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Foreword

One of the most complex and continuously challenging problems in school administration is the ever-present need for effective communications.

The Student-Parent Handbook is published as one means of communication with parents of Greenfield School students.

This handbook is limited to those subjects which are of recurring concern to parents and students. It will be supplemented by other means of communication throughout the year.

Also, parents are encouraged to seek additional information whenever they need it from the office of the Head of School and the teachers at Greenfield School.

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THE BOARD OF TRUSTEES
2018-2019

Peggy Metts, MD, Chairman

Charles Thomas, Ex Officio

Stacey Good

Lynn Lee

George Stronach IV

Kim Scholl

Dan Whaley

Dee Boyd

Whit Coolbaugh

Beth Freshwater-Smith

Don Howard

Jeff Price

Travis Beddingfield

Worth Joyner

Suzanne Vester

Stewart Arens, Jr.

Wallace Thomas

Crystal Kirby

Jennifer Lantz

Jeff Ross

Suzette Gibson

Beth Peters, Head of School *

Chance Reynolds, Assistant Head of School*

Wendy Scott, President of the Greenfield GVO *

*non-voting members

The Faculty

Faculty Member

Aaron Achilles
 Emily Aycock
 Daphne Bennett
 Candy Boyette
 Crystal Boykin
 Joel Brame
 Sarah Bradley
 Nicole Bryant
 Jo Brinson
 Lauren Clark
 Laura Crudup
 Cindy Darden
 Covey Denton
 David Fansler
 Myrl Ferrell
 Luis Giron
 Lauren Good
 Shanyl Green
 Glenn Griffin
 Sherry Hackney
 Jennifer Johnson
 Bonnie Johnstone
 Kenneth Jones
 Katy King
 Mike Land
 Jennifer Langston
 Larry Lindsay
 Gail Mahan
 Abbie McKeel
 Dana Mooring
 Paola Morales
 Robin Morrison
 Brooke Nguyen
 Dawn Peele
 Kelli Peele
 Seth Penwell
 Beth Peters
 Kathy Phelps
 Melodie Powell
 Peggy Powell
 Chance Reynolds
 Rob Salter
 Shana Schroeder
 Wendy Scott
 Liz Smith
 Carole Stoiber
 Kristen Taylor
 Rebecca Thompson
 Jaymi Tomlinson
 Rita Wall
 Hearn Walston
 Justin Wilkinson
 Brenda Wright
 Molly Youssef

Position/Department

Director of Information Technology
 Middle School English/Social Studies
 Preschool
 Preschool
 Third Grade
 Upper School Mathematics
 Counselor/College Guidance
 Preschool
 Middle School Reading/English
 Preschool
 Middle School Language Arts/Math
 Preschool – Upper School Music
 Lower/Middle School Science
 Middle/Upper School Science
 Middle/Upper School Math
 Lower/Upper School Spanish
 Lower School Assistant
 Middle School English/Social Studies
 Upper School English
 Preschool
 Media Center
 Director of Preschool
 Upper School Math
 Upper School Social Studies/Yearbook
 Upper School Science
 Second Grade
 Middle/Upper School Social Studies
 Kindergarten
 Fourth Grade
 Preschool
 Preschool
 Lower School Coordinator/Kindergarten
 Preschool
 Upper School Science
 First Grade
 Spanish/Social Studies
 Upper School Math/Head of School
 Middle/Upper School English
 Admissions Coordinator/Director of Student Life
 Preschool
 Assistant Head of School/Leadership Studies
 Athletic Director/Physical Education
 Physical Education
 Kindergarten Assistant
 Middle School Math/Lower School Assistant
 Lower School Art
 Lower/Middle School Computer
 Middle and Upper School Art and Computer
 Preschool
 Lower School Assistant
 Film Appreciation
 Middle School Math and Social Studies
 Lower School Assistant
 Athletic Trainer/Science

Language Center

Liza Gauss	Director of the Language Program
Ginger Gliarmis	Language Program
Margaret Jenkins	Language Program
Lou Ann Peterson	Language Program
Lisa Robbins	Language Program
Page Smith	Language Program

Support Staff

Lacie Artis	Cafeteria
Shirley Barnes	Cafeteria
Tara Brown	Registrar
Theresa Fulghum	Administrative Assistant
Dawn Gunn	After School Care
Robin Hauser	Director of Advancement
Kathy Henkel	Director of Finance and Human Resources
Daniel Johnson	Director of Facilities and Grounds
Anne Joyner	Marketing and Communications Coordinator
Zach Moore	Facilities Coordinator
Vicki Whitehead	Cafeteria Manager/Business Office
Abbie Fulghum	Cafeteria

Greenfield Volunteer Organization

The Greenfield Volunteer Organization (GVO) is an organization of parents that was formed for the purpose of helping the development of the school, faculty, and students. The GVO supports and provides funds and volunteers which help to finance additional instructional enrichment. Each year, the GVO depends on parent volunteers for their talents and resources. Volunteer hours and support of committees, fundraising projects, and programs are an important part of each child's educational development. The committees listed below need help. Please contact any of the officers or committee chairmen to volunteer.

Officers

President	Wendy Scott
Vice President/President Elect	Michele Wilson
Membership/Grade Parents	OPEN

Committee Chairmen

Arts Alliance	Tracy Scott
Box Top Education	Wendy Barnes
Fall Family Night	Kelly Coolbaugh
Grounds	Julie Clark
Back to School/Helping Hands	Suzette Gibson
Library	OPEN
Teacher Appreciation	Carri Lozevski
US Awards /Graduation	Charlotte Vick

**GREENFIELD SCHOOL
ANNUAL CALENDAR
2018 - 2019**

August 13	New Faculty Orientation
August 14, 15, 16, 17	Faculty Workdays
August 20	First Day of School - Dismiss at 12:00 noon
September 3	Labor Day - No School
October 5, 8	Fall Break - No School
October 25, 29, 31	Conference Days, Noon Dismissal- Grades K-4 only
October 31	Halloween Parade, Noon Dismissal – Grades K-12
November 21, 22, 23	Thanksgiving Holiday - No School
November 29	Holiday Concert
December 12, 13, 14, 17, 18	Eighth Grade Exams and Semester Tests
December 13, 14, 17, 18	Exams, Grades 9 - 12
December 18	Noon Dismissal
December 19 - January 2	Christmas Holidays - No School
January 2	Faculty Workday - No School
January 21	Faculty Workday - No School
February 21	Snow Day # 1
February 21, 22, 25	Winter Break - No School
February 25	Snow Day # 2
March 1	Spring Fundraiser
March 5	Fall/Winter Athletic Awards 6:30 pm
March 25, 26, 28	Conference Days K - 4
April 15, 16, 17, 18, 19	Spring Break - No School
April 25	Annual Meeting
May 2	Spring Arts Festival
May 10	Dismiss at 12:00 noon; Field Day, Grades 1 – 12
May 19	Baccalaureate, 6:30 pm
May 23, 24, 28, 29, 30	Grade 8 Exams and Semester Tests
May 23, 24, 28, 29	Grade 12 Exams
May 24, 28, 29, 30	Grades 9 – 11 Exams
May 27	Memorial Day – No School
May 30	Last Day of Class, Noon Dismissal
May 30	Upper School Academic/Athletic Awards 6:30 pm
May 31	Middle School Awards 9:00 am; Graduation 6:30 pm
June 3, 4	Faculty Workdays

DAILY SCHEDULES

Preschool (2, 3, & 4 years old).....	8:00 - 12:00 pm
Kindergarten.....	8:00 - 2:30 pm
Grades 1 – 4.....	8:00 - 2:50 pm
Grades 5 – 12.....	8:00 - 3:00 pm

DAILY CLASS SCHEDULE FOR GRADES 5 – 12

8:00 – 8:07.....	Homeroom
8:10 – 8:57.....	First Period
9:00 – 9:47.....	Second Period
9:47 – 10:05.....	Break
10:05 – 10:52.....	Third Period
10:55 – 11:42.....	Fourth Period – Lower School Lunch
11:42 – 12:30.....	Lunch/Flex Middle School
11:42 – 12:06.....	5 th /6 th Lunch and 7 th /8 th Flex
12:06 – 12:30.....	7 th /8 th Lunch and 5 th /6 th Flex
11:45 – 12:32.....	Fifth Period Upper School
12:32 – 1:20.....	Lunch/Flex Upper School
12:33 – 1:20.....	Sixth Period Middle School
1:23 – 2:10.....	Seventh Period
2:13 – 3:00.....	Eighth Period

DAILY CLASS SCHEDULE FOR GRADES 5 – 12

NOON DISMISSALS

8:00 – 8:07.....	Homeroom
8:10 – 8:39.....	First Period
8:42 – 9:11.....	Second Period
9:14 – 9:43.....	Third Period
9:46 – 10:15.....	Fourth/Fifth Period
10:15 – 10:27.....	Break
10:27 – 10:56.....	Fifth/Sixth Period
10:59 – 11:28.....	Seventh Period
11:31 – 12:00.....	Eighth Period

Philosophy

Greenfield School was founded by a group of parents in 1969 as an independent, coeducational college preparatory day school. Located on a beautiful 101–acre campus in Wilson, North Carolina, the school was founded as a non–profit, non–sectarian corporation, to be owned and operated by a Board of Trustees. Greenfield School's purpose is to provide a stimulating environment and a sound education to a limited number of students of average to superior ability in preschool through grade 12. The school provides a thorough and challenging program of academic training. This is accomplished through a variety of instructional methods in an atmosphere that stimulates intellectual curiosity and instills attitudes and habits that will enable the student to continue his or her education in the broadest sense of the term for his or her entire life.

