upon returning to school, students must bring their written excuse to the attendance office.
- Students must make up all work due to absence.
- If a student is absent, they 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 bring along 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 deemed to be truant.

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 High School (to include summer school) if the student is found to be a habitual truant.

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.
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.

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 or use smokeless tobacco, or have in his/her possession any type of 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 Board Policy 5530.

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 Policy 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, Wisconsin 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 items more traditionally identified as a weapon (for example guns, knives, brass knuckles, explosives, etc.) or items which have another use but is used as a weapon to threaten or cause harm (for example a nail file, belt, pencil, compass, etc.) Any student in possession of or using a weapon will receive school consequences up to a recommendation for expulsion and may be arrested by local law enforcement. Refer to Board Policy 5772 for further details.

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

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

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

Dress Code
While fashion decisions are matters of expression, the School District of Greenfield requires students to dress in a manner that does not interfere with the educational process. Clothing should not distract, contain messages contrary to the vision of the School District of Greenfield, or run contrary to the acceptable norms of this community. Clothing should never be too tight or short. If a student is found to be disruptive to the educational setting because of their choice in dress, 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 2005 Wisconsin Act 221 and 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 meningococcemia (a blood infection).
• Teenagers and college students account for nearly 30 percent of all reported cases of meningococcal disease in the U.S.
• This infection is caused by Neisseria meningitidis, a potentially life-threatening bacterium. There are five clinically relevant meningococcal serogroups (or strains) circulating worldwide: A, B, C, Y and W-135. Serogroups B, C and Y cause most diseases in the U.S., but serogroup distribution changes over time.
• The disease affects nearly 3,000 Americans annually and approximately 10 percent of the people who contract meningococcal disease will die.
• Of those who survive, nearly 20 percent suffer long-term disabilities, including brain damage, deafness and limb amputations.

Meningococcal Disease Among Teenagers and College Students

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

Immunization Recommendations for Teenagers and College Students

• The Center for Disease Control and Prevention (CDC) and other leading medical organizations recommend routine meningococcal immunization for adolescents during the preadolescent doctors’ visit (11 to 12 year olds), adolescents at high school entry (15 years old), if they have not previously been immunized and for college freshmen living in dormitories.
• A conjugate vaccine is available for adolescents and adults (ages 11—55 years old) to protect against four of the five strains of bacterium that cause meningococcal disease.
• In persons 15 to 24 years of age, up to 83 percent of cases are caused by potentially vaccine-preventable strains.
• Medical experts anticipate the meningococcal conjugate vaccine may provide longer protection against the disease. The previous meningococcal polysaccharide vaccine provided protection for three to five years.
• Vaccination with the conjugate vaccine is safe. The most commonly reported reactions are pain, redness and indurations at the injection site (one or two days), headache, fatigue and malaise.
• Clinical studies on the use of conjugate meningococcal vaccine in children under age 11 and adults over 55 years are ongoing.
  For those in these age groups with an increased risk of contracting meningococcal disease, the older polysaccharide vaccine is safe and effective option (only offers three to five years of protection).

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.

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

Untitled layer
- Elm Dale Attendance Area
- Greenfield Middle School
- Elm Dale Elementary
- Glenwood Elementary Attendance Area
- Glenwood Elementary Attendance Area 2
- Glenwood Elementary
- Edgewood Attendance Area
- Greenfield High School
- Edgewood Elementary
- Maple Grove Attendance Area
- Administration Center
- Maple Grove Elementary
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.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Principal</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Edgewood Elementary School</strong></td>
<td>4711 S. 47th St.</td>
<td>(414) 281-5750</td>
<td>(414) 281-3909</td>
<td>Meg Boyd</td>
<td><a href="mailto:mboyd@greenfield.k12.wi.us">mboyd@greenfield.k12.wi.us</a></td>
</tr>
<tr>
<td><strong>Elm Dale Elementary School</strong></td>
<td>5300 S. Honey Creek Dr.</td>
<td>(414) 281-7100</td>
<td>(414) 281-2580</td>
<td>Christi Brzycki</td>
<td><a href="mailto:cbrzycki@greenfield.k12.wi.us">cbrzycki@greenfield.k12.wi.us</a></td>
</tr>
<tr>
<td><strong>Glenwood Elementary School</strong></td>
<td>3550 S. 51st St.</td>
<td>(414) 545-2280</td>
<td>(414) 545-5626</td>
<td>Steve Newcomer</td>
<td><a href="mailto:snewcomer@greenfield.k12.wi.us">snewcomer@greenfield.k12.wi.us</a></td>
</tr>
<tr>
<td><strong>Maple Grove Elementary School</strong></td>
<td>6921 W. Cold Spring Rd.</td>
<td>(414) 541-0600</td>
<td>(414) 541-8070</td>
<td>Ken McCormick</td>
<td><a href="mailto:kmccormick@greenfield.k12.wi.us">kmccormick@greenfield.k12.wi.us</a></td>
</tr>
</tbody>
</table>
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

School Hours:
Office: 6:45 a.m.–3:15 p.m.
Student Hours: 7:30 a.m.–2:41 p.m.

Principal’s Message:

On behalf of the school’s learning community, I would like to welcome you to Greenfield Middle School! GMS is driven to building strong relationships with students, parents, and the 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 2018-19 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 throughout this year.

Brad Iding
Principal
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.

- **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, Communication Arts (6 & 7), Computers (6), and Reading/World Language (7 & 8).
- **Related & Fine Arts** – These classes meet for six or twelve week sessions:
  - *In sixth grade:* Study Skills 6, Health 6, Family and Consumer Education (FACE), Art 6, Pre-Engineering 6.
  - *In seventh grade:* Focus Art Class, Focus FACE class, Focus Project Lead the Way (PLTW), Heath 7, Business 7.
  - *In eighth grade:* Focus Art 8, Focus FACE 8, Focus PLTW 8, Business 8, and Health 8. Music (General Music 6, Band, Chorus), Communication/Drama (7 & 8) and Physical Education occur every other day during the school year.

