

Greenville Middle School

Important Back-to-School Updates & Frequently Asked Questions

August 17th, 2022

Good afternoon GMS Families,

The first day of school is quickly approaching! Please take time to review this helpful information, it will assist you and your student in navigating a smooth transition back to school. We encourage you to talk through this information with your student and reach out to our school office if you have additional questions.

Construction crews are working hard to complete the building project. The summer maintenance team is working hard to prepare the building for the return of students and the GMS team is doing the same.

Our staff are not able to return to their classrooms until a few days before our Open House. They are eager to get back in the building but this does not allow them much time for classroom set up. They are focusing on the essential set up and planning needed to be ready for students. This may mean that some classrooms might look a little less decorative at Open House than they may have in years past. We are confident you will understand and they will complete that as soon as possible. They can't wait for the students to return and they will be ready for them.

With that, our building maintenance team has final preparations to complete that have resulted in adjustment of a few of our plans next week. Floor waxing will prevent us from accessing some building spaces on August 23rd which means we will need to cancel our 5th and 6th grade orientations scheduled for this date.

Our 5th grade team will incorporate the orientation items in the first few days of school and we assure you students will get the same prep and information as they would at the event. Open House will be a great time to help your student find their classrooms and get more acquainted with the school building.

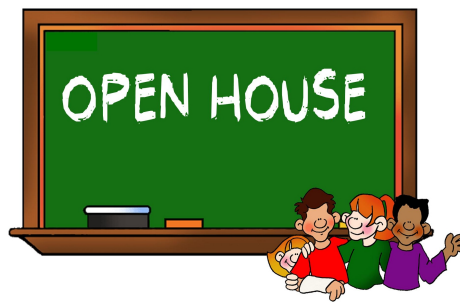
6th grade orientation is focused on relationship building with our 8th grade Web Leaders. That programming will still take place but it will be placed within the school day within the first two weeks.

As always, please reach out to our school office or directly to us with any questions you may have. We look forward to seeing everyone at Open House!

Enjoy the remaining days of summer,

Mr. Lawrence and Mrs. Powell

You are Invited! Fall Open House



August 30th will be our Open house. We welcome you from 3:45-5:45pm.

Daily Schedule

Each grade level has a slightly different schedule to accommodate lunch and time in exploratory classes. Your student's individual schedule can be found in Skyward and the time schedule below identifies the specifics of our day by each grade level. The times in Skyward may not be accurate because of the slight variation in grade level schedules, please follow this schedule.

Greenville Middle School Daily Schedule

<p><u>Grade 5</u></p> <p>7:40 - 7:45 - Announcements 7:45 - 9:10 - Math 9:10 - 9:50 - Writing 9:50 - 10:10 Recess 10:10 - 11:10 - Reading 11:10 - 11:30 - Word Study/IRA 11:30 - 12:00 Lunch 12:02 - 12:43 Science/Social Studies 12:45 - 1:28 Exploratory (7th Hour) 1:30 - 2:13 - Exploratory (8th Hour) 2:15 - 2:45 - WIN 2:50 - Dismissal</p>	<p><u>Grade 6</u></p> <p>7:40 - 7:45 - Announcements 7:45 - 9:13 - Academic Block (1/2) 9:15 - 10:43 - Academic Block (3/4) 10:43 - 11:13 - Lunch 11:15 - 11:58 - Exploratory (5th Hour) 12:00 - 12:43 - Exploratory (6th Hour) 12:45 - 2:13 - Academic Block (7/8) 2:15 - 2:50 - WIN 2:50 - Dismissal</p> <p>We have an A/B schedule. ELA and Math will see their kids every day for 90 minutes and Science and Social Studies will alternate on either A or B days.</p>
<p><u>Grade 7</u></p> <p>7:40 - 7:45 - Announcements 7:45 - 8:28 - Exploratory (1st Hour) 8:30 - 9:13 - Exploratory (2nd Hour) 9:15 - 9:58 - 3rd Hour 10:00 - 10:43 - 4th Hour 10:45 - 11:28 - 5th Hour 11:30 - 12:13 - 6th Hour 12:13 - 12:43 - Lunch 12:45 - 1:28 - 7th Hour 1:30 - 2:13 - 8th Hour 2:15 - 2:50 - WIN 2:50 - Dismissal</p>	<p><u>Grade 8</u></p> <p>7:40 - 7:45 - Announcements 7:45 - 8:28 - 1st Hour 8:30 - 9:13 - 2nd Hour 9:15 - 9:58 - Exploratory (3rd Hour) 10:00 - 10:43 - Exploratory (4th Hour) 10:45 - 11:28 - 5th Hour 11:30 - 12:13 - 6th hour 12:15 - 12:58 - 7th Hour 12:58 - 1:28 - Lunch 1:30 - 2:13 - 8th Hour 2:15 - 2:50 - WIN 2:50 - Dismissal</p>