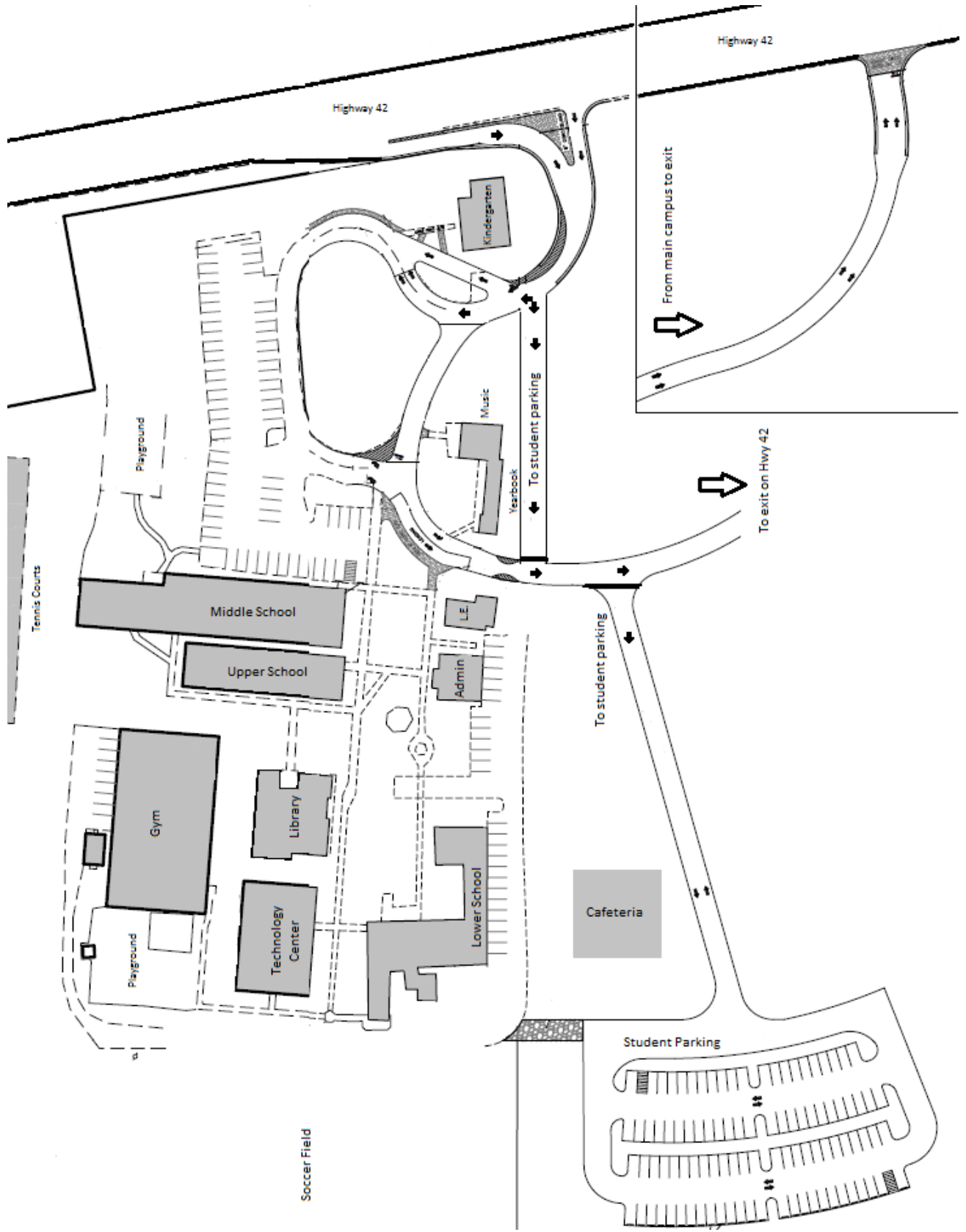
The Greenfield program places strong emphasis on the moral, physical, and social growth of its students, and strives to prepare each individual in every way possible to realize his or her full potential.

Goals and Objectives

Greenfield School provides for its students an innovative and carefully structured educational program. In the 16 years that a child may spend at Greenfield, he or she can have a stimulating experience learning in a warm, friendly environment under the guidance of carefully chosen faculty members. The school's goals and objectives are as follows:

1. To provide sound, traditional academic training in the core subjects and the fine arts.
2. To be committed to the importance of each student as an individual.
3. To provide a competitive, stimulating atmosphere in which a child may develop intellectual curiosity, creative awareness, and an interest in others.
4. To educate the individual child to the point that he or she is capable of independently defining and following his or her own interests.
5. To encourage each child to be an active and involved member of his or her world.
6. To foster creative freedom of expression and investigation within a framework of discipline and order without infringing upon the rights of others.
7. To work hard toward the balanced development of each student mentally, physically, morally, socially, and emotionally.
8. To provide maximum opportunity for each student to receive recognition and achievement.
9. To afford each student the opportunity to compete in athletics.
10. To maintain admissions standards dedicated to providing each student an opportunity to grow and develop in a stimulating intellectual environment.
11. To work toward insuring that each young adult, upon graduation, is able to adjust successfully to the requirements of the best college and university for him or her.
12. To encourage an awareness and appreciation of cultural differences within our society.

GREENFIELD SCHOOL CAMPUS



Admissions

Admission Policy

Greenfield is a school with an innovative but carefully structured educational program. Although the program gives important consideration to each child's capabilities and limitations, standards for each grade level are carefully maintained. Greenfield School students have consistently proved themselves to be well trained in all basic academic areas and able, upon graduation, to adjust easily to the requirements of the best colleges and universities. Thus, an applicant must have the potential aptitude to meet the requirements for college admission. Scholastic achievement, as reflected in both Greenfield School's entrance examination and record of accomplishments in former schools (when applicable), must be commensurate with that grade for which a student is applying.

Greenfield School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and grant programs, and athletic and other school–administered programs.

Admission Procedure and Fees

All inquiries for admission should be directed to Melodie Powell, Admissions Coordinator, who reviews all applications and sets up the required testing. A candidate is evaluated based on a personal interview, testing, which includes a writing sample for grades 1 – 12, teacher or personal recommendations, and a transcript from the previous school when appropriate. Applicants are informed of the decision by the school on a “rolling admission” basis.

Greenfield School traditionally attempts to give special consideration to children whose brothers and sisters are attending the school, to children of alumni, and to children of former students.

A non-refundable fee of \$100.00 is due with each Greenfield School student application for testing and processing. Once an applicant is accepted, an enrollment contract will be issued along with a letter of acceptance from the Admissions Coordinator. The signed enrollment contract along with a \$600.00 non-refundable enrollment deposit will be required to secure a student's place at Greenfield School (within ten days of notification of acceptance). The enrollment deposit is applied towards tuition.

Greenfield School's advanced curriculum is not designed for every student. Although the academic program gives important consideration to each child's capabilities and limitations, standards for each grade level are outlined and maintained. Greenfield families may take advantage of the academic support services offered within the Language Center. For more information about the Language Center please refer to the Language Center section within this handbook (see page 20).

Immunization Records

Immunization records are required from all students entering Greenfield in preschool–grade 12. These records are due within thirty days of enrollment. If a student transfers from another school, this information may be obtained from the previous school's transcript. All immunizations must be up to date.

Index Tuition Program

Financial grants are available for students in kindergarten through grade twelve at Greenfield School. These grants serve as a means of making the school accessible to those families, regardless of race, color, creed, or national origin, whose children meet the requirements for admission, but are not in a position to meet all of the tuition without financial assistance. All financial grants are considered confidential between the Business Office and the family. Applications for financial grants are made by completing an online application with the third-party organization, Financial Aid for School Tuition (FAST), which evaluates a student's eligibility for a financial grant. The online application may be accessed at www.greenfieldschool.org on the admissions tab under tuition and fees at the bottom of the page. While FAST recommends an amount each family can pay toward tuition, the School's Financial Grant Committee

10 Greenfield School

makes the final determination regarding award amounts.

- Financial grants are based solely on need. Excellence in all activities is strongly encouraged for all Greenfield School students, although this does not influence or contribute to the award amount determined.
- No grants are ever awarded for athletic participation.
- Financial grants can range from \$500.00 up to a maximum of half the cost of tuition for each student.
- Families also can participate in the GS Trip (gift card rewards program) to further reduce tuition costs.
- Families must apply for a financial grant each year.
- Grants are confidential, non-transferrable, and provided gratis to each recipient.
- Questions or concerns regarding financial grants should be directed to the Business Manager.

Tuition and Fee Information

<u>Program/Grade Level</u>	<u>Tuition</u>	<u>Facility Fee</u>
2-year-old program, 2 days (half day)	\$1,412	\$100
2-year-old program, 2 days (full day)	\$2,091	\$100
2-year-old program, 3 days (half day)	\$2,248	\$100
2-year-old program, 3 days (full day)	\$3,126	\$100
2, 3, 4-year-old program, 5 days (half day)	\$3,921	\$100
2, 3, 4-year-old program, 5 days (full day)	\$5,070	\$100
Kindergarten	\$4,133.50-\$8,267.00	\$325
Grades 1-5	\$5080.00-\$10,159.00	\$500
Grades 6-12	\$5,436.00-\$10,872.00	\$500

- Tuition may be paid on a ten-month plan, a semester plan or an annual plan.
- Tuition management plan is optional for the semester or annual plan. Tuition management plan is MANDATORY for the monthly plan and is included in the monthly payment.
- The above figures include tuition and all fees (including books, materials, technology, athletic fees, and yearbook). Additional fees will be charged for Language Center academic support services, on-line courses, trips, athletic tournaments, and lunches.
- After School Enrichment is available from 2:30 p.m.-6:00 p.m. by block plan or hourly drop-in rate. On days of early dismissal, After School Enrichment may be offered.
- Birthdate cutoff for all preschool through kindergarten classes is August 31st.

Discounts for Multiple Children

Greenfield gives additional discounts for enrolling more than one child. Discount amounts are below.

<u>Grade</u>	<u>2nd Child</u>	<u>3rd Child</u>	<u>4th Child</u>	<u>5th Child</u>
PS 1/2 day	\$100	\$175	\$250	\$325
PS Full (3:00)	\$150	\$250	\$350	\$475
Kindergarten	\$200	\$325	\$450	\$575
Grades 1-6	\$240	\$400	\$575	\$775
Grades 7-12	\$250	\$425	\$600	\$800

Payment Schedules

- Annual Plan: Due August 1
 Semester Plan: Due as ½ August 1 and ½ December 1
 Monthly Plan: Due in equal installments over the period August 1 - May 1

Payment Terms

- Payments can be made via cash, check or via credit or debit card through Greenfield School's online tuition payment portal, Smart Tuition, that can be accessed from Greenfield School's website by hovering over the Admissions tab and then clicking on Online Tuition Payment.
- A late payment charge of 1.3% per month (16% per year) will be applied to any overdue account.
- The School will withhold all academic records and/or final transcripts for all accounts with overdue balances.
- The School reserves the right to deny attendance and dismiss students whose accounts include excessive overdue balances.
- Unpaid accounts will be subject to legal action for collection.

Returned Check Fee

There will be a \$30.00 returned check fee for all returned checks.

Release of Records

It is a policy of the Board of Trustees that an account must be current in order to release report cards and/or grades during the school year. **No transcripts and/or academic records will be released until all tuition and fees owed to Greenfield School have been paid in full, and all obligations have been met.**

After School Enrichment

A drop-in, hourly afternoon extended care program, After School Enrichment, is available from 2:30 p.m.–6:00 p.m. for children in preschool through grade eight. Kindergarten students will go to the Preschool, Grades 1- 4 will go to the After School Enrichment classroom (old cafeteria) and Grades 5-8 will go the new cafeteria. Students in grades K-6 who are waiting in the carpool line will be sent to After School Enrichment and charged by the hour if they are not picked up by 3:15. There will be no charge if a student is on a sports team and is waiting for practice or a game. Payment plans are available annually, semi-annually, monthly, or hourly. A \$50.00 administration/registration fee is due along with the enrollment form for this service. Enrollment forms are available online through the Greenfield website or in the Business Office in the Administration Building.

Language Center

A \$100.00 non-refundable application fee is due with an initial application for the Language Center. A fee of \$300.00 is charged for each student's initial enrollment in the Language Center Program. A yearly fee of \$150.00 is charged for each succeeding year.

Textbooks

The cost for textbooks is included in the total cost of tuition. Students in grades K–12 are provided all textbooks and consumable workbooks. **All textbooks are assigned to students and are required to be returned by the last day of school in good repair or the student will be charged to replace the textbook.**

The Curriculum

The Greenfield School curriculum is updated frequently to include new teaching methods while retaining those that have proved valuable. Teachers are encouraged to exercise their judgment and imagination to provide a stimulating class atmosphere. Greenfield School is not designed in such a way as to handle the student with a behavioral or emotional disorder. Although the academic program gives important consideration to each child's capabilities and limitations, standards for each grade level are outlined and maintained. The academic goal is a structured program aimed at giving a solid foundation in the core subjects. Greenfield School is divided into four departments – preschool, kindergarten and lower school, middle school, and upper school.

Curriculum Overview

Preschool

Greenfield Preschool offers an eclectic program that lends itself to individualized instruction and provides a readiness program to enhance strengths and address the needs of each child.

The curriculum in the Preschool varies with age but is based on a Modified Montessori method. The method allows children to learn through play, but also engage in an academic curriculum.