Hawk Pride

Greenfield Middle School implements “Hawk Pride” to help students make positive choices at school. This Positive Behavioral Interventions and Supports (PBIS) system is designed to meet the needs of middle school students. 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 “major” 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. Consequences may include one or more of the following:

- Re-teaching of expectations by school staff
- Service time to the school through a “detention” or ELO
- In-house detention
- 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.

**Detention:** A lunch or after-school session where students are seated quietly in the detention room. Students need to remain on task in order to receive credit for their detention. Any student removed from detention will not receive credit and will need to repeat the detention the following day. Additional time may be assigned.

**In-House Detention or 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.

**In-House Detention Expectations:** Each and every student must observe the following in-house detention room expectations or they may be sent home for the remainder of the day with the expectation that they will serve the in-house detention when they return to school:

- Quiet conditions are to be observed at all times.
- Come prepared to work. All assignments must be completed by the end of the day.
- Sit properly in desk with both feet on the floor facing forward.
- Permission must be gained before speaking, leaving desks, or asking questions.

**Out of School Suspension:** A suspension in which a student is excluded from attending school for a designated period of time Refer to Wis. Stats. 120.13(1)(b) for more details.

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

Two middle school counselors are available to all students. Often problems concerning both school and personal life appear overwhelming. 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 the following topics: 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.

Activities and Clubs

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 for more details.

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.

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.

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.

Grade Checks
A grade check will be conducted for each sport:
- A grade check will be completed at the beginning of each athletic season for all sports other than Girl’s Basketball.
- 3rd Trimester will be used as a basis for Girl’s Basketball and Intramural Football.
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.

6TH GRADE BOYS
Fall – Intramural Flag Football
Fall – Interscholastic Cross Country
Winter – Junior Parkland Conference Wrestling
Spring – Intramural Softball/Soccer

7TH – 8TH GRADE BOYS
Fall – Intramural Flag Football
Fall – Interscholastic Cross Country
Winter – Junior Parkland Conference Wrestling
Winter – Junior Southeast Conference Basketball
Spring – Junior Southeast Conference Track
Spring – Intramural Softball

6TH GRADE GIRLS
Fall – Intramural Flag Football
Fall – Interscholastic Cross Country
Fall/Winter – Interscholastic Cheerleading
Spring – Intramural Softball/Soccer

7TH – 8TH GRADE GIRLS
Fall – Intramural Flag Football
Fall – Interscholastic Cross Country
Fall – Junior Southeast Conference Basketball
Winter – Junior Southeast Conference Volleyball
Fall/Winter – Interscholastic Cheerleading
Spring – Junior Southeast Conference Track
Spring – Intramural Softball

Clubs and Other Extra-Curricular 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
- Cooking Club
- Geography Bee
- Talent Show
- Girls Excellence Club
- Battle of the Books
- Yearbook
- Newspaper
- Gamer’s Club
- Teens in Technology
- 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. 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 GMS 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.

Dances
The Greenfield Middle School Student Council sponsors school dances throughout the school year as a social interaction experience. Students in Honor Level I and II are able to attend dances. All GMS school rules and regulations must be adhered to at the dances. Students attending the dances must have parental permission for the activity. Dances are typically held from 2:41 p.m. to 4:45 p.m. Arrangements for transportation home must be made well in advance of dance dates. Students not attending the dance are not allowed on school grounds. GMS dances are for GMS students only.

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 – Misplaced/Lost 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.).

After School Activity Buses
There are no after school activity buses for students who live in Greenfield. Students who attend Greenfield Middle School from Milwaukee Public Schools through the Ch. 220 program, have an activity bus provided if they sign up for it due to an after-school activity. The bus leaves GMS at 4:15 P.M.

Bus Misconduct Consequences
Failure to obey bus rules may result in suspension from bus service privileges. Suspension from bus service can be from one to five 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.

Bicycles/Walking/Skateboards/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 3:10 PM.

Drop-off/Pick-up Procedures:

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.
Contacts:
Phone: 414-281-6200
Fax: 414-281-8860
Attendance: 414-855-2420
Student Services: 414-855-2043
Website
Facebook
Twitter

School Hours:
Office: 6:30 a.m.–3:00 p.m.
Student Hours: 7:30 a.m.–2:41 p.m.

Principal’s Message:
As a Greenfield High School (GHS) student, you are part of a school with a strong tradition of excellence, a place where you will find both academic success and an opportunity to develop your skills, talents and interests. Whether you are an athlete, an artist, an actor, chef, computer lover, writer or engineer, you will find something for you at Greenfield. During your years here, you will make new friends, discover new talents, serve the greater community and experience a sense of belonging that comes with hard work and accomplishment.

At Greenfield, you can expect to be treated as the young adult that you are. You will see this exemplified in the many new spaces that we have created to offer a comfortable, welcoming environment within the building. There are many opportunities for you to demonstrate a level of responsibility that will allow you to enjoy a great deal of freedom while you are here. The faculty and staff at GHS are here to make sure that you succeed in your high school journey and that you have many choices for post-secondary education or employment when you leave us. Failure is not an option! We will provide many supports to make sure that you are successful. We are committed to help each student grow and flourish. We motivate through reward and we provide support, even when it may not be wanted.

Please do not hesitate to contact us if you have any questions, have suggestions for improvement or need assistance in any matter. Whether you are a new student to Greenfield or a returning student, we hope that the school year brings new challenges and success for you.