First Day of School - Start/End Time



We are excited to welcome back our GMS students to school on Thursday, September 1st. Just a reminder that the school day starts at 7:40am. This means that students need to be in class and ready to learn by 7:40am. If you are dropping off your child at school, the doors will be open at 7:25am. Students will need to remain in the cafeteria until they are released to their grade level at 7:30am. If your child is planning to get breakfast, please have them here by 7:25am if possible so they have plenty of time to get their breakfast and be on time for class. Bus students will have time to get breakfast when the bus gets here. Drop-off students will all enter the building through the main entrance, door 1. Bus students will be entering the building through our new entrance in the back of the building. Open gym does not start until September 19th. More information will come regarding that. Students are all released at 2:50pm. We look forward to seeing you all on September 1st for our annual red carpet welcome!

Breakfast/Lunch Procedures



Please talk with your student about making positive lunch seat choices. Encourage them to sit near peers that they will make good choices around, those that will set them up for success during lunch. Students that have difficulty following expectations during the lunch periods will have an opportunity for a reteach on expectations. If expectations continue to be a challenge, a lunch supervisor will select a seat that better suits them for a minimum of a week. You can find more information about our Food Service Program

including the menu by visiting our [Food Service](#) page on our website. We do have two microwaves in our lunchroom that your student can use to heat up their lunch from home.

Students may not order food delivery to school (for example: Uber Eats, EatStreets, etc). If you are dropping off lunch for your student, you may not drop off food for other students per our district policy. For example, pizza for your child's whole lunch table. We do allow parents to visit their children for lunch. Lunch with your student will take place in a conference room area within the office.

If your child is planning to get breakfast in the morning upon arrival and you are dropping them off, please plan accordingly to allow time for this. Students should be in their classroom and ready to begin their day at 7:40am.

5th and 6th Grade Orientation - Canceled

The events on August 23rd have been canceled in order for final building construction and cleaning. This orientation will be built into the first days and two weeks of school. Our 5th grade teachers will incorporate this information into their classrooms. Our 6th grade students will work with their 8th grade Web Leaders during the first weeks and throughout the school year. We apologize but are confident your student will have all of the transition support they need.

WEB Leaders

As a result of the orientation event being canceled on August 23rd, Mrs. DeKoch will contact you via Remind with updated details. This orientation will be built into the first two weeks of school during the school day. Our 8th grade WEB Leaders will work with our 6th graders throughout the school year.

Drop Off/Pick Up



We look forward to a smooth and efficient process in the new pick-up and drop off lane but we need your help to keep it safe. We ask that all parents share this information with anyone who may be dropping off or picking your student up. If everyone follows the expectations and signage, we can execute the process quickly and safely. Please take time to review the drop off expectations.

If you have elementary children and middle school children and want to have them exit at one location, please drop off at GES and have your GMS student walk over using the sidewalk. It is much safer for our GMS students to walk the distance rather than our GES friends. Please do not drop off elementary school students in the GMS drop off lane.

When you are in the GMS drop off lane, pull as far ahead past the GMS Door 1 Main Entrance as you can prior to dropping off your middle school student. When your vehicle makes its first stop, and you have sidewalk to your right, your student should exit the vehicle. You may then pull into the left lane to exit. When you make multiple stops in the lane, this greatly holds up traffic. Your student should exit once your vehicle is stopped in the lane. They will need to walk from that point to the entrance.