The two and three year old classes are introduced to colors, shapes, and letters. Fine motor skills are strengthened with coloring, name writing, painting, cutting, and finger plays. Each class will also experience a range of different units throughout the course of the year. These units could include anything from "Holidays" and "Kites and Wind" to "Germs" and "Community Helpers."

With the advancement to our kindergarten readiness program, comes more structure. Greenfield School offers a curriculum based education through the "Imagine-It" series. This same series is built upon through the fourth grade. The program will focus on reading, handwriting, and math concepts. The reading portion of this series focuses on letters (uppercase and lowercase) and their sounds, sight words, types of stories, parts of a book, rhythm and rhyme, and punctuation. Handwriting is taught with the D'Nealian style of writing to help the child easily transition to cursive writing later on. Math concepts are approached through learning to recognize and write numbers, counting to at least 30, skip counting to 100, understanding patterns, and drawing simple shapes.

Other fun activities include cooking, arts and crafts, all the holidays, and classes taught by our specialty teachers for music, library, and hands-on science.

Greenfield offers week-long full (8:00 – 3:00) and half-day (8:00 – 12:00) programs as well as two-, three-, and five-day options for two year old classes. After School Enrichment is available from 3:00 – 6:00 at an additional cost. Questions can be directed to the Director of Preschool, Bonnie Johnstone.

Lower School (Kindergarten – Grade 4)

Greenfield School Kindergarten offers a Modified Montessori program that lends itself to individualized instruction and continues to build on the foundation begun in Preschool. The goal is to continue to prepare students for the academic rigor expected in the Lower School. There are three main curricula: language arts, mathematics and practical life.

The Kindergarten hours are 8:00 – 2:30 daily. Students needing extended care from 2:30 -6:00 may go to After School Enrichment for an additional cost. The Kindergarten is led by Robin Morrison.

Greenfield's Lower School students spend much of their time acquiring basic language and number skills. Reading is taught by the means of a strongly based phonetic program. Comprehension skills and vocabulary are highly emphasized. Writing mechanics, English grammar and spelling are integral parts of the language arts and learning experience in the Lower School. The practice of D'Nealian handwriting is continued in Kindergarten and First Grade with a transition to cursive in the Second Grade. Mathematics is developed as an unfolding structure of numbers rather than just calculations. Math concepts are developed in a sequentially built format to provide concrete concepts and problem solving skills. In addition to these vital areas of concentration, the students also study science and social studies.

In order to provide a balanced and well-rounded curriculum, students also participate in classes that focus on music, art, library skills, Spanish, hands-on science, computer science and physical education. These classes are taught by specialty teachers in those areas.

The objectives of the Lower School are to offer a thorough program in all core subject matter areas, to stimulate intellectual curiosity, and to train children in good habits of study and responsibility in order to prepare them for middle school.

The hours of the Lower School are 8:00 – 2:50 daily. Students needing after school care from 2:50 – 6:00 may go to After School Enrichment for an additional cost. The Lower School coordinator is Robin Morrison.

Middle School (Grades 5 – 8)

Greenfield’s Middle School is designed to meet the developmental needs of the pre-adolescent and adolescent child. Middle School age children are changing physically, mentally, and socially, while learning to display greater independence, developing the ability to think critically, and beginning the transition to Upper School. As a result of the varying readiness of middle school age children, in some classes students are flexibly grouped and regrouped according to their academic abilities and their social-emotional needs. College Preparatory (CP) courses are designed for the average or above average student who plans to attend college, but would benefit from more direct teacher instruction, more practice and reinforcement, and less independent work. Advanced courses (ADV) are designed and implemented for the benefit of those students with a consistently high level of scholastic achievement as evidenced by both academic performance and standardized testing. Regardless of the type of class, the academic and behavioral expectations for students remain high.

To better meet the needs of the fifth and sixth grade students, the teachers take a teaching and learning approach influenced by the Lower School. The students study reading, language arts, mathematics, science, and social studies with a small number of teachers as they transition to greater independence. In seventh and eighth grades, the organizational pattern is more departmentalized, as the students begin their transition to Upper School. The following chart outlines the core classes for 7th and 8th grades at Greenfield School.

7th Grade	8th Grade
Reading	Reading
Language Arts	Language Arts
Pre-Algebra	Algebra Concepts or Algebra I
North Carolina History	World Geography
Life Science	Physical Science
	Spanish/Computer

In addition to their core curriculum, the fifth through seventh grade students also take a number of specialty classes which allow them to explore their growing interests. Specialty classes include course offerings in art, music, physical education, library and research skills, computer, and Spanish. With Spanish and computer applications part of the eighth grade core curriculum, specialty classes for these grades include additional offerings in art, music, and physical education. Educational and bonding field trips are also planned throughout the school year to enrich the curriculum and to meet the academic and social-emotional needs of our students.

The hours of the Middle School are from 8:00 – 3:00 daily. Students in grades five through eight needing after school care from 3:00 – 6:00 may go to After School Enrichment for an additional cost. Chance Reynolds, the Assistant Head of School, is the coordinator for the Middle School.

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Upper School (Grades 9 – 12)

Greenfield's Upper School curriculum is college preparatory and courses are specifically designed to prepare students for academic success. Students will have ample opportunity to develop skills such as time-management, self-advocacy, critical thinking, and teamwork necessary to succeed both in college and later in professional life.

Minimum requirements for graduation are twenty-four units including the following:

<u>Units</u>	<u>Program Area</u>	<u>Units</u>	<u>Program Area</u>
4	English	½	Health
4	Mathematics	½	PE requirement fulfilled by participating in or assisting with one JV or V sport
4	Social Studies (including World History, U.S. History, and Government/Economics)	1	Fine Arts
3	Science (through Chemistry)	2	Additional units from Computer Science, English, Foreign Language, Mathematics, Science, or Social Studies courses.
2	Foreign Language (in the same modern language)	3	Electives

Electives in the above areas are offered to meet or exceed the minimum requirements. All students must take six units each year; any student may elect to take additional units within a school year with administrative approval. A minimum of 15 hours of community service per school year is required of each student. The hours of the Upper School are 8:00 am – 3:00 pm daily and Chance Reynolds, the Assistant Head of School, is the coordinator for the Upper School.

Upper School Placement Policy

It is the policy of Greenfield School that the Upper School curriculum be designed to include College Preparatory (CP) courses, Honors courses, and Advanced Placement (AP) courses. College Preparatory courses are designed for the average and above average students who plan to attend college but currently would benefit from more direct teacher instruction, more practice and reinforcement, less independent work and focused development of critical thinking. Honors and Advanced Placement courses are designed and implemented for the benefit of those students with a consistently high level of scholastic achievement as evidenced by both academic performance and standardized testing. The pace and the level of instruction in Honors and AP courses are structured to challenge those students. It is strongly recommended that students who wish to enroll in an AP course meet at least two of the following criteria: 1) minimum PSAT/SAT score of 500 on the applicable section, 2) minimum grade of B+ in the previous course in that discipline, and 3) recommendation of the teacher of the previous course. If a student is enrolled in a college preparatory course one year and wishes to enroll in an Honors course the following year, it is strongly recommended that the student have a B+ or better average in the college preparatory course in that area of study.

In the spirit of flexibility and equal opportunity, students with less than the highest level of scholastic achievement shall be afforded the chance to participate in honors or AP courses upon the following conditions:

- While teachers shall be expected to make themselves available at reasonable times and places for review or to answer questions, the pace and level of instruction shall not be modified, nor shall curriculum objectives be sacrificed to accommodate such students.
- If a student is consistently unable to maintain an average of 80 or above, the student will be encouraged to discontinue the course at this level.
- If a student changes course levels, it will be the student's responsibility to make up any missed work.

- Any student who takes an AP course MUST take the College Board Advanced Placement Exam for that course and the cost will be billed through the Business Office.

Promotion/Retention Policy

Greenfield School reserves the right to, at the end of a school year, decide whether to promote a student to the next grade level or to retain that student at the same grade level for the subsequent school year. Greenfield School also may refer a student to another educational system, with proper grade placement to be determined by that system. If retention or referral to another educational system is a possible outcome, Greenfield School faculty members and other appropriate personnel will communicate that possibility clearly to parents/guardians well in advance of the final day of school. A binding decision will be made by Greenfield School by June 15.

Due to the varying developmental and educational realities throughout the grades, the promotion/retention policy is different at each division.

- **Preschool**: A Preschool student may be retained or referred to another educational setting for failing to meet the expectations of the Greenfield program in either of the following areas:
 - Academic skill and progress; and/or
 - Social/emotional readiness.
- **Lower School**: A Lower School student may be retained or referred to another educational setting for failing to meet the expectations of the Greenfield program in either of the following areas:
 - Academic skill and progress; and/or
 - Social/emotional maturity.
- **Middle School**: A Middle School student may be retained or referred to another educational setting for failing one or more of his/her core academic subjects for the academic year.
- **Upper School**: Retention of a high school student is determined by the student’s readiness to advance to the next grade level more than it is tied to a specific grade or number of high school units successfully completed.
 - A student in grades 9 – 11 who fails a required course for the year must re-take that course during the next academic year (recognizing that this may prove difficult to schedule).
 - A student in grade 12 who fails a required course for the year or fails to achieve the requisite 24 high school units will not be permitted to graduate.

In rare cases where extenuating circumstances exist, a parent may petition the Head of School for special consideration. The Head of School will, upon receiving the petition, gather a meeting of all teachers of the student in question to gather data and reassess the situation and its conclusion.

Student retention decisions can also be based upon violation of the school’s absentee and/or discipline policy. Please refer to these specific policies for details.

Valedictorian/Salutatorian

The Valedictorian of the senior class at Greenfield’s commencement exercises has the highest weighted grade-point average and the Salutatorian has the second highest weighted grade-point average as determined three weeks before graduation. Only online courses for which a final grade has been reported to Greenfield and verified by the sponsoring agency will be used in computing the Valedictorian/Salutatorian. Each student must have attended Greenfield School for a minimum of three full semesters during their upper school years prior to the semester the Valedictorian and Salutatorian are selected.

Online Courses, Wilson Community College or Barton College Courses

Upper School students who want to take an online course, WCC, or Barton course and receive Greenfield graduation credit for the course must have prior approval from the Head of School or Assistant Head of School before enrolling in the course. Students can only take an online class if the course is currently not being taught at Greenfield School. Exceptions to this can be made by the Head of School. Greenfield graduation credit can only be given for online courses offered through an institution accredited through AdvancEd or an equivalent accreditation agency.

At the end of each semester, grades for completed online courses will be calculated into the student's GPA. Each semester of an online course, WCC or Barton course will count as ½ credit towards graduation. A student who fails an online course, WCC or Barton course for the semester will be placed on academic probation for the next six-week grading period.

Community Service

A requirement for graduation from Greenfield School is a total of sixty hours of community service. This requirement is subdivided into fifteen hours in each Upper School year (grades 9–12). Hours are reduced on a pro rata basis for new students.

Community service hours should be completed through 501(c)(3) non-profit organizations. Of the 15 total hours required each year, no more than 5 hours may be earned through Greenfield and/or faith-based organizations. All activities must be approved in advance by the community service coordinator, Melodie Powell. Students will not be permitted to complete all hours in advance but must participate in a minimum of fifteen hours each school year. Hours accumulated during the summer can count towards the previous or upcoming school year, as needed.

Normally students fulfill these requirements with eager enthusiasm. If, however, a student fails to complete the requisite fifteen hours in a year, privileges such as playing athletics (practices and games) and eating off-campus will be withheld the following year, starting the first day of school, until the requirements are satisfied. Seniors must submit community service hours by May 1st at 5:00 pm. For upper school community service awards, hours must be submitted by May 1st at 5:00 pm to be considered for those awards.