Sincerely,

Paul Thusius
Principal
Bell Schedules
Regular Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hour 1</td>
<td>7:30–8:19 a.m.</td>
</tr>
<tr>
<td>Hour 2</td>
<td>8:23–9:12 a.m.</td>
</tr>
<tr>
<td>Mon/Thurs. FLEX Friday Homeroom</td>
<td>9:16-9:42 a.m.</td>
</tr>
<tr>
<td>Hour 3</td>
<td>9:50–10:39 a.m.</td>
</tr>
<tr>
<td>Hour 4</td>
<td>10:43-11:32 a.m.</td>
</tr>
<tr>
<td>5A Class</td>
<td>11:36 a.m.-12:25 a.m.</td>
</tr>
<tr>
<td>5B Lunch</td>
<td>12:25-12:55 p.m.</td>
</tr>
<tr>
<td>5A Lunch</td>
<td>11:32 a.m.-12:02 p.m.</td>
</tr>
<tr>
<td>5B Class</td>
<td>12:06–12:55 p.m.</td>
</tr>
<tr>
<td>Hour 6</td>
<td>12:59–1:48 p.m.</td>
</tr>
<tr>
<td>Hour 7</td>
<td>1:52–2:41 p.m.</td>
</tr>
</tbody>
</table>

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 Board 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.

FLEX TIME

A 26 minute daily resource period is provided for students to get help in specific subjects from teachers who teach those subjects. Students take advantage of this opportunity to deepen their understanding of material, especially if they are struggling in a certain area. At times, students will be assigned to FLEX time with a certain teacher because they are failing a class and are not choosing to seek help from that teacher. All students in all grade levels will be required to be in an assigned area during FLEX time.

Homeroom

Every Friday, students and staff come together for a 26 minute homeroom. The goal of homeroom is to create a safe environment in which students can get to know one another (and a staff member) on a more personal basis to further connect students to the school environment. In homeroom, students will take part in activities meant to build them as part of a team, academic goal setting, community service and lessons to build understanding and acceptance of others.

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.
- Freshman: Study Hall Privileges, homeroom rewards.
- Sophomores: Study Hall Privileges, 1 exam exemption, homeroom rewards.
- Juniors: Study Hall Privileges, 2 exam exemptions, homeroom rewards, 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, 3 exam exemptions, homeroom rewards, 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. The cost of the permit for the 2016/2017 school year is $100. Students also have the option of purchasing a permit for only one semester at a cost of $50. 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

GHS students are required to carry and have their ID cards visible at all times. 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.:
1. 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.
2. Written permission from the parent/guardian.
3. A Birth Certificate or Driver’s License.
5. $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 pass classroom clipboard signed by a staff member along with their student ID clearly visible when outside the classroom or study hall after the bell has rung. 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. Greenfield High School teachers end their work day at 3:15. After that time, doors will begin to be locked and the building will be secured; thus, all students not supervised should exit the building.

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**

**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 GHS website or hard copies are available in Student Services.

**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.

**School Counseling Summary**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>CALENDAR</th>
<th>ACTIVITIES</th>
<th>TESTS</th>
<th>EXPLANATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th</td>
<td>Fall</td>
<td>Freshman Conferences</td>
<td></td>
<td>Orientation to services offered by counselors and post-high school planning. Introduce Education Plan.</td>
</tr>
<tr>
<td></td>
<td>September</td>
<td>Parent Meeting</td>
<td></td>
<td>Overview of Freshman Year.</td>
</tr>
<tr>
<td></td>
<td>December</td>
<td>Career Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>January/February</td>
<td>Course Selection</td>
<td></td>
<td>Orientation to curriculum in PAC.</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>AP Testing</td>
<td>Testing</td>
<td>College Board exams are offered in May.</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>Aspire</td>
<td></td>
<td>Online academic testing linked to ACT and college readiness standards.</td>
</tr>
<tr>
<td></td>
<td>Fall</td>
<td>Wisconsin Education Fair</td>
<td></td>
<td>100 Post-High School Representatives. Parents and students invited.</td>
</tr>
<tr>
<td>10th</td>
<td>September</td>
<td>Sophomore Parent Meeting</td>
<td></td>
<td>Overview of Sophomore Year, academic planning, and post-secondary planning.</td>
</tr>
<tr>
<td></td>
<td>December</td>
<td>Sophomore Career Classroom</td>
<td></td>
<td>Counselors work with sophomore students in classrooms to complete career interest.</td>
</tr>
<tr>
<td></td>
<td>January/February</td>
<td>Course Selection</td>
<td></td>
<td>Orientation to curriculum in PAC.</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>Aspire</td>
<td></td>
<td>Online academic testing linked to ACT and college readiness standards.</td>
</tr>
<tr>
<td></td>
<td>May</td>
<td>AP Testing</td>
<td></td>
<td>College Board exams are offered in May.</td>
</tr>
<tr>
<td>GRADE</td>
<td>CALENDAR</td>
<td>ACTIVITIES</td>
<td>TESTS</td>
<td>EXPLANATION</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
<td>------------</td>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>September</td>
<td>Parent Meeting</td>
<td></td>
<td>Overview of Junior year and planning for college.</td>
</tr>
<tr>
<td></td>
<td>October</td>
<td>Wisconsin Education Fair</td>
<td>PSAT/NMSQT October 10, 2018</td>
<td>100 Post-High School Representatives. Parents and students invited.</td>
</tr>
<tr>
<td></td>
<td>December</td>
<td>Career Planning</td>
<td>ASVAB</td>
<td>December 5, 2018</td>
</tr>
<tr>
<td></td>
<td>January/February</td>
<td>Course Selection</td>
<td></td>
<td>Orientation to curriculum in PAC.</td>
</tr>
<tr>
<td></td>
<td>Winter/Spring</td>
<td>ACT</td>
<td></td>
<td>College Admission test accepted by ALL Wisconsin colleges and universities. Offered 5 times a year. GHS is a test site in April. Online application <a href="http://www.actstudent.org">www.actstudent.org</a></td>
</tr>
<tr>
<td></td>
<td>Winter/Spring</td>
<td>SAT</td>
<td></td>
<td>College admission test for very competitive colleges. Online application <a href="http://www.collegeboard.org">www.collegeboard.org</a></td>
</tr>
<tr>
<td></td>
<td>February</td>
<td>ACT</td>
<td>Feb. 20, 2019</td>
<td>Statewide Mandatory ACT at GHS</td>
</tr>
<tr>
<td></td>
<td>February</td>
<td>WorkKeys</td>
<td>Feb. 21, 2019</td>
<td>Statewide Mandatory Career Readiness Assessment</td>
</tr>
<tr>
<td></td>
<td>May</td>
<td>AP Testing</td>
<td></td>
<td>College Board exams are offered in May.</td>
</tr>
<tr>
<td></td>
<td>Fall</td>
<td>Wisconsin Education Fair</td>
<td></td>
<td>100 Post-High School Representatives. Parents and students invited.</td>
</tr>
<tr>
<td></td>
<td>Fall</td>
<td>Senior Student/Parent Presentation</td>
<td>ACT Sept. 8, 2018 Oct. 28, 2018 Dec. 8, 2018</td>
<td>College Admission test accepted by ALL Wisconsin colleges and universities. Offered 5 times a year. GHS is a test site in April. Online application <a href="http://www.actstudent.org">www.actstudent.org</a></td>
</tr>
<tr>
<td>12th</td>
<td>September</td>
<td>Financial Aid Meeting</td>
<td>Sept. 26, 2018</td>
<td>Parents are invited to attend federal forms available and procedures explained.</td>
</tr>
<tr>
<td></td>
<td>October</td>
<td>National College Fair and/or National Performing Arts Fair</td>
<td></td>
<td>200 Post-High School representative. Both held in downtown Milwaukee.</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>Scholarship Breakfast</td>
<td></td>
<td>Parents and students are invited to recognize students who have received scholarships and awards.</td>
</tr>
<tr>
<td></td>
<td>May</td>
<td>AP Testing</td>
<td></td>
<td>College Board exams are offered in May.</td>
</tr>
</tbody>
</table>
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:

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

Grading Policies

Each teacher provides a written copy of their grading policy for the course to each student.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Standard Scale</th>
<th>AP Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>5.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>4.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>4.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>4.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>3.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>3.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>3.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>2.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>2.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>2.00</td>
</tr>
<tr>
<td>D-</td>
<td>.67</td>
<td>1.67</td>
</tr>
<tr>
<td>F</td>
<td>.0</td>
<td>.0</td>
</tr>
</tbody>
</table>

- 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.

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

Academic Awards

All students are eligible to receive an academic letter the first time they are on the Honor Roll. Then, all students receive a gold medal for each placement on the High Honor Roll and all students receive a silver medal for each placement on the Honor Roll.

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).

1. **First incident**:
   a. A referral will be entered into Infinite Campus by the teacher.
   b. A phone call will be made to the parent by the teacher.
   c. 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.
   d. 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”.
   e. Some incidents may warrant additional behavioral consequences based on the impact on the learning environment in the school.

2. **Second incident**:
   a. A referral will be entered into Infinite Campus by the teacher.
   b. A phone call will be made to the parent by an administrator.
   c. 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.
   d. 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”.
   e. Some incidents may warrant additional behavioral consequences based on the impact on the learning environment in the school.

3. **Third or subsequent incident(s):**
   a. A referral will be entered into Infinite Campus by the teacher.
   b. A parent meeting will be scheduled with the building principal.
   c. The student will be removed from the class in which the academic dishonesty occurred and receive a grade of “F” in the class.
   d. 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:

1. 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.
2. 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.

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

1. Working
2. Job Hunting
3. Babysitting
4. Car trouble
5. Missed the bus
6. Oversleeping
7. Running late
8. Homework
9. Traffic

truant

Truant Absences

1. 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.

2. “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.

1. Students will be given the opportunity to make up work missed due to approved absences.

2. 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 Student/Suspended Student

To the extent possible, homework that can be completed at home will be made available to the parents of the absent/suspended student within 24 hours of the absence/suspension. The suspending administrator will notify parent(s) when and where the work will be available for pick-up. Parents requesting homework for excused absences may do so by contacting the Student Services Office. Because students may have as many as 7 different teachers, homework may not be available for those students absent 1 or more days or suspended for 1 or more days. It shall be the student’s responsibility to turn in all completed work to their teachers. Students either absent or suspended will be given full credit for all homework, quizzes and tests completed in a timely manner.

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
1. Students reporting tardy to 1st hour should go directly to Room 330 after entering by the main lobby doors. The student will receive appropriate consequences if the tardiness persists.
2. If a student already in school reports to 1st hour class tardy, they will be directed by the teacher to report to Room 330 for that hour.
3. If a student misses 20 minutes or more of a class period, that class period is considered a truant period.
4. All tardies that occur during the remainder of the school day will be handled by the classroom teacher.
5. 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 for adults 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
- Medical Careers Club
- Musical (Fall Play)
- National Honor Society
- Orienteering
- Pep Band
- Ping Pong/Table Tennis Club
- Psychology Club
- Rho-Kappa
- Rocket Club
- Salute to the Arts
- S.M.A.R.T. Team
- Spanish National Honor Society
- Student Senate
- Visual Arts Classic Team
- Weight Training
- Yearbook (Spectrum)
WIAA Physical Examination Procedure

All athletes are required to have a physical every other year. Generally, all athletes who received a physical during the past school year will not be required to have one for the current school year; however, an alternate year permit card is required. Because student athlete insurance from the WIAA is no longer available, injuries or medical needs of individual student athletes must be handled through health insurance carried by the parents. Optional athletic injury insurance is available at a cost to the parent through the school. Information regarding the insurance carrier and premium costs will be announced in the summer newsletter. Forms will be available at registration or in the Main Office.