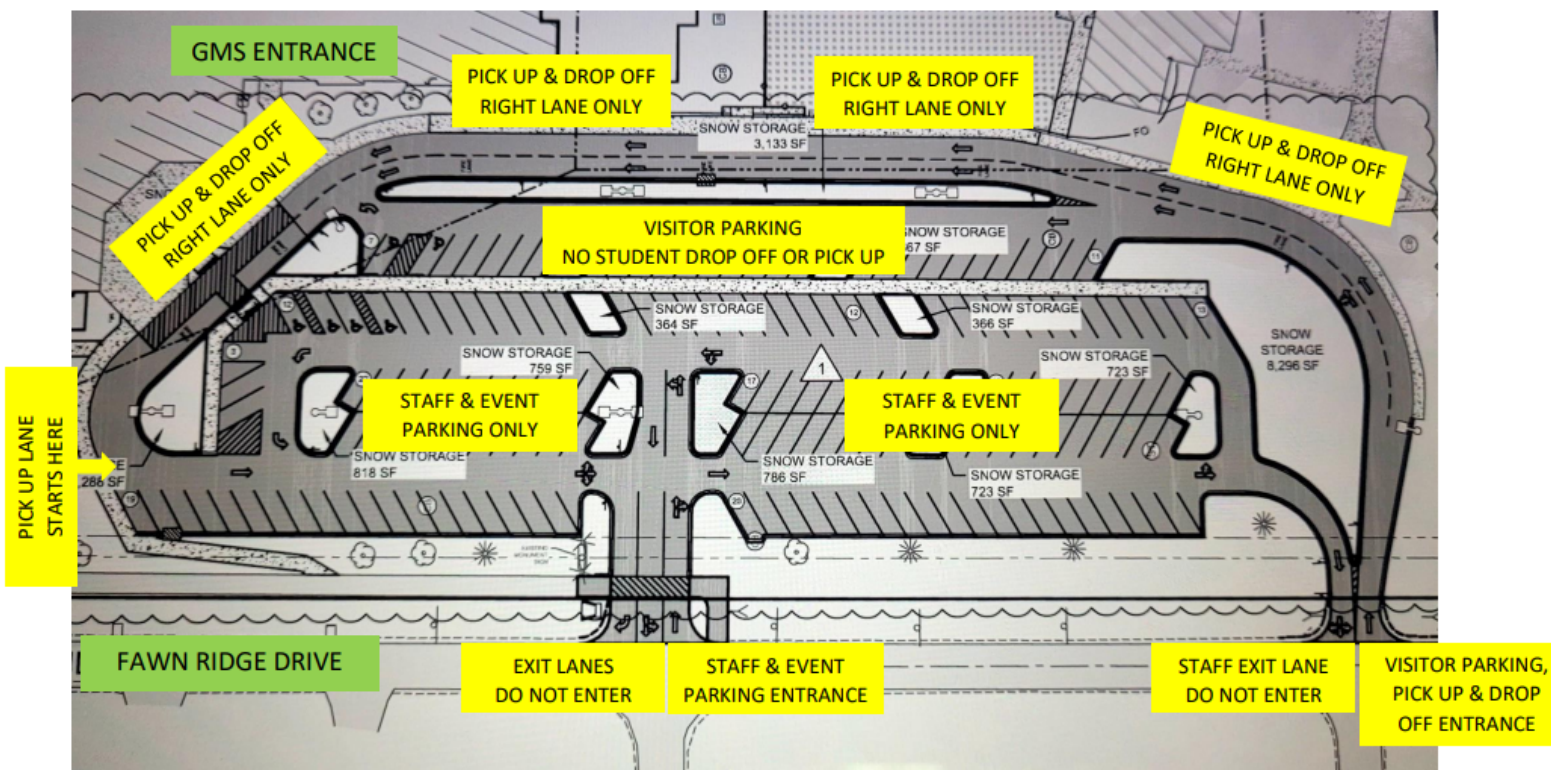
Do not use the left lane to cut ahead of others and cut people off in the right lane (the drop off lane). The left lane is for exiting only after you have dropped off your student. Students should only enter and exit the vehicle on the passenger side. They should not walk through the drop off lane or parking lot at any time. Do not park in the staff for student drop off or pick up. It is unsafe to walk through the moving drop off lane. The parking lot is for staff use only during the school day. If you need to enter the building during this time, please use visitor parking. You will access visitor parking through the drop off lane. Follow the

signage to visitor parking. Visitor and staff parking are not to be used for drop off and pick up.

We are excited about the additional parking that will be available in the staff lot which will be used for athletics, events, open house, and parent teacher conferences. During the school day, please use visitor parking as needed. During drop off and pick up you should be using the designated lane for that purpose. Please help us to ensure that your student is not walking through the parking lot during drop off or pick up as it is unsafe.

We look forward to seeing you all on September 1st for our annual red carpet welcome!