Language Center

The Language Center was established in 1986 to serve Greenfield students with language based learning differences, dyslexia and/or attention deficit disorder. Language Center teachers work one on one with students and help them become more successful in school and in life, using specific Orton-Gillingham based multi-sensory teaching strategies. Parents whose children complete a program of remediation in the Language Center may expect that growth will occur in their child's development in the areas of reading fluency, reading comprehension, vocabulary, written expression, processing, reasoning, self-esteem, and confidence.

In addition, Language Center students learn study skills, organizational skills, and skills of time management and note taking. This instruction takes place in an environment that is filled with encouragement, support, and challenge, allowing Language Center students to have the opportunity to achieve their highest potential.

Enrolling a child in the Greenfield Language Center carries additional fees in addition to basic Greenfield tuition, but according to a parent whose child has been helped by the program, "It is the best money we have ever spent." The program carries an enrollment fee, and an hourly charge that is paid directly to the child's Language Therapist. For additional information about the Greenfield Language Center, contact Liza Gauss, the program coordinator.

Testing

Greenfield School has a yearly, formal testing program. The Otis-Lennon School Ability test (OLSAT) is administered in the fall to students in the 3rd, 5th and 8th grades. The Comprehensive Testing Program 4 (CTP4) published by the Education Records Bureau is given in the spring to all students in grades 3-9. All students in grades 10 and 11 take the Preliminary Scholastic Aptitude Test (PSAT), while 11th and 12th grade students take the SAT and/or ACT test as part of the college admissions process.

A record of test scores is maintained in the student's cumulative file. Examination of these results at all levels helps school administrators and faculty be aware of strengths and weaknesses of students both individually and as a group. It also enables the school to evaluate the effectiveness of teaching methods and to assess its comparative standing with students at other schools.

Classroom Testing

Testing Policy – Testing is permitted on any day. Faculty will notify students of major tests at least three days prior to the test. Students should have no more than two scheduled tests in one day.

Senior Final Examinations – Seniors who have a 90.0% average in a course for the year are exempt from taking the final examination in the course. This evaluation will be made three weeks into the final marking period.

Student Responsibility Regarding Test Papers – It is the responsibility of each student, when requested by a teacher, to have a test paper signed by his/her parents. Phone calls from the office to verify that parents have seen test papers are not permitted.

Accommodation Policy

The primary mission of Greenfield School is to provide an accelerated college preparatory curriculum in a warm and friendly learning environment. We do accept a limited number of students with learning differences, with the understanding that the student may need to be enrolled in the Language Center or receive additional tutoring in order to be successful at Greenfield School. Both the Language Center and tutoring are services that are not included in the Greenfield tuition and would incur additional expense. While we do provide some testing and classroom accommodations, these are limited in nature. All students at Greenfield School must comply with the same behavior standards and no behavioral accommodations will be made in the area of discipline for misconduct at school.

Upon application, parents are required to inform Greenfield of any previously diagnosed learning differences and accommodations the student has received in other educational settings. Parents requesting accommodations for their student must provide the school with a complete evaluation that is not more than five years old from a qualified examiner and which documents the specific learning difference and any recommendations. If educational or psychological testing is undertaken during the school year, parents are asked to provide the school with a copy of the complete evaluation at the earliest opportunity. Upon enrollment or receipt of a new or updated evaluation, parents who will be requesting accommodations for their student should meet with a team that includes the guidance counselor, grade level coordinator and other staff members as needed to discuss the needs of their child. At that time, an educational accommodation plan will be written. A copy of this plan will be provided to each of the student's teachers and parents to ensure that all parties are aware of accommodations requested. For testing accommodation requests for mid-term, finals testing or standardized testing, parents must provide required documentation at least two weeks prior to the test dates to allow the school time to schedule a parent conference and make the necessary arrangements for testing accommodations. Upon parent request, the school will also assist eligible upper school students in requesting accommodations for college entrance and advanced placement exams.

With complete, proper, and current documentation, accommodations that can be made available include:

- preferential classroom seating
- teacher signing of student agenda at student's request, with return signature by parent
- up to 50% extended time for classroom and standardized testing, must be arranged in advance and scheduled at the mutual convenience of the teacher and the student
- separate test setting in a small group for tests/exams/standardized tests
- ability to write in the test booklet for Standardized Achievement Tests
- opportunity to correct spelling errors without penalty, with the exception of spelling tests and homework or other assignments that the student has had the opportunity to proofread/spell check
- access to copies of lecture notes, with the understanding that the student is responsible for attempting to take notes in the classroom
- limited modified assignments (ex. reduced number of spelling words or math problems) at the discretion of the teacher and grade level coordinator and with the understanding that grading rubrics and grade level expectations will not be modified

If a student needs accommodations or learning/behavior support beyond the scope of that which Greenfield School can provide, every effort will be made to support the student and his or her family in the transition to a more suitable educational environment. A parent's decision to withdraw their student due to special needs of the student does not release the parent's financial obligation to Greenfield School.

Grading System

Preschool – Grade 4

Student progress is reported to parents in preschool through grade 4 by parent–teacher conferences and/or report cards every nine weeks. Open communication among students, parents, and faculty is stressed throughout the school year.

Grades 5 – 12

Report Cards: The school year is divided into two semesters of three marking periods each, so each student’s progress in grades 5 – 12 is reported approximately every six weeks. Students are charged with the responsibility of providing their report cards to their parents, having them signed, and then returning them to their homeroom teacher within two school days. Failure to do so may result in loss of free time for the student, possible demerits, and possibly time spent after school.

Gradelink provides students and parents the opportunity to stay up to date with students’ progress, grades, and averages at all time during the six weeks. Therefore, Progress Reports will not be sent home during the middle of the grading periods. Teachers will email a parent if a student’s average drops below a C or if a student makes a drastic change in class performance.

Greenfield School considers examinations an important factor in a college preparatory curriculum. Two–hour examinations that count one–fourth of the term grade are given each semester in the upper school (grades 9 – 12). During these times a special exam schedule is followed; students involved are not required to attend school except to take exams. It is imperative that students be present for their scheduled exams. Make–up exams will be given only for illness with a doctor’s note or extreme circumstances.

Two–hour examinations are given each semester to students in grade 8 taking Physical Science, Algebra I, Algebra Concepts, or any upper school class. Semester tests are given to eighth grade students in all other non–elective subjects. Exams and semester tests will be averaged in the third and sixth six weeks.

Grading Scale (Grades 1 – 12)

Greenfield School grades are based on the following system:

98-100 A+

93-97 A Exceptional work: neat, prompt, thorough, accurate to a high degree; shows initiative, intellectual curiosity and comprehensive grasp of concepts.

87-89 B+

83-86 B Good work: neat, prompt, shows initiative and thorough understanding of subject.

77-79 C+

73-76 C Average work: neat, prompt, indicates satisfactory fulfillment of day–to–day requirements.

68-69 D+

66-67 D Passing work: day–to–day work irregular and not always satisfactory; has difficulty with some aspects of the course content.

Below 65 Failing work: test results, class recitations below standard; content of the course not mastered.

Letter grading for conduct and specialty teachers (Grades 1-4):

S–Satisfactory

N–Needs to Improve

U–Unsatisfactory

2018–2019 Grading Periods

Preschool – Grade 4 (9 weeks)

August 20 – October 18
October 19 – January 9
January 10 – March 18
March 19 – May 30

Grades 5 – 12 (6 weeks)

August 20 – September 27
September 28 – November 8
November 9 – January 9
January 10 – February 27
February 28 – April 9
April 10 – May 30

2018–2019 Report Cards Sent (Grades 5–12)

Sent Home to Parents:

October 9
November 16
January 17
March 7
April 24

Return to Teachers:

October 11
November 20
January 22
March 11
April 26

The last report card will be mailed in June.

Honor Roll

To recognize students in grades 5 – 12 for their academic achievements Greenfield has two honor rolls. In the middle and upper schools, all subjects are counted.

A Honor Roll	no grade lower than A- (90.0)
A/B Honor Roll	no grade lower than B- (80.0)

Homework

Homework varies according to grade level and may be expected as early as Kindergarten. In the upper grades, homework requirements involve about as much time spent by the student outside of class, on average, as spent in class. Study hall or free time during the academic day gives some students time to complete a portion of the homework in school. **Parents are urged to see that family activities do not interfere with the student having time and an appropriate place (the same place every day) in which to do school work properly.**

Since students work at differing speeds, it is impossible to assign strict homework guidelines for each grade level. Homework times will vary, and the faculty will seek to give only the quantity of work that the median student can accomplish in a reasonable period of time. It should be noted that in the middle and upper grades, long-term assignments are often given. Students who do not work consistently on these assignments will find themselves with too many hours of work on a given evening. Students are expected to allocate their time on assignments given as “long term” homework and not try to do it all in a brief period.

Academic Probation

A student in grades 5–12 is placed on academic probation for any of the following reasons:

- 1) Not obtaining a 73.0% overall average for the previous six–week marking period.
- 2) Failing a course for the previous six–week marking period.
- 3) Failing a course for the final grade.
- 4) Receiving an incomplete at the end of the six-week marking period.
- 5) Performing 25% less than target goals in an online class at the end of the six-week marking period.

Academic probation begins the day after grades are due each six weeks. The first time a student is placed on academic probation his case will be reviewed after 15 school days, except for incompletes and online courses. All subsequent probationary periods will be reevaluated at the end of the six–week marking period. A student who fails a course for the year will be placed on academic probation during the first six–week grading period of the next academic year. A student who fails a one-semester course will be placed on academic probation for the next six–week grading period.

While on academic probation, a student may not participate in the following activities:

- 1) A non–educational field trip.
- 2) Competitive sports. The student may practice but may not participate in any game related activities.
- 3) Off–campus lunch for juniors and seniors.

Extracurricular Activities

Non–Athletic Extracurricular Activities

The following extracurricular activities may be offered to Greenfield students in the Middle School and/or Upper School:

- | | |
|--------------------------|------------------------------|
| * Chick Fil-A Leader | * Battle of the Books |
| * Community Service Club | * Spanish Club |
| * FCA | * National Art Honor Society |
| * Math Club | * MathCounts |
| * National Honor Society | * YAG and Model UN |
| * Sign Language Club | * Science Club |
| * Science Magic Club | * Student Government |

Other clubs and activities are formed as groups of students express a desire to have them.

Student Government Officers and Student Government Association Representatives are the elected leaders of the student body; it is imperative that they set a good example through their conduct and academic performance. SGA officers and representatives may be removed from office for any of the following reasons: failure to follow SGA regulations or to be a positive member, excessive demerits, academic probation, or any major disciplinary infraction.

National Honor Society

Membership in the National Honor Society (NHS) is an honor bestowed upon a student. Selection for membership is by the vote of a faculty council appointed by the Head of School and is based on outstanding scholarship, character, leadership, and service.

To be eligible for consideration, a student must be a sophomore, junior, or senior. A student must have also attended Greenfield School for one semester. Scholastically, the student must have a cumulative weighted grade point average of 3.70 during his time in high school. Once selected, members have the responsibility to continue to demonstrate outstanding scholarship, leadership, service, and character. Students unable to maintain the national standards will be reviewed on a case–by–case basis for the appropriateness of their continued membership in the Honor Society. Also, for continued National Honor Society membership, members must complete an additional 10 hours of community service per year beyond that which is required for graduation.