Activities

We welcome all freshmen 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

BOYS
Football - Varsity & JV teams / open to Freshmen 08/01/18
Soccer - Varsity & JV teams / open to Freshmen 08/13/18
Cross Country - Varsity & JV teams / open to Freshmen 08/13/18
Volleyball - Varsity & JV teams / open to Freshmen 08/20/18

GIRLS
Cross Country - Varsity & JV teams / open to Freshmen 08/13/18
Swimming - Varsity & JV teams / open to Freshmen 08/07/18
Tennis - Varsity & JV teams / open to Freshmen 08/07/18
Volleyball - Varsity & JV teams / open to Freshmen 08/13/18

WINTER SEASON

BOYS
Basketball - Varsity & JV teams / open to Freshmen 11/12/18
Hockey (B & G) - Varsity & JV teams / open to Freshmen 11/05/18
Swimming - Varsity & JV teams / open to Freshmen 11/12/18
Wrestling - Varsity & JV teams / open to Freshmen 11/1/18

GIRLS
Basketball - Varsity & JV teams / open to Freshmen 11/05/18

SPRING SEASON

BOYS
Track & Field - Varsity & JV teams / open to Freshmen 03/04/19
Golf (B & G) - Varsity & JV teams / open to Freshmen 03/25/19
Tennis - Varsity & JV teams / open to Freshmen 03/15/19

GIRLS
Track & Field - Varsity & JV teams / open to Freshmen 03/04/19
Softball - Varsity & JV teams / open to Freshmen 03/11/19
Soccer - Varsity & JV teams / open to Freshmen 03/18/19

SUMMER SEASON
Cheerleading Tryouts April 2019
Dance / Poms Tryouts April 2019
Boys’ Baseball - Varsity & JV teams / open to Freshmen 03/18/19
**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  
lepelliot@greenfield.k12.wi.us  
414-855-2033
Mark Kapocius, Director of Human Resources and General Counsel  
mkapocius@greenfield.k12.wi.us  
414-855-2041
Jim Weise, Director of Business Services  
jweise@greenfield.k12.wi.us  
414-855-2020
Scott Miller, Director of Buildings and Grounds  
smiller@greenfield.k12.wi.us  
414-855-2025
Charity Meyer, Director of Primary Curriculum, Assessment and Instruction  
cmeyer@greenfield.k12.wi.us  
414-855-2034
Patrice Ball, Director of Secondary Curriculum, Assessment and Instruction  
pball@greenfield.k12.wi.us  
414-855-2047
Monica Warnke, Director of Pupil Services  
wmwarnke@greenfield.k12.wi.us  
414-855-2044
Mark Doornek, District Nurse  
mmoornek@greenfield.k12.wi.us  
414-855-2439
Trent Lower, Activities and Athletic Director  
tlower@greenfield.k12.wi.us  
414-855-2405

**Board Member Contacts**
Julie DeGaro, President  
jdegaro@greenfield.k12.wi.us  
414-897-8079
Kristie Potter, Vice President  
kpotter@greenfield.k12.wi.us  
414-477-4257
Tom Frohna, Board Treasurer  
tfrohna@greenfield.k12.wi.us  
414-817-9590
Rick Moze, Board Clerk  
moze@greenfield.k12.wi.us  
414-541-5224
Michelle Haugen, Board Member  
michelle.haugen@greenfield.k12.wi.us  
414-688-7823
Andy Misorski, Board Member  
amisorski@greenfield.k12.wi.us  
414-282-8527
Pam Sierzchulski, Board Member  
psierzchulski@greenfield.k12.wi.us  
414-379-4687
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: ________________________________
FREQUENTLY ASKED QUESTIONS ABOUT FREE AND REDUCED PRICE SCHOOL MEALS FOR SCHOOL YEAR 2018-19

Dear Parent/Guardian:

Children need healthy meals to learn. The School District of Greenfield offers healthy meals every school day. Breakfast costs $1.30 at the elementary schools and $1.35 at the middle and high school; lunch costs $2.45 at the elementary schools, $2.70 at the middle school and $2.80 at the high school. Your children may qualify for free meals or for reduced price meals. Greenfield Food Service is continuing the Free Breakfast and Free Lunch for REDUCED eligible students Pilot Program for the 2018-2019 school year. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. Below are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?
   - All children in households receiving benefits from FoodShare, the Food Distribution Program on Indian Reservations (FDPIR), or W-2 cash benefits are eligible for free meals.
   - Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
   - Children participating in their school’s Head Start program are eligible for free meals.
   - Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
   - Children may qualify to receive free or reduced price meals if your household’s income is at or below the limits on the Federal Income Eligibility Guidelines.

<table>
<thead>
<tr>
<th>Household size</th>
<th>Yearly ($)</th>
<th>Monthly ($)</th>
<th>Weekly ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>22,459</td>
<td>1,872</td>
<td>432</td>
</tr>
<tr>
<td>2</td>
<td>30,451</td>
<td>2,538</td>
<td>586</td>
</tr>
<tr>
<td>3</td>
<td>38,443</td>
<td>3,204</td>
<td>740</td>
</tr>
<tr>
<td>4</td>
<td>46,435</td>
<td>3,870</td>
<td>893</td>
</tr>
<tr>
<td>5</td>
<td>54,427</td>
<td>4,536</td>
<td>1,047</td>
</tr>
<tr>
<td>6</td>
<td>62,419</td>
<td>5,202</td>
<td>1,201</td>
</tr>
<tr>
<td>7</td>
<td>70,411</td>
<td>5,868</td>
<td>1,355</td>
</tr>
<tr>
<td>8</td>
<td>78,403</td>
<td>6,534</td>
<td>1,508</td>
</tr>
<tr>
<td>Each additional person:</td>
<td>7,992</td>
<td>666</td>
<td>154</td>
</tr>
</tbody>
</table>

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and have not been told your children will get free meals, please call or e-mail Dr. Monica Warnke at 414-855-2044 or email mwarnke@greenfield.k12.wi.us.