Map of new parking lot and drop off/pick up locations



Attendance Matters



One of the most influential roles you can play in your child's education is through encouraging and supporting your student in their daily attendance at school. Attendance matters because missing 10%+ of school days (*just two days per month*) can drastically impact your student's education.

For example:

- Kindergartners and 1st graders who miss 10%+ school days are much less likely to learn to read by the end of 3rd grade
- 6th graders who miss 10%+ school days are more likely to drop out of high school
- 9th grade absenteeism predicts graduation better than even 8th grade test scores

Students who attend school regularly are more likely to succeed academically and develop healthy behaviors and life habits. Regular attendance means they are more likely to develop positive relationships with peers and teachers. Additionally, they are developing this important employability skill as well.

Attendance Tips:

- Make sure your students keep a regular bedtime and establish a morning routine.
- Turn off all electronics including TVs, phones, and tablets at bedtime. Encourage no screen time 30 minutes or more prior to bedtime.

- Make sure clothes and backpacks are ready the night before.
- Check with our school nurse or health aide if you are not sure about when to keep your child at home due to illness.
- Avoid scheduling vacations or appointments when school is in session. If your child must attend a medical appointment during the school day, please ask for a proof of appointment slip upon exit and return that to the school office upon return from the appointment.
- Talk to teachers and counselors for advice if your student feels anxious about going to school.
- Develop a back-up plan for getting your child to school if something comes up. Call on a family member, neighbor, or another parent to take your student to school.

When planning for appointments and vacations we ask that you try to limit days out of school. Please visit the calendar links below to reference as you plan for vacations.

[2022/2023 Calendar](#) [2023/2024 Calendar](#)

Wisconsin Statutes (118.16) requires that all school age children be in regular attendance at school with total absences not to exceed ten (10) full or partial days of school per school year. If your child has an appointment with a medical professional (counselor, doctor, dentist, etc), please obtain a letter from the professional and turn it into the office to exempt the time missed. After ten (10) absences, a doctor's excuse is required. Please refer to the GMS Student Handbook for more specific information about student attendance. Students who miss more than ten (10) days of school without a doctor's note may be marked as unexcused, which could lead to truancy.

Lockers and Backpacks



Students are encouraged to store their personal items in their lockers and bring only the items they need with them to class. Our 5th grade students will use their lockers during the day to access their materials and will not be carrying backpacks within the building. Our 6th - 8th graders may carry a backpack with their essential items for their class periods. Their other personal items including jackets, hats, lunches, etc. should be stored in their lockers. Digital devices and cell phones should always be stored in your students backpack or locked in their locker unless the teacher has given your student permission to use the device.

Health Room Reminders



During the school day, students who need to utilize the health room will be divided into separate areas based on the specifics of their visit. If a student is displaying illness symptoms they will be separated from students that are symptom free, they will be asked to wear a mask in the health room if they appear to be ill. Students that are ill will be assessed and wait in a mitigation room until a parent/guardian is able to pick them up. Please be sure that your emergency contacts are up to date in Skyward. Students displaying symptoms will have their parent/guardian contacted and it is expected they are picked up within 30 minutes to reduce the potential spread of illness. If your child is ill, please do not send them to school. If your child is not feeling well while at school, they should go to the health room. Our health aide will contact you. Please remind them they should not be using their phone during the school day to message with you. They may call you from the school office or health room if necessary.

Canvas and Microsoft Teams Access



This year, some teachers will continue to choose to use Canvas and Teams as a tool to communicate with students and provide them with learning materials. If your student is out ill, they may find some of their class materials in Canvas, although we do not require teachers to post it there. If your child is planning to be absent and they know ahead of time, they should talk with their teacher about their missing work prior to their absence. If your student needs assistance with these tools, please utilize the [Canvas access and directions](#) support provided by our district to assist with this.

Canvas Login Instructions

Directions to IT Support

School Supply Lists



School supply lists are available on the GMS [website](#).

GMS Picture Day

GMS picture Day will be held on Tuesday, September 6th.



Technology - BYOC (Bring Your Own Device)

As in years past, we have a BYOC policy in which students are able to bring their own device. Students are not required to bring their own technology. We are fortunate to have access to a great deal of technology in our building. If your student does not bring a device, we will help them access one.

The decision to send a device with your student is based on your understanding that if there is damage to the device that it is the responsibility of the student rather than the school. It is also encouraged that you make the decision to do so at the discretion of you as the parent, you know your student best. The student is responsible for bringing the device fully charged each day and the family is responsible for maintenance and updates to devices.