It is a privilege and a responsibility of NHS members to serve as marshals at the Greenfield baccalaureate and commencement services.

Physical Education and Sports

Physical education is required of all students through the eighth grade. Basic skills and simple games are stressed at the lower levels, building to more complicated sports and activities in the upper grades. **All students in grades 5–8 are expected to dress out daily in appropriate gym attire required by the Athletic Department.**

The school believes that competition is an integral part of a young person’s maturation process, but good sportsmanship is stressed as the foremost requirement of all team members. Greenfield School is a member of a six–team independent school conference, the Coastal Plains Independent Schools Conference (CPIC). This conference is a member of the North Carolina Independent Schools Athletic Association (NCISAA). Members of the conference include

Greenfield School
Pope John Paul II
Wayne Christian School

Friendship Christian School
Wayne Country Day School

Greenfield School has a no–cut policy in athletics and believes that every child should be afforded the opportunity to participate in the athletic program.

Greenfield School fields teams for boys in soccer, cross country, basketball, tennis, baseball, swimming, and golf. Teams in soccer, cross country, basketball, tennis, golf, swimming, and volleyball are available for girls. Coaches of all sports are encouraged to limit daily practice time to no more than one and one-half hours. Junior varsity sports will emphasize skill development and participation. Teams and students who qualify are eligible to participate in the statewide tournaments sponsored by the NCISAA.

NOTE: For competitive sports participation, a student must not be on academic probation. On days of athletic contests, a student representing Greenfield School on any team must be in attendance by 8:30 am to participate in the athletic contest. A student can play if he/she has a note from the doctor. If a student’s appointment is during the school day, he/she should be in school until it is time to leave for the appointment and must check out in the office.

Athletes are representatives of Greenfield School and are expected to dress appropriately on game days and when traveling to and from all athletic contests, both home and away. Athletes must always appear neat and clean. Appropriate dress for a boy includes a dress shirt (tucked in) with tie (no logo showing from the T-shirt), dress pants (no shorts or jeans), dress socks, and dress shoes (no tennis shoes). Appropriate dress for a girl includes a dress, skirt, or pants with sweater or blouse (no shorts or jeans), and dress shoes (no tennis shoes). Hats are not appropriate for boys or girls. In special situations, a coach may request his/her team to wear team apparel during the school day or uniforms directly to and/or from a game. In this case players are expected to be neatly dressed in uniform both to and/or from the game. Appropriate dress is expected to be in accordance with the standards set by the school. Failure to adhere to these standards will result in an athlete not being able to play. A coach may require a standard of dress that exceeds the standard set by the school.

All NCISAA rules for suspension and ejection will apply. The coaching staff may take further disciplinary action. Reinstatement must be in accordance with team rules. If a student is suspended (in school or out of school), he/she will not be allowed to practice, play in a game, or travel with the team.

Practice will not be allowed if the heat index is over 100 degrees.

If an athlete has a concussion, he or she will not be able to play until the coach has a note from the doctor saying he/she is cleared to play sports again.

All athletes must ride to athletic events with their team. With the coach’s permission on return trips, a player may ride with his or her own parents or with another parent, if a note, email, or phone call is given to the coach in advance.

Drivers who transport Greenfield School students on any trip must follow Greenfield School’s Automobile Safety Program. (See page 40)

Knights’ Club Participation

Prior to the beginning of each sport season, parents will be contacted by the Knights’ Club to schedule dates and times to volunteer. All funds raised by the Knights’ Club through the gate and concession stand will be put directly back into the athletic program through equipment, uniforms, etc.

Greenfield School strongly encourages parents of student athletes to volunteer in the concession stand and/or entrance gate.

Code of Behavior

Greenfield students are expected to be well mannered, courteous, and responsible. They should exercise good judgment and use discretion in speech and actions. Inappropriate language, physical contact, and physical display of affection are not acceptable. All students are expected to abide by the Greenfield School Honor Code and Conduct Pledge.

Greenfield School Honor Code and Conduct Pledge

Purpose and pledge: I understand that as a student at Greenfield School I am an important part of the school community, and that my actions have a big impact on those around me — especially younger students. My actions also have a big impact on me physically, mentally, and emotionally. Knowing this, I promise to make sure that the effect that I have on others is positive. I cooperate with and respect other students, teachers, and staff members always, and to this end I affirm the following:

1. I live honestly and answer questions truthfully.
2. I follow school rules because I understand that these rules are necessary to do the things we do safely and in a cooperative and orderly manner.
3. I do not engage in malicious teasing, fighting, and ganging up on others because it is unacceptable. If I am having a problem with another student and cannot work it out on my own, I always ask a teacher or the Head of School for help.
4. I place myself above suspicion by always honoring the property of others. Entering someone else's book bag, locker, or a teacher's desk without permission may cause me to be accused of stealing or other misconduct. I understand that everything belongs to someone, and so I treat others' belongings — including school property — with the same respect that I would have others treat things that belong to me.
5. I only act in a manner that is respectful of others' feelings, property, and physical safety. I understand that a practical joke is only funny if it is funny to the person upon whom it is played.
6. While at school, on a school trip, or at a school function, if a person is doing anything dangerous, destructive, or illegal, I always tell a teacher or the Head of School immediately. By doing this, I help to keep others and myself safe, and I avoid the possibility of being considered a part of such behavior.
7. While at school, on a school trip, or at any school function, I am free of the possession and/or use of alcohol, illegal drugs, and tobacco, and I always use medications and prescriptions properly.
8. The only time I provide help to others or receive help from others on homework, tests, or exams is when I have been properly authorized to do so.

Students in grades 5-12 will write and sign a pledge on tests, major assignments, or projects.

Citizenship Awards

Greenfield School Citizenship Awards are presented at the end of each six week grading period to those students the faculty believe have distinguished themselves as outstanding citizens in the Greenfield community. Greenfield School Citizenship Awards are presented to students who display positive leadership at Greenfield by being responsible, respectful, kind, helpful to others, conscientious, and hard-working. Award recipients are selected by the faculty who teach at a particular grade level.

Discipline

The Greenfield School faculty expects all students to arrive in the fall of each new academic year aware that they are expected to function within the accepted rules of the community. Rules and regulations have been carefully established to help each student develop a healthy attitude toward self and others through an awareness of personal responsibility, and to establish within the school at all times an atmosphere conducive to learning. In short, each student is expected to conform to all rules and regulations at Greenfield School without exception.

Important to the attainment of this goal is the recognition that when a student fails to discipline himself or herself, the school must discipline the student. When the school must discipline, it is the result of the student’s choices and actions; therefore, no one but the student is to blame for the consequences.

Disciplinary Procedure

Ideally, discipline is handled as a part of the basic relationship between the teacher and student. Greenfield School recognizes that the most important factors in maintaining a proper classroom climate are consistency, clearly defined expectations, and proper motivation on the part of the student. A teacher is responsible for seeing that proper discipline is maintained in the classroom.

Kindergarten – Grade 4

It is the primary role of the teacher to provide a quality education and to protect the learning environment for all students in the classroom. Each Lower School teacher will implement a classroom behavior plan to address minor rule infractions in a positive and nurturing manner.

More severe infractions such as, but not limited to the following

- Bullying, intimidating or threatening behavior
- Physical or verbal aggression
- Maliciously damaging property (accidental damage can be righted by simply showing a willingness to pay for repair or replacement)
- Repeated incidents of dishonesty

will be handled according to the actions below.

First Offense

- The parent(s) will be contacted
- The student will be sent home for the remainder of the day
- After a required conference with the parent(s), teacher(s), guidance counselor, and Lower School coordinator, the student will be allowed to return to school.

Second Offense

- The parent(s) will be contacted
- The student will be sent home for the remainder of the day
- After a required conference with the parent(s), teacher(s), guidance counselor, Lower School coordinator, and the Head of School, the student will be allowed to return to school and a behavioral contract may be required.

Grade 5 – 12

In grades 5-12, there are three steps in the discipline procedure, the classroom teacher, the Assistant Head of School, and finally the Head of School. Each of these steps has its own defined procedure, and the higher levels will hopefully be used as infrequently as possible. The Assistant Head of School's function is to handle only those disciplinary matters that cannot be handled by teachers in the classroom.

Students in grades 5-12 will have a merit/demerit system for discipline. Merits will be given to students to reward actions that go above and beyond expectations for kindness, responsibility, respectfulness, and commitment to the mission of Greenfield School.

Demerits will be given in grades 5-12 for behavioral infractions (i.e. chewing gum, not getting a test or progress report signed, being tardy, dress code violations, inappropriate language, cell phone violations, and other violations). The 5th grade students will have a probationary period during the first six weeks to learn the expectations of middle school and merits/demerits will be issued starting at the beginning of the second six weeks.

The following chart outlines the consequences for the accumulation of demerits per semester. In these cases, convenience and athletic schedule will not be a factor in scheduling the afternoon(s).

Demerits Received	Consequence:
2	30 minutes of work after school
3-5	Monday Afternoon Detention (3:15-4:15)
6	1 hour of work after school
7	2 hours of work after school
8	In-School Suspension (1 Day)
9	Out of School Suspension/Conference with Assistant Head of School
10	2 Day (out) School Suspension /Review of Standing with Head of School

Should a student have an incident in which he receives multiple demerits he/she will be expected to serve work hours for each level of consequence.

The demerit record of each student is cleared at the end of the semester.

Academic infractions will result in academic consequences (i.e. a student may receive a grade of zero if a homework assignment is not completed and handed in on time) that are determined by the individual teacher involved. With serious infractions, the Assistant Head of School may wish to call for a conference with the parents, the student, and the teacher. In extreme cases a student may be suspended.

*During either type of suspension, the student is expected to complete all missed work. He or she may not participate in any extracurricular activities until all such obligations have been met.

Some actions so outrageously violate Greenfield's standards on honor, decency, and respect that they may result in immediate suspension or expulsion. Among these are:

1. Cheating
2. Stealing (defined as using property belonging to someone else without that person's permission)
3. Damaging property maliciously
4. Harming someone else physically or through harassment
5. Lying (a deliberate falsehood)
6. Plagiarism
7. Possession of alcohol, weapons, illegal drugs, or drug–related paraphernalia on campus or at a school sponsored activity
8. Being under the influence of alcohol or illegal drugs on campus or at a school sponsored activity
9. Possession of tobacco or vaping paraphernalia on campus or at a school sponsored activity
10. Misuse of medication on campus or at a school-sponsored activity
11. Improper use of technological devices such as computers or cell phones

Should an alleged incident of lying, cheating, or stealing occur in the Upper School, a meeting of the Honor Council may be called. During December and May, all Honor Council violations will be handled by the administration. In grades 5-8, a meeting of the Middle School Faculty Disciplinary Committee may be called for an alleged incident of lying, cheating, or stealing.

Honor Council

The purpose of the Honor Council is to hear reported violations involving lying, cheating, or stealing, and to make recommendations to the Head of School concerning the handling of each case.

The Honor Council is made up of five students, one from each upper school grade and a member at large (preferably a senior), and the Honor Council Advisor, who does not vote. A member of the Honor Council must have been a student at Greenfield School the previous semester.

When an alleged Honor Council offense is reported, the Assistant Head of School will meet with and inform the student of the allegation as well as the day, time, and place of the Honor Council meeting. Prior to the Honor Council meeting the Assistant Head of School will contact the student's parent(s) to explain the allegation and inform the parent(s) of the upcoming meeting of the Honor Council.