3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Greenfield Food Service, 3200 W. Barnard Ave., Greenfield, WI 53221.

4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE OR REDUCED PRICE MEALS? Please read the letter you received carefully and follow the instructions. If your letter indicated you qualify for free meals, then no application is needed. If any child in your household were missing from your eligibility notification, contact Greenfield Food Service at 414-281-3357 or l arschneider@greenfield.k12.wi.us immediately. If your household was notified it qualified for reduced price meals, we encourage you to complete an application to potentially qualify for free meals based on household size and income.

5. DO I NEED TO FILL OUT AN APPLICATION IF MY CHILD ATTENDS A COMMUNITY ELIGIBILITY PROVISION SCHOOL (CEP)? If your child attends a school that participates in CEP, receipt of free breakfast and lunch meals does not depend on returning this application. However, this information is necessary for other programs and may be used to determine if your household is eligible for additional benefits.
6. MY CHILD’S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child’s application is only good for that school year and for the first few days of this school year, through October 15, 2018. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.

7. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals, but it is based on income. Please send in an application.

8. MY CHILD(REN) QUALIFIES FOR BADGERCARE PLUS OR MEDICAID. CAN MY CHILD GET FREE MEALS? Children with BadgerCare Plus, Medicaid, or subsidized insurance may be eligible for free or reduced price meals, but it is based on income. Please send in an application.

9. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.

10. IF I DON’T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

11. WHAT IF I DISAGREE WITH THE SCHOOL’S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Jean Krause, Food Service Director, 414-281-3358 or email jkrause@greenfield.k12.wi.us.

12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.

13. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

14. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.

15. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Do not include any combat pay resulting from deployment as income.

16. WHAT IF THERE IS NOT ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper and attach it to your application.

17. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for FoodShare or other assistance benefits, contact your local assistance office or call 1-800-362-3002.

If you have other questions or need help, call 414-281-3357

Sincerely,

Jean Krause
Food Service Director
School District of Greenfield
3200 W. Barnard Ave.
Greenfield, WI 53221

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HOW TO APPLY FOR FREE AND REDUCED PRICE SCHOOL MEALS for 2018-19 School Year

Please use these instructions to help you fill out the application for free or reduced price school meals. You only need to submit one application per household, even if your children attend more than one school in School District of Greenfield. The application must be filled out completely to certify your children for free or reduced price school meals. Please follow these instructions in order. If at any time you are not sure what to do next, please contact Greenfield Food Service at 414-281-3357 or email lschneider@greenfield.k12.wi.us.

If your child attends a Community Eligibility Provision School (CEP), receipt of free breakfast and lunch meals does not depend on returning this application; however, this information is necessary for other programs.

PLEASE USE A PEN (NOT A PENCIL) WHEN FILLING OUT THE APPLICATION AND DO YOUR BEST TO PRINT CLEARLY.

### STEP 1: LIST ALL HOUSEHOLD MEMBERS WHO ARE INFANTS, CHILDREN, AND STUDENTS UP TO AND INCLUDING GRADE 12

Tell us how many infants, children, and school students live in your household. They do NOT have to be related to you to be a part of your household.

**Who should I list here?** When filling out this section, please include ALL members in your household who are:
- Children age 18 or under AND are supported with the household’s income; and
- In your care under a foster arrangement, or qualify as homeless, migrant, or runaway youth, or enrolled in a Head Start program.

<table>
<thead>
<tr>
<th>A) List each child’s name. Print each child’s name. Use one line of the application for each child. When printing names, write one letter in each box. Stop if you run out of space. If there are more children present than lines on the application, attach a second piece of paper with all required information for the additional children.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B) Enter the grade and the name of the school the child attends or mark n/a if not in school. Enter the grade level of the student in the ‘Grade’ column.</td>
</tr>
<tr>
<td>C) Do you have any foster children? If any children listed are foster children, mark the “Foster Child” box next to the children’s names. If you are ONLY applying for foster children, after finishing <strong>STEP 1</strong>, go to <strong>STEP 4</strong>. Foster children who live with you may count as members of your household and should be listed on your application. If you are applying for both foster and non-foster children, go to step 3.</td>
</tr>
<tr>
<td>D) Are any children homeless, migrant, runaway or enrolled in a Head Start program? If you believe any child listed in this section meets this description, mark the “Homeless, Migrant, Runaway or Head Start” box next to the child’s name and complete all steps of the application.</td>
</tr>
</tbody>
</table>

### STEP 2: DO ANY HOUSEHOLD MEMBERS CURRENTLY PARTICIPATE IN FoodShare, W-2 Cash Benefits OR FDPIR?

If anyone in your household (including you) currently participates in one or more of the assistance programs listed below, your children are eligible for free school meals:
- The Supplemental Nutrition Assistance Program (SNAP) or FoodShare.
- Temporary Assistance for Needy Families (TANF) or W-2 Cash Benefits.
- The Food Distribution Program on Indian Reservations (FDPIR).