Devices can be in the form of a phone, tablet, or laptop and should be stored in the student's backpack until the student is directed by the teacher to use it. Student's will need to earn their "Digital Driver's License" and must remain in good standing to use devices as always. Students should not allow others to share their device at any time.

Devices that have storage versus simply access to the internet/the cloud seem to work best. The HP 255 Laptop and Lenovo are two options that seem to work well for our students. We encourage you to consider a base model as students will preliminary use Office 365, Microsoft Teams, and Canvas. These apps can be downloaded to a phone or tablet as well.

If your child tells you that they "need" to have their cell phone at school, that is simply not the case. There are some educational apps that work great on phones, for example,

Kahoot, but many programs, including the Microsoft Office Suite are not phone friendly for middle school students. If your child comes without a device, we will ensure they have one if they need it.

Technology Expectations



You know your student best. If you are confident they are able to manage their cell phone/digital device use here at school appropriately, we encourage you to allow your student to send it for school use only. If you do not believe your student can manage their phone time at school appropriately, we ask that you keep the phone at home. Students may only use their digital devices/cell phone when permission has been granted by the teacher for school use only. Cell phones should be stored in the students backpack or locker, students should not be carrying it around in their hands, clothing/pockets during the school day. This includes headphones, earbuds (Air Pods). Students should not be wearing them during the school day. They may only be used in the classroom during work time with teacher permission, they should never be used in common areas, in Phy Ed, or during instructional time. Students are responsible for their ear buds, they are often lost at school. We do not encourage students to bring them to school.

Social Media use is not permitted on school grounds (this includes the bus and field trips) at any time during the school day or during extracurricular activities.

If you need to get a message to your student during the school day, please call our school office and we can relay the message. Students may use the school office phone to contact you as well.

Students may not record videos of teachers or other students without teacher permission and it should be for school use only. They should not be taking pictures or videos of others while at school unless it is for a school project and is under the direct supervision of a staff member. Those images/videos should not be shared with others or posted on social media.

Cell phones are **never** permitted in the:

- Cafeteria
- Bathrooms
- Locker Rooms
- Hallways
- Recess/Playground

CONSEQUENCES FOR VIOLATING DIGITAL CITIZENSHIP / BYOD EXPECTATIONS:

1st offense: Phone will be sent to the office for the day and a parent may need to pick it up. Minor referral to document. *Depending on the severity of the first offense, a student could lose phone privileges at school for a period of time. This is subject to administrator discretion.

2nd offense: Phone will be sent to the office for parent pick-up. Loss of phone privilege at school for four weeks. Major referral to document.

3rd offense: Phone will be sent to the office for parent pick-up and a BYOD-Refresh course will be taught to better understand proper cell-phone use in school with a reflection component. Loss of phone for another four weeks. Major referral to document.

4th offense: Phone will be sent to the office for parent pick-up. Loss of phone privilege at school for nine weeks. Major referral to document.

(District Policy #5136)

Student Dress



In general, most clothing is permissible provided it is in good taste. Administrators can determine appropriate apparel and length at their discretion if there is a concern. Students who do not dress to acceptable standards may be asked to change. Absences due to this type of behavior will be unexcused.

The appearance of any young person is primarily the responsibility of that individual and his/her parents. Our middle schools are public schools interested in preparing students to enter the workforce. This ties to responsible decision making and self management SEL Competencies that are taught in middle school. Reasonable cleanliness of person and apparel is expected. Inappropriate, or indecent clothing will not be allowed during the school day or during school sponsored events. School personnel may request students to change clothes.

Clothing that is NOT ALLOWED:

- Clothing that promotes alcohol, drug or tobacco use, or which depicts or refers to violence, hatred, or sexually suggestive material
- Revealing clothing that exposes private body parts~ (chest, buttock, midriff)
- Apparel worn to demonstrate association with a gang
- Shorts or skirts shorter than mid-thigh, nor holes in clothing above this area
- Any attire or accessory which by its design, use or intended use, could cause bodily harm to others.

Guidelines for Appropriate Dress:

Shirts must cover undergarments

Shoes are to be worn in the building at all times. No slippers are allowed. Athletic shoes should be worn during Physical Education classes.

Coats, jackets, sunglasses, hats, caps, hoods, or other headwear should not be worn during the school day

We look forward to seeing all of our students and remind you to reach out at any time with questions. Take care!

Mr. Lawrence and Mrs. Powell