When the Honor Council meets, the student may elect to have a faculty member of choice to accompany him. The role of the faculty member of choice is for support only and this faculty member may not participate in the proceedings. If the student chooses to present a written statement to the Honor Council, the Honor Council may still ask the student questions to clarify the incident. All proceedings and documents of the Honor Council are confidential.

After reviewing all aspects of the incident, the Honor Council will make a recommendation to the Head of School. The decision of the Head of School will be final. The Assistant Head of School will contact the student's parent(s) following the Honor Council meeting.

Discipline and Dismissal of a Student

Greenfield School reserves the exclusive right to discipline a student, including dismissal, for material neglect of school work, for failure to meet academic standards of achievement, for unacceptable student citizenship, for failure to follow the rules and regulations of the school, for failure to follow and obey instructions from teachers or others in authority, or for any other incidents the school deems unacceptable, **whether on or off campus**, where the student is deemed to be a representative of the school and the student's actions reflect unfavorably on the school. Evidence of infractions of school policy in social media or personal media (email, texts, shared photos) will be addressed as if committed on campus.

Dismissal may result at any time when a student's behavior or attitude becomes an ongoing problem both to the school and to other students and is inconsistent and incompatible with the overall goal of the school. Additionally, Greenfield School reserves the right to dismiss a student whose parent fails to cooperate with the school.

The determination of the school regarding discipline and dismissal by its Head of School or others in authority as to all such matters shall be conclusive. When a student is dismissed during the academic year for any of the foregoing reasons, it is the policy of the school not to refund any tuition paid or due on behalf of the student.

College Notification of Disciplinary Actions

Greenfield School maintains and benefits from a relationship with colleges and universities based on openness and trust. Inherent in the relationship is their expectation that if the institution asks on its School Report form whether a student has been found responsible for a disciplinary violation, the school will answer honestly. The disciplinary violation may be related to misconduct that "resulted in the applicant's suspension or expulsion" from Greenfield. It is the expectation of Greenfield School that the student will answer the question honestly on any college applications that ask about disciplinary actions. The college counselor will also report the infraction and the disciplinary action taken on the School Report Form. The college counselor will work with the student, in collaboration with the Assistant Head of School to provide an appropriate summary explaining the situation.

General Information

Office Hours

Phone: (252) 237–8046 (Office)	7:45 am– 4:00 pm	Monday through Friday
	9:00 am– 4:00 pm	Monday through Thursday (June – July)
(252) 291–4606 (Preschool)		
(252) 237–1825 (Fax)		

E–mail: admissions@greenfieldschool.org
 Use this for general questions concerning enrolling your child in Greenfield School. Please use the “Where to Go for Answers” page at the front of this handbook to contact specific areas of the school. For a full list of e-mail addresses for all faculty and staff, please check the Greenfield website.

Homepage: www.greenfieldschool.org
 This website features general information about Greenfield. It is designed for families interested in finding more information about Greenfield School.

Information System Site: www.greenfieldschool.org
 This is the portal for enrolled families to receive information and access online content from the school.

Student Productivity Site: portal.office.com
 This is the portal where students log into their Microsoft Office 365 accounts.

School Hours

Preschool (2, 3 & 4 years old)	½ Day	Full Day	<u>After School Enrichment</u>
	8:00 am – 12:00 pm	8:00 am – 3:00 pm	until 6:00 pm
Grade Level			
Kindergarten		8:00 am – 2:30 pm	2:30 pm – 6:00 pm
Grades 1–4		8:00 am – 2:50 pm	2:50 pm – 6:00 pm
Grades 5–6		8:00 am – 3:00 pm	3:00 pm – 6:00 pm
Grades 7–12		8:00 am – 3:00 pm	

The Greenfield Website

The Greenfield website currently is the primary means of communication from the Greenfield School community to Greenfield parents and students.

Some forms of communication, such as report cards and financial information will not be included on the website. There will be a link on the website to the grade program, Gradelink.

Teachers will communicate homework assignments and other information about their classes through Gradelink.

Dress Code

Greenfield School should be a great learning and working environment for everyone. Students should dress casually and comfortably for school, while wearing clothing that is well-suited for a school environment, respectful and in good repair. It should not be too revealing or display inappropriate/offensive language or images. The torso should be completely covered. Heads and faces will be uncovered inside buildings. Piercings are only allowed in the ears and tattoos must be covered. Students may be asked to change if their clothing is deemed inappropriate by the administration. Repeated violations will result in a demerit. For field trips, a faculty member may require a standard of dress that exceeds the standard set by the school.

Assembly Dress - On certain designated days, such as honor roll assemblies, field trips, or other special occasions, students will be asked to dress in nice clothing that does not include athletic wear of any type.

Game Day Attire – To represent an athletic team, students should dress up on game days. Boys should wear a dress shirt (tucked in) with a tie, dress pants and dress shoes. Girls should wear a dress, skirt, or nice pants with a sweater or blouse and dress shoes. Shorts, blue jeans, and tennis shoes are not allowed.

Food and Drink

All food and drink should stay in the cafeteria during the school day. If students bring breakfast in the morning, they should eat it in their cars or on the tables outside the cafeteria before entering the educational buildings. Students in grades 5-12 are allowed to purchase breakfast food in the café at break (9:47 – 10:05) but should not take food back to the classrooms. Bottled water is allowed anywhere on campus.

Cell Phones

In Preschool - 6th grade, students are not allowed to use cell phones during the school day. Violations will be handled by the Lower School Coordinator or Assistant Head of School.

In grades 7 – 12, students will be allowed to bring cell phones to school, but phones must be **silenced and kept totally out of sight**, except during designated times. “Using the cell phone” includes, but is not limited to, talking on the phone, taking pictures, sending or receiving text messages, checking voice mail, and using phone features such as the calculator, clock, or daily planner. Students will be able to use their cell phones on campus before 8:00 am, during break, lunch, and after 3:00 pm (or 12:00 pm on half–days) on school days. Students may never use their cell phones while driving on campus.

Teachers may collect cell phones at the beginning of class and keep them in a designated place until the end of the class. Teachers may also ask students to turn in their cell phones when temporarily leaving the classroom to go to the restroom, gym, office, or library.

For grades 7 – 12 the following consequences will result from cell phone violations:

- Cell phone use on campus between 8:00 am and 3:00 pm during undesignated times: If a student uses his/her cell phone, the phone rings, audibly vibrates, or cell phone is visible.
 - For the first violation, the cell phone is turned in to the office until 3:00 pm that school day. Students may pick up their own phone from the office after 3:00 pm on that day.
 - For the second violation, the student will receive one demerit and the cell phone will be turned in to the office until 3:00 pm that school day. Students may pick up their own phone from the office after 3:00 pm on that day.
 - For the third violation, the student will receive two demerits and the cell phone will be turned in to the office. The phone will remain in the office until it is **picked up by a parent**.
 - For the fourth violation, the student will receive three demerits and the cell phone is turned in to the office. The phone will remain in the office until it is **picked up by a parent**.
 - Upon the fifth violation, the student will **lose the right to have a cell phone at school for the remainder of the school year**.
 - Should a student violate the cell phone policy further the student and parent(s) will have a **review of standing meeting with the Head of School and Assistant Head of School**.
- Cell phones while driving on campus at any time
 - The **first occurrence of cell phone use while driving on campus** will result in the following consequences:
 - The student will receive **two demerits**.
 - A parent(s) and student meeting with the Assistant Head of School will occur. The student may not have a cell phone on campus until that meeting takes place.
 - The student will lose Friday off-campus lunch privileges for two weeks if he or she is an 11th or 12th grader.
 - The **second occurrence of cell phone use while driving on campus** will result in the following consequences:
 - The student will receive **four demerits**.
 - A parent(s) and student meeting with the Assistant Head of School will occur. The student may not have a cell phone on campus until that meeting takes place.
 - The student will lose Friday off-campus lunch privileges for six weeks if he is an 11th or 12th grader.
 - A **third violation** involving use of a cell phone while driving on campus will result in the **loss of the right to have a cell phone at school, and Friday off campus lunch privileges for the remainder of the school year**.

- A **fourth violation** involving the use of a cell phone while driving will result in the **loss of the right to drive on campus for the remainder of the school year**. This includes any driving on campus before, during, or after school (i.e. athletic, social, or academic programs).
- Should a student be caught driving on campus **after having driving privileges revoked, he and his parent(s) will have a review of standing meeting** with the Head of School and Assistant Head of School.

Chaperones and coaches will determine cell phone usage on field trips and sporting events.

Any device brought to school may be confiscated and investigated. At no time or under any circumstances is Greenfield School responsible for loss or damage to any cell phone a student chooses to bring to school.

Students and parents will receive a letter during the first week of school outlining cell phone procedures. Both students and parents must sign and return the letter to the homeroom teacher within two school days. Signing the letter indicates knowledge of the cell phone procedures.

Social Media

Social media can be used to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks students should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

Students should use good judgement when using social media by:

- Following the same guidelines for respectful, responsible behavior online as they are expected to follow offline.
- Encouraging positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alerting a teacher or other staff member if threatening/bullying, inappropriate, or harmful content (images, messages, posts) are seen online.

Student should not:

- Use social media in a way that could be personally or physically harmful to themselves or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Use language online that would be unacceptable in the classroom.

Any evidence of infractions of school policy in social or personal media will be addressed as if committed on campus.

Absences

Policy

Attendance in class at Greenfield School is an integral requirement of each course since it enables each student to participate in classroom analysis and discussion. Secondly, each teacher has a professional commitment to the integrity of his or her classroom instruction. Absences undermine the quality of instruction received, so they should be incurred with considerable forethought.

While the school discourages unnecessary absences, we recognize that on occasion it is necessary for a student to miss school, but we ask that families make every effort to minimize missed class time. Missed school time may take several forms: an all–day absence, coming in late to school after the day has started, leaving school early, or cutting class. The school requires notification of an expected absence in advance. If a student checks out before 11:42 or comes to school after 10:55, the student will be counted as absent. Also, if a student misses more than 15 minutes of a class, it will be considered an absence for that class.

Twenty days of absence in any given academic year may result in failure to be promoted to the next grade level for students enrolled in the Lower and Middle Schools. In the Upper School, more than **twenty** days of class absence will result in no credit for one–unit courses while more than **ten** days of class absence will result in no credit for half–unit courses. If a student’s attendance record is deemed to be detrimental to his/her academic progress, a conference with the parents will be requested.

Absentee Procedure

1. Excused Absence

- a. Illness; death in the family
 - 1) Note – required from home immediately upon return stating reason for absence, to be given to the homeroom teacher for Lower School and to the Administrative Assistant in the office for Middle and Upper School.
 - 2) **If a student fails to bring a written excuse within twenty–four hours of returning to school, a demerit will be given, and a parent/guardian will be contacted.**
 - 3) The school may require a doctor’s note for students with excessive absences.
- b. Regularly scheduled medical appointment, court appearance, educational trip, family trip, approved church trip, college visitation, natural disasters, non–school competitive event (for example, horse show, scouting, swim meet, select soccer).
 - 1) **Note – required from home before the student leaves.** All students leaving campus early or coming to campus late must check in/out in the office. Permission to leave school early for any reason (other than illness or family emergency) must be in written form and given to the designated person before the anticipated absence from school. Students in preschool through grade 4 will give their notes to their homeroom teacher and students in grades 5 – 12 must give their notes to the Administrative Assistant in the office. **Trips in excess of three days will require one week prior notice in writing.**
 - 2) If the situation occurs in which a student is going to be absent without prior approval, direct communication with the Assistant Head of School by phone or email is required prior to 8:00 am on the day of the absence.
 - 3) Failure to comply with the requirements stated above may result in the absence being unexcused.
- c. Makeup work – required for all absences. However, on scheduled absences the teacher may require work to be completed prior to the absence. It is the **student’s responsibility to obtain make-up work** and schedule a timeline for completion with each teacher.