<table>
<thead>
<tr>
<th>A) If no one in your household participates in any of the above listed programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave <strong>STEP 2</strong> blank and go to <strong>STEP 3</strong>.</td>
</tr>
<tr>
<td>B) If anyone in your household participates in any of the above assistance programs:</td>
</tr>
<tr>
<td>- Write a case number and name of the assistance program you or any member of the household participates for FoodShare, W-2 Cash Benefits, or FDPIR. You only need to provide one case number. If you participate in one of these programs and do not know your case number, contact your case worker. Medicaid and BadgerCare case numbers do NOT qualify for free meals.</td>
</tr>
<tr>
<td>- Go to <strong>STEP 4</strong>.</td>
</tr>
</tbody>
</table>

### STEP 3: REPORT INCOME FOR ALL HOUSEHOLD MEMBERS

**How do I report my income?**

- Use the charts titled “Sources of Income for Children” and “Sources of Income for Adults,” printed on the back side of the application form, to determine if your household has income to report.

Report all amounts in GROSS INCOME ONLY. Report all income in whole dollars. Do not include cents. Gross income is the total income received before taxes. Many people think of income as the amount they “take home” and not the total, “gross” amount. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay.
- Write a “0” in any fields where there is no income to report. Any income fields left empty or blank will also be counted as a zero. If you write ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report. If local officials suspect that your household income was reported incorrectly, your application will be investigated.
- Mark how often each type of income is received using the boxes to the right of each field.

### 3.A. REPORT INCOME EARNED BY CHILDREN

**A)** Report all income earned or received by children. Report the combined gross income for ALL children listed in STEP 1 in your household in the box marked “Child Income.” Only count foster children’s personal income if you are applying for them together with the rest of your household.

**What is Child Income?** Child income is money received from outside your household that is paid DIRECTLY to your children. Many households do not have any child income.

### 3.B. REPORT INCOME EARNED BY ADULTS

List adult household members’ names.

- Print the name of each household member in the boxes marked “Name of Adult Household Members (First and Last).” When filling out this section, please include ALL adult members in your household who are living with you and share income and expenses, even if they are not related and even if they do not receive income of their own.
- **Do NOT include:**
  - People who live with you but are not supported by your household’s income AND do not contribute income to your household.
  - Infants, children and students already listed in STEP 1.

**C)** Report earnings from work. Report all total gross income (before taxes) from work in the “Earnings from Work” field on the application. This is usually the money received from working at jobs. If you are a self-employed business or farm owner, you will report your net income.

**What if I am self-employed?** Report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue.

**D)** Report income from public assistance/child support/alimony. Report all income that applies in the “Public Assistance/Child Support/Alimony” field on the application. Do not report the cash value of any public assistance benefits NOT listed on the chart. If income is received from child support or alimony, only report court-ordered payments. Informal but regular payments should be reported as “other” income in the next part.

**E)** Report income from pensions/retirement/all other income. Report all income that applies in the “Pensions/Retirement/ All Other Income” field on the application.

**F)** Fluctuating Income. For seasonal workers and others whose income fluctuates and usually earn more money in some months than others. In these situations, project the annual rate of income and report that. This includes workers with annual employment contracts but may choose to have salaries paid over a shorter period of time; for example, school employees.

**G)** Report total household size. Enter the total number of household members in the field “Total Household Members (Children and Adults).” This number MUST be equal to the number of household members listed in **STEP 1** and **STEP 3**. If there are any members of your household that you have not listed on the application, go back and add them. It is very important to list all household members, as the size of your household affects your eligibility for free and reduced price meals.

**H)** Provide the last four digits of your Social Security Number (SSN). An adult household member must enter the last four digits of their SSN in the space provided. You are eligible to apply for benefits even if you do not have a SSN. If no adult household members have a SSN, leave this space blank and mark the box to the right labeled “Check box if no SSN.”

### STEP 4: CONTACT INFORMATION AND ADULT SIGNATURE

*An adult member of the household must sign the application. By signing the application, that household member is promising that all information has been truthfully and completely reported. Before completing this section, please also make sure you have read the privacy and civil rights statements on the back of the application.*

- **A)** Provide your contact information. Write your current address in the fields provided if this information is available. If you have no permanent address, this does not make your children ineligible for free or reduced price school meals. Sharing a phone number, email address, or both is optional, but helps us reach you quickly if we need to contact you.

- **B)** Print or sign your name. The adult filling out the application must print or sign their name in the signature box.

- **C)** Return completed form to: Greenfield Food Service 3200 W. Barnard Ave. Greenfield, WI 53221 Email: jschneider@greenfield.k12.wi.us Fax: 414-282-7485

- **D)** Share children’s racial and ethnic identities (optional). On the back of the application, we ask you to share information about your children’s race and ethnicity. This field is optional and does not affect your children’s eligibility for free or reduced price school meals.
# 2018-2019 Household Application for Free and Reduced Price School Meals

Complete one application per household. Please use a pen (not a pencil).
In Community Eligibility Schools (CEP), receipt of free breakfast and lunch meals does not depend on returning this application; however, this information is necessary for other programs.

**STEP 1** List ALL infants, children, and students up to and including grade 12 who are Household Members

**Definition of Household Member:** “Anyone who is living with you and shares income and expenses, even if not related.”

<table>
<thead>
<tr>
<th>Child’s First Name</th>
<th>MI</th>
<th>Child’s Last Name</th>
<th>Grade</th>
<th>School the child attends or NA if not in school</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**STEP 2** Do any Household Members (including you) currently participate in any of the following assistance programs: FoodShare, W-2 Cash Benefits, or FDPIR?

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Program Name (Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you answered NO > Complete STEP 3. If you answered YES > Write a case number here, then go to STEP 4 (Do not complete STEP 3)

**STEP 3** Report Income for ALL Household Members (Skip this step if you answered ‘Yes’ to STEP 2)

Flip the page and review the charts titled “Sources of Income” for more information.

A. Child Income

Sometimes children in the household earn income. Please include the TOTAL income earned by all infants, children, and students up to and including grade 12 listed in STEP 1 here.