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2. Unexcused Absence

- a. The following are considered unexcused absences:
 - 1) No communication with the Assistant Head of School.
 - 2) No doctors note is presented to the Administrative Assistant.
- b. Makeup work – all homework, reports, tests, or quizzes must be completed to the teacher's satisfaction immediately upon returning to school.
- c. The student will receive a demerit and a parent/guardian will be contacted.

3. Extracurricular School Activity Absence

- a. A non-recorded absence
- b. Note – not required
- c. Makeup work – required for all absences. However, on scheduled absences the teacher may require work to be completed prior to the absence. It is the **student's responsibility to obtain make-up work** and schedule a timeline for completion with each teacher.

4. Other Absences

An absence taken without the parent's consent or knowledge may result in suspension.

5. Absences on Game Days

On days of athletic contests, a student representing Greenfield School must be in attendance by 8:30 am.

Exceptions:

- 1) Any student who goes on a college visitation, with prior school approval, can play in a contest if the student can return to Greenfield School in time for a home game or in time to travel with the team on an away game.
- 2) Any student who goes to the doctor and returns to school with a note from the doctor.

6. Absences During the School Day/Permission to Leave Campus

Students must have permission from their Division Coordinator/Assistant Head of School **and** a parent/guardian to leave the campus during regular school hours. Students are not permitted to return home for something they have forgotten. **Students must sign out when leaving school always** except for regular school dismissal. If a student returns the same day, he/she must sign in.

7. Unexcused Tardy

- a. Excessive unexcused tardies for students in grades K – 5 (per semester) will result in the following consequences:
 - 1-3 tardies -- No consequence
 - 4 tardies -- Lose 10 minutes of outdoor free play
 - 5 tardies -- Lose 15 minutes of outdoor free play
 - 6 tardies -- Conference with teacher
 - 7 tardies – Conference with teacher and Lower School Coordinator
- b. Students in grades 6 – 12 may accumulate two unexcused tardies per semester. On each unexcused tardy after two, a demerit will be given.

School Policy for Administration of Medication

If a student is to take medication during school hours, that medication, immediately upon arrival, must be given to the homeroom teacher in preschool through fourth grade or turned in to the school office for grades 5–12 and must be taken under the supervision of an adult.

No medication will be given to students unless there is a signed Administration of Medicine form from the parent or legal guardian on file with the receptionist in the Administration Building.

Your child’s teacher should be made aware any time your child is taking medication on a regular basis.

Sick Children

Sick children will be sent or brought to the school office. If ill, the student's parents will be called and he or she will be picked up at the office and not outside the building. The student must be signed out before leaving campus.

Parents are responsible for keeping sick children at home. When a student is absent because of a contagious disease, he or she should not return to school until a physician has stated that he or she is no longer contagious. In the case of a prolonged symptom suggesting communicability, the school may request a written statement from the child’s physician stating the condition. **Students must be fever free without fever-reducing medications for 24 hours before returning to school.**

Parents are responsible for submitting the Greenfield School Health Insurance Form each year and updating it as necessary during the year. Parents are responsible for alerting school officials of students with known medical problems or severe allergies. School authorities are responsible for maintaining a current list of all students with special health problems. When immediate medical attention is needed, school personnel will call 911 or the student’s physician and the student’s parents.

A medical examination and the appropriate form are required of all new students. Should a student elect to participate in interscholastic sports, parental permission and a physical examination will be required.

Extreme Weather–Tornado Watch & Warning, Snow, etc.

In the event of extreme weather warnings on radio and television, parents may come to the school and take their children home. Be sure to sign your child out with the office if you do pick up your child under these circumstances.

Parents are also urged not to phone the school regarding school closings due to snow or ice. Late starts or school closings will be sent to all families through a text message. It will also be posted on the Greenfield website. If severe weather occurs after school has begun, the Head of School will decide whether to dismiss early, and parents will be notified by text and on the Greenfield website.

Safety Procedures

Greenfield faculty and staff are trained each year through a school wide Crisis Management Plan. Students and staff practice routine fire, tornado, and lock down drills. To ensure the safety of all students, we are requiring all parents, family members, alumni, and other visitors of students in grades 1-12 to sign in at the office and receive a visitor’s badge while on campus. Kindergarten visitors will check in at the Kindergarten building and Preschool visitors will check in at the Preschool.

Lunch Program

Greenfield School offers a variety of lunch options every day including a hot meal, sandwiches, soup, salad, fresh fruit, and a variety of beverages choices. Breakfast food will be offered at break every day for students in grades 5-12. Microwaves are available for students in grades 5-12, however lower school teachers will not be able to microwave any food for students in grades 1-4.

The school breakfast/lunch program operates on a debit account system. All students purchasing food or beverages in the cafeteria will be required to have a debit account, which will be created on their first day at Greenfield. Each student will be issued a personal identification number that will be used for food and beverage purchases.

Parents/Guardians can add funds to a student's debit account using our online EZPay system which can be accessed through the Greenfield website. Cash or checks can also be deposited in the office with the Cafeteria Manager or the Administrative Assistant. When the balance in a student's account reaches \$15, a parent/guardian will be notified via an email alert generated through their EZ pay account that funds need to be replenished in the debit account. A negative account balance will automatically cut off the student's ability to order breakfast or snacks. It is the responsibility of the parent/guardian and/or student to make sure sufficient funds are in the student's account by the end of the school day.

Parents/Guardians may obtain a student's debit account balance online through the EZPay website or upon request by telephone or email to the Cafeteria Manager. Any funds not used by the end of the school year automatically roll over to the next school year.

Lunch menus and pricing are available on the Greenfield website.

Driving Regulations

Driving a car to school is a privilege, and if a student violates the rules, this privilege will be withdrawn. Students who drive to school will need to fill out and sign a student parking contract and obtain a parking tag from the Assistant Head of School. **Speed is not to exceed 15 miles an hour.** Speeding near the school entrance is a violation of driving rules.

No student may go to a car during the school day unless he or she has permission from a faculty member and is supervised by that faculty member while in the parking lot.

For the safety of our students, cell phones should never be in use by any person while driving on campus.

Traffic Pattern

The right lane in front of the school is for dropping off students in the morning and for picking up students in the afternoon. Pull as far forward as possible (up to the sidewalk near the Language Center building) to allow more vehicles access to the drop-off/pick-up area. Students should exit and enter vehicles in this lane on the passenger side. Using the left lane to drop-off or pick-up your child puts the child in the path of moving traffic. If you pull into the left lane to pass stopped cars, please drive slowly. Also, do not park in the right lane and leave your vehicle.

After entering campus, drivers going to the student parking lot will bear left onto the road that goes behind the music room. After stopping at the stop sign, drivers will turn left and then right onto the road beside the cafeteria that leads into the student parking lot.

Middle and Upper School parents picking up a child in the afternoon should not pull into the right-hand pick-up lane before 3:00 pm. Lower School students are dismissed at 2:50 pm while Middle and Upper School students are not dismissed until 3:00 pm.

The parking area behind the office is not to be used for dropping off or picking up students. The fire department always insists that the fire lane remain open. Parents dropping off permitted student drivers should use the student parking lot behind the cafeteria or the gravel lot beside the circle to change

drivers. Any parent wishing to park and walk in with their children should also park in the gravel lot beside the circle. Students should never walk through this lot unattended.

Students and parents using the gym should park in the front of the school after hours or in the student parking lot. Parking behind the gym is limited to coaches and school personnel.

Smoking

Smoking and/or vaping is **NOT** permitted on the school grounds or at school functions at any time by Greenfield students.

Alcohol and Drugs

Alcohol and drugs (any substance that alters perception or behavior reducing that individual's ability to function appropriately in the academic environment) are not permitted on the school grounds or at school functions. Law enforcement personnel will periodically monitor our school campus and/or school functions to be sure that alcohol and drugs are not present, which may include random searches of the premises as well as the vehicles at the Head of School's discretion, as stated in the student parking contract.

If a faculty or staff member suspects a student is under the influence while on campus or if a student is found to be in possession of drugs, alcohol or other paraphernalia, the staff member will immediately refer the student to the Guidance Counselor, Assistant Head of School or Head of School for further assessment. Parents will be contacted, and the student may need to obtain drug or alcohol screening.

Sexual Abuse, Molestation, and Harassment Policy

Greenfield School prohibits and does not tolerate sexual abuse, molestation, or harassment by an employee, volunteer, board member, student, or third party at the school or at any school-sponsored activity. Any incident should be reported directly to the Head of School, or in the absence of the Head of school, to the Assistant Head of School. An investigation of the incident will follow. Upon completion of the investigation, disciplinary action up to and including termination of employment, expulsion, and criminal prosecution may ensue. A more detailed explanation of this policy is on file in the Head of School's Office.

Field Trips

From time to time classes will be taking field trips as an integral part of their studies. Each time a trip is planned, a permission slip will be posted on the Greenfield website in advance describing the trip, giving the date and times involved, the cost per student, the mode of transportation, and the names of those supervising. A student in grades 5 – 12 who is on academic probation may not participate in a non-educational field trip.

It is the policy of Greenfield School that on field trips possession and/or use of alcohol or illegal drugs or the illegal/improper use of medication will result in the parents being contacted and the student being sent home at the parents' expense. Chaperones may also send a student home at the parents' expense for any other conduct that is unbecoming a Greenfield School student. Until the student departs, he or she will not participate in any group activity and the student will also be disciplined through the school's disciplinary system. For athletic trips, the coach may add additional disciplinary actions in accordance with team rules.

Students who have cell phones on a field trip must keep them out of sight and the power turned off for the entire trip unless the student has permission from a faculty chaperone to use the phone.

Drivers who transport Greenfield School students on any field trip must follow Greenfield School's Automobile Safety Program.

School Parties

With certain very specific exceptions, such as parties planned in cooperation with the teacher and/or with the GVO, Greenfield School will attempt to limit the number of parties held at school.

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Students may have “seasonal” parties (e.g. Halloween or Christmas) but these parties must first be cleared through the Division Coordinator/Assistant Head of School.

Please note: Food or gifts brought to school must be shared with the whole class, not a select few.

Parties Off Campus

Consideration of others is a basic teaching at Greenfield School. Parents are encouraged to include all of a child’s classmates at any party. If this is impossible, consideration is asked for those who may not be included. Invitations are not to be distributed at school, and we ask that a child not discuss party plans here. Classes are small, the children are closely associated, and feelings can be easily and unnecessarily hurt. If members of the faculty are invited to private parties as guests, parents should not assume that they will attend in a supervisory capacity.

Automobile Safety Program

Greenfield School’s insurance requires the implementation of the following Automobile Safety Program.

Purpose:

The purpose of this program is for the management of privately owned automobiles that may be used to transport students to or from school sponsored events. It is the school’s intent to confirm adequate limits of automobile liability as well as to verify acceptable driving records of those individuals that may volunteer to drive. The ultimate goal of this program is to do our very best to ensure the safety of our students.

Requirements:

The following information will be required of any parent or friend that is given permission by the school to convey students to school sponsored events. Information will be filed with the school’s administrative office.

Each driver must provide the following:

- 1) A current photocopy of the Declarations Page(s) of the automobile policy insuring the vehicle and driver providing transportation. Each driver must maintain minimum Limits of Liability of \$100,000 per person, \$300,000 per accident for Bodily Injury Liability and \$50,000 per accident for Property Damage Liability.
- 2) A copy of his or her Motor Vehicle Report (MVR).

Each driver must insure that seat belts are used when transporting students. Please remember to refrain from cell phone usage, including texting, while the vehicle is in motion. Adherence to all NC DMV regulations is required.

Parents Out of Town

When parents are going to be away from home for any period of time, they are asked to notify the school and leave an address and phone number where they may be reached in the event of an emergency. **The school must also have the names of the adults who will be responsible for the student(s) while the parents are away.** This information must be in writing and sent to the school office prior to the planned departure.

Change of Address

It is the responsibility of the parent to notify the school of any change of address or telephone number during the year. This is extremely important in case of emergency and to keep our mailing list current.

Academic Assistance

Greenfield teachers are expected to give extra time as needed to their students to see that they understand the work being covered in class. There is an equal expectation that extra time will be given to gifted students to see that they are permitted to explore special interests and projects under the guidance of the teacher. If a teacher or parent feels that a student needs tutorial help beyond that reasonably expected from the teacher, the matter should always be discussed with the Division Coordinator/Assistant Head of School before determining a course of action.

Administrative Conferences

Parents are always free to bring any concerns or questions to the attention of the school administration. It is generally preferred, however, that any concerns are initially addressed with a child's teacher. We are eager to create opportunities for direct communication and, in almost every instance, frank, respectful dialogue is the best approach. Should questions still remain, parents are urged to bring concerns to the appropriate Division Coordinator, the Assistant Head of School, or the Head of School.

Parents are specifically invited to discuss with the Head of School their views of the strengths and weaknesses of the school and its programs.

Conference Days have been planned each semester in the lower school. Lower school students do not attend school during the hours of the conferences. Parents will need to schedule appointments with teachers to discuss student's progress. In addition, in the middle and upper school a parent or teacher may request a conference at any time during the school year.

Asbestos

Pursuant to the AHERA requirements for all public and private schools, this is to inform you that some of the floor tiles, linoleum, and mastic in some of the buildings at Greenfield School contain asbestos. Unless the material is disturbed, it poses no health hazard. Inspections are performed on a regular basis.

Use of The Watson Library–Media Center

The following provides information about the maximum number of books a student may have checked out at any given time as well as the normal check–out period.

<u>Grade Level</u>	<u>Maximum Number of Books</u>	<u>Check–out Period</u>
K – 1	1	1 week
2 – 3	2	1 week
4 – 6	2	2 weeks
7 – 12	2	2 weeks
7 – 12 (with teacher permission) *	4	3 weeks

* Students in grades 7–12 may check out up to two books for two weeks without teacher permission, or up to four books for three weeks for approved school–related assignments.

Students may not exceed the maximum number of books specified for their grade level. A student who removes library materials without following proper circulation procedures will be subject to the disciplinary code of the school. (Students in grades 7–12 will receive an automatic demerit.) Students in all grades may renew a book by presenting it to the Librarian for re–scanning.

Periodicals

Students in grades K–6 are not permitted to check out periodicals, and students in grades 7–12 must receive specific permission from the Librarian in order to check them out (overnight only). Periodicals must be returned by the end of the homeroom the next day. They may not be checked out over weekends or holidays.

Fines for Overdue Books

A student will not be assessed late fees until a book is three weeks overdue. Fines will not be assessed during holidays, weekends, or on days missed due to bad weather, etc. but they will be assessed for half–days. Following the three–week period, the student will be charged a \$1.00 late fee for each week afterward, up to \$3.00, after which a book will be considered lost. Special fees will be assessed for books overdue after circulation is suspended in May.

Lost or Damaged Books

A book is considered lost when the overdue fine reaches \$3.00. At that point, the student is expected to pay for the replacement of the book. Check–out privileges for the student may be suspended if payment is not received within a reasonable amount of time. If a student returns the lost book before the library has ordered its replacement, a full refund will be made, but the \$3.00 late fee must be paid.

The Librarian will determine whether a student is to be held responsible for damage to a library book. In severe cases, the student may be expected to pay for its replacement. Most damage occurs from liquids (rain, juice, etc.) and from food, so it is a good idea to take steps to protect library books from such items.

Library Fees and Report Cards

The library provides to the office a list of students who have not returned their library books or who owe overdue fines at the end of the school year. It is the school policy that final report cards and transcripts are held for students who have outstanding financial obligations to the school.

Gifts and Donations

Donations of print or non–print materials that meet the collection’s selection criteria and of cash are welcome. Donations of materials must be free of special conditions, however, and the Librarian has the authority to determine their placement and use.

Donors may direct cash donations for a specific use that meets the collection’s or Library’s needs.

Greenfield Technology Usage Policy

Use of Greenfield School technology is limited to families and friends of Greenfield School. Students in preschool through grade 8 have regular scheduled technology classes and students in grades 9–12 are required to bring a laptop to school. The BYOD (Bring Your Own Device) program has certain minimum specifications required. Aaron Achilles, the Director of Information Technology, can answer any questions.

General Rules

The computers on campus are for completing schoolwork and projects. Students are not allowed to play games, install software, bring in questionable pictures or sounds, and change the configuration of computers (including the repositioning of equipment) as well as remove or copy files not personally created by the student. Students are not allowed to visit Internet sites that have questionable or inappropriate material or sites that are not directly related to a current classroom assignment. Horseplay in computer labs or around computer equipment is strictly prohibited. Any damage to computer equipment will be the full responsibility of the student(s) involved. Computers in teachers' rooms that are used by the teachers for productivity purposes are unavailable to students. Violations of computer rules carry harsh penalties. Copying software without permission may be an Honor Council offense.

BYOD and Greenfield School internet acceptable usage policy

The internet access provided by Greenfield School for its students is to be used for educational purposes only. All students bringing a laptop device to school will connect to the GSKnights wireless network. The internet is filtered, and students are not to attempt to bypass the web filter for any reason. Using the Greenfield School internet connection to obtain access to any computer system that you are not authorized to use (hacking) is prohibited. Streaming of videos and music, shopping, playing games, or viewing inappropriate material will result in disciplinary actions.

In the event that a student is suspected of violating the acceptable usage policy by using their laptop to circumvent web filters, access unauthorized systems, view inappropriate material, use the computer to harass another individual (regardless of whether that individual is a member of Greenfield School or not) or any other violation; the teacher will collect the laptop and the student will meet with Mr. Reynolds and the IT Director to examine the device as well as usage logs stored on the server. Refusal to unlock the device for inspection will result in an immediate suspension.

BYOD Disciplinary Policy

- I. Student does not bring their laptop and/or charger to school.
 - First offense: Parents are contacted to bring the device to the office and student is given a warning.
 - Second offense: Student will be given one demerit, and the parent will be contacted to bring the device to the office.
 - Third offense: Student will be given a Monday Afternoon Detention (3:15-4:15) and the parent will be contacted to bring the device to the office.
 - Fourth offense: Student will be given a one hour After-School Work Detail, and the parent will be contacted to bring the device to the office.
 - Fifth offense: Student will be given a two hour After-School Work Detail, and the parent will be contacted to bring the device to the office.
 - Sixth offense: The parent will be contacted to bring the device to the office and have a conference with the Assistant Head of School.
- II. Student violates acceptable usage policy by attempting to circumvent web filters, watching videos, streaming music, playing games, etc.
 - First offense: Student will be given a demerit.
 - Second offense: Student will be given a Monday Afternoon Detention (3:15-4:15).
 - Third Offense: Student will be given a one hour After-School Work Detail.
 - Fourth Offense: Student will be given a two hour After-School Work Detail.
 - Fifth offense: Parent Conference with Assistant Head of School.

- III. Student violates the acceptable usage policy by attempting to circumvent the web filters and viewing inappropriate content including (but not limited to): pornography, sites that promote violence or hate, sites that promote the use of illicit drugs, or using the internet as a means to harass or intimidate.
- Immediate suspension and a parent conference with the Assistant Head of School and the Head of School.

Accounts

Each student in grades 6–12 will be assigned an account on the network through Microsoft Office 365. Students will be expected to log on and off using only this account unless directed to do otherwise by supervising staff. Students are not allowed to log on as other students, faculty, or staff or work at a computer that is logged on as another user. Students are responsible for all files stored in assigned folders. Greenfield School accepts no responsibility for any files stored in assigned student folders.

Online Word, Excel, PowerPoint, and OneNote are currently available as well as storage space on OneDrive. The login site is portal.office.com. The current domain is greenfieldschool.org.

Students are expected to print only rough drafts and final product for school assignments. Students are not allowed to print full articles from online sources. Students will be expected to pay for any excessive printing and may have printing privileges revoked if a problem persists.

Availability of Computers on Campus

The computer labs are available for students during the school day with a subject teacher's note on a first-come, first-served basis. Labs are also available most Mondays, Tuesdays, and Thursdays after school. If no one is making use of the computer labs by 3:30 pm on those days, they will be closed. (Lab open times are subject to other school functions and availability of supervising staff.) The library computers are available when the library is open and supervising staff is present.

Availability of Other Technology on Campus

Only teachers can make requests for other items such as projectors, mobile computers, DVD players, etc. If a student needs one of these items for a project or class assignment, he or she should make the request through the teacher that gave the assignment. Students are not allowed to connect their own equipment to school resources without the prior expressed permission of the classroom teacher. Students should notify their teacher several days in advance of their requests. Requests will be handled on a first-come, first-served basis and are subject to availability. None of these items may be taken from Greenfield School's campus.

Required Items

All students in grades 7–12 are encouraged to have a USB flash drive. These are used to keep backups of files and to transport files when needed. They are to be used primarily for school purposes. A 4 GB capacity drive is the suggested minimum. Students in grades 8–12 are required to have a graphing calculator for most math and science classes and in grades 9-12 a laptop computer. Other devices may be assigned during the year for the purpose of student productivity. The school reserves the right to reset calculators or other devices to original factory settings at periodic times during the year.

Use of Gymnasium/Facilities

Use of the gymnasium/facilities is limited to students, family, and friends of Greenfield School. **A Greenfield employee must always be present, overseeing any usage, to provide supervision.** No student should use the gymnasium/facilities unsupervised *at any time for any reason*.

Others who wish to use the gymnasium must complete the appropriate Facility Usage paperwork, including providing proof of insurance, and pay the appropriate fees to defray the costs associated with the utilities, maintenance, and supervisory personnel used. These must be submitted to the Business Office prior to use of the gym. The gym will be available for use on most holidays and weekends, subject to the availability of supervisory personnel.

Anyone wishing to use the gym must abide by the rules below:

1. Students may not be in the gym unsupervised at any time (24 hours a day/7 days a week).
2. Proper shoes must always be worn (soft–soled and free of debris).
3. There is to be NO SMOKING in the gym.
4. Please Note: The lights are expensive and are to be used only on cloudy days, never using all the lights. Once lights are turned off, you must wait five minutes before turning them on again.
5. The gym office and storage areas are off–limits.
6. Inappropriate uses of equipment and/or inappropriate equipment are prohibited.
7. Any dangerous situation is to be avoided, such as using end baskets when there are large games on side baskets, and no “horseplay” (especially on the bleachers).
8. The gym is not to be used for “baby–sitting” purposes.
9. Students and parents using the gym should park in the front of the school or the student parking lot and walk to the gym.
10. During school hours, students should enter and exit only from the main lobby and should use other exits only when accompanied by a faculty or staff member.

Anyone needing to use any of the other facilities on campus must complete and adhere to the terms in the Facility Rental agreement available in the Business Office, including valid paperwork for certificate of liability insurance and prepayment of rental fees.