B. All Adult Household Members (including yourself)

Get all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars only (no cents). If they do not receive income from any source, write ‘0’. If you enter ‘0’ or leave any fields blank, you are certifying (promising) that there is no income to report.

C. Earnings from Work

<table>
<thead>
<tr>
<th>Name of Adult Household Members (First and Last Name)</th>
<th>How often?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Weekly</td>
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<tr>
<td></td>
<td>Bi-Weekly</td>
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<tr>
<td></td>
<td>2x Month</td>
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<tr>
<td></td>
<td>Monthly</td>
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</tbody>
</table>

D. Public Assistance

<table>
<thead>
<tr>
<th>Child Support / Alimony / SSA Benefits</th>
<th>How often?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Weekly</td>
</tr>
<tr>
<td></td>
<td>Bi-Weekly</td>
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<tr>
<td></td>
<td>2x Month</td>
</tr>
<tr>
<td></td>
<td>Monthly</td>
</tr>
<tr>
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<td></td>
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</tbody>
</table>

E. Pensions / Retirement / Social Security / Other Income

<table>
<thead>
<tr>
<th></th>
<th>How often?</th>
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</thead>
<tbody>
<tr>
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<td>Weekly</td>
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<tr>
<td></td>
<td>Bi-Weekly</td>
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<td>2x Month</td>
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<tr>
<td></td>
<td>Monthly</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

F. Seasonal Workers, and others with fluctuating income, project the annual income and report here.

G. Total Household Members (Children and Adults)—REQUIRED

<p>| | |</p>
<table>
<thead>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

H. Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member—REQUIRED or Check box if no SSN

<table>
<thead>
<tr>
<th>X</th>
<th>X</th>
<th>X</th>
<th>X</th>
</tr>
</thead>
</table>

**STEP 4** Contact information and adult signature

Return completed form to your school

Greenfield Food Service, 3200 W. Barnard Ave., Greenfield, WI 53221

“I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.”

<table>
<thead>
<tr>
<th>Street Address (if available)</th>
<th>Apt #</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Daytime Phone and Email (optional)</th>
<th>Today’s Date Mo./Day/Yr.</th>
</tr>
</thead>
</table>

Printed Name OR Signature of Adult Completing this application—REQUIRED
## Sources of Income for Children

<table>
<thead>
<tr>
<th>Sources of Child Income</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Gross earnings from work</td>
<td>A child has a regular full or part-time job where they earn a salary or wages</td>
</tr>
<tr>
<td>- Social Security</td>
<td>A child is blind or disabled and receives Social Security benefits</td>
</tr>
<tr>
<td>- Disability payments</td>
<td>A child has a regular full or part-time job where they earn a salary or wages</td>
</tr>
<tr>
<td>- Survivor’s benefits</td>
<td>A parent is disabled, retired, or deceased, and their child receives Social Security benefits</td>
</tr>
<tr>
<td>- Income from person outside the household</td>
<td>A friend or extended family member regularly gives a child spending money</td>
</tr>
<tr>
<td>- Income from any other source</td>
<td>A child receives regular income from a private pension fund, annuity, or trust</td>
</tr>
</tbody>
</table>

## Sources of Income for Adults

<table>
<thead>
<tr>
<th>Earnings from Work</th>
<th>Public Assistance / Alimony / Child Support</th>
<th>Pensions / Retirement / All Other Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Gross salary, wages, cash bonuses</td>
<td>- Unemployment benefits</td>
<td>- Social Security (including railroad retirement and black lung benefits)</td>
</tr>
<tr>
<td>- Net income from self-employment (farm or business); FARM—refer to line 18 of the 1040 or line 34 from Schedule F; BUSINESS—refer to line 12 of 1040 or line 31 from Schedule C</td>
<td>- Worker’s compensation</td>
<td>- Private pensions or disability benefits</td>
</tr>
<tr>
<td>- A parent is disabled, retired, or deceased, and their child receives Social Security benefits</td>
<td>- Supplemental Security Income (SSI)</td>
<td>- Regular income from trusts or estates</td>
</tr>
<tr>
<td>If you are in the U.S. Military:</td>
<td>- Cash assistance from State or local government</td>
<td>- Annuities</td>
</tr>
<tr>
<td>- Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances)</td>
<td>- Alimony payments</td>
<td>- Investment income</td>
</tr>
<tr>
<td>- Allowances for off-base housing, food and clothing</td>
<td>- Child support payments</td>
<td>- Earned interest</td>
</tr>
<tr>
<td>- Strike benefits</td>
<td>- Veteran’s benefits</td>
<td>- Rental income</td>
</tr>
<tr>
<td></td>
<td>- Regular cash payments from outside household</td>
<td></td>
</tr>
</tbody>
</table>

## Optional: Children’s Racial and Ethnic Identities

- **Ethnicity Check one**
  - Hispanic or Latino
  - Not Hispanic or Latino
- **Race Check one or more**
  - American Indian or Alaskan Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with federal civil rights laws and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity conducted or funded by USDA.

For schools participating in CEP only:

**Are all students on this application from a CEP school?**

If YES, the processing of this application cannot be paid for by the nonprofit school food service account. Only non-CEP applications are used for selecting the verification sample, conducting an independent review of applications, and the Certification and Benefit Issuance portion of the Administrative Review.
2018-19 School District of Greenfield Student Handbook Acknowledgement

The 2018-19 School District of Greenfield Student Handbook (“Handbook”) contains important required notices, policies, and information for students and parents. The District is required to provide these notices to all parents annually.

By signing below, you acknowledge that you have received the Handbook. You further understand that the Handbook can be found online at www.greenfield.k12.wi.us or you may request a paper copy at any school office. One form per student must be submitted to their respective school.

Student Name: ___________________________________________

Parent Name: ___________________________________________

Parent Signature: ________________________________________

Date: _________________________________________________