

Greeneview Elementary Parent/Student Handbook 2017-18

Greeneview Elementary
53 N. Limestone St
Jamestown, Ohio 45335
675-6867

<http://www.greeneview.k12.oh.us/>

This handbook is designed to answer questions for parents and students and to inform about school policies, practices, and programs. We want the best for your child. Feel free to contact the school with questions or concerns.

Bill Hayes
Principal

School Hours

School is in session from 9:10 A.M. to 3:30 P.M. Any student arriving after the 9:10 bell is considered tardy and is no longer eligible for a perfect attendance award.

Students are not to be signed out or picked up before 3:30 unless there is an appointment or a family emergency. Any student leaving before the 3:30 bell is no longer eligible for a perfect attendance award.

Traffic Flow for Cars

Student safety is an important issue for all. The traffic flow is determined by our bus traffic. These are the guidelines for morning and after school.

In the morning

Most students ride the bus. Buses drop students off on the south side of the building near the gym. **NO CARS ARE ALLOWED** in this area in the morning to drop off students. Parents dropping off Elementary students are to enter at the north entrance from Route 72 closest to Greeneview Drive and then drive in front of the building and drop students off at the sidewalk. **In the morning, parents in the first vehicle must pull up to the southernmost edge of the front sidewalk. Vehicles following the front car need to pull ahead as well. Once the ENTIRE length of the sidewalk is full, students in the vehicles will exit their vehicles and walk directly to the front door. Once all students have safely exited their vehicles, the ENTIRE line of cars at the sidewalk will leave the parking lot and the next group of cars will line up for the ENTIRE length of the sidewalk and repeat the above drop-off procedure until all students have safely exited their vehicles.** This is a safety issue for students, for vehicles on our property, for buses entering our property as well as the traffic on Route 72.

Parents walking in Elementary students enter at the north entrance from Route 72 closest to Greeneview Drive and then drive in front of the building past the cars dropping students off at the sidewalk and proceed to parent parking in the parent parking lot to the west of the playground area before escorting the child into the building through the front doors.

The front door is unlocked as students arrive in the morning and then relocked for the rest of the day. Students being dropped off in the morning should not arrive before 8:45 AM.

At the end of the day

Parents of Elementary students must park in the parent parking lot to the west of the playground in the area between the fence and Route 72. Parents will enter the parking area through the driveway that is at the south end of that parking lot. **Parents may not enter or park in the area in front of the school.** This prevents cars and buses from crossing paths. This is a safety issue for our students and our buses. **Parents will wait for their children to walk over to them in the parking lot near the telephone pole at the north end of the lot, or they will stay in their vehicles.** Parents need to instruct their children whether they will meet their children at the pole or if they want their children to meet them at the car.

Dismissal Procedures

Student safety is an important issue for all.

Student attendance is also important. Compulsory attendance laws make attendance mandatory. The length of our school day is to be followed each day except for the occasional doctor's appointment or other similar reason.

These sign out and dismissal procedures are for all our students

9:10 - Late bell rings and students are to be in their classrooms

3:30 - School day is over and the first students are escorted to their buses by their teachers or to meet their parents in the parent parking lot.

Any student who arrives after the tardy bell, or leaves before the 3:30 bell, for whatever reason, will not be eligible for a perfect attendance award.

Early Dismissal during the day

All parents **MUST** check in at the office. Classroom teachers do not have the authority to release any

student without direction from the office. PARENTS MUST WAIT IN THE OFFICE LOBBY for the child.

- 1 Parents come to the office to sign out the child.
- 2 Office calls the classroom to send the child to the office.
- 3 Students meet the parents at the office.

Parents picking up students at the 3:30 dismissal bell

- We dismiss at 3:30.
- Park on the west along Route 72. No vehicles should be in the area where buses park.
- Cars parked near the area where parents and children meet MUST wait while the area clears of people.**
- Instruct your children to make sure they know to expect you in the parking lot. You may choose to have them meet you at the car, or you may meet them at the end of the fencing between the bus and car areas.
- Stay near the parked cars to meet your children. Do not enter the building. Do not plan to meet your children by or between the buses.**
- Even students who are often picked up will be instructed to board a bus if there is no one here to pick up the child unless we hear from home with a note or a phone call before 2:00 PM.

Parents in the classrooms

Parents are welcome in our building, but they must check in at the office upon arrival. Please remember that teachers are responsible for providing supervision for their children whenever they are in the building, so **if you want to talk with a teacher about your child, please make an appointment with the teacher so that he or she will be able to give you their undivided attention without having to monitor students and their safety as you talk.** You may always leave a note or a phone message at the office, and we will make sure those get to our teachers.

Some parents are interested in volunteering at school. We have a volunteer program for those who do. There is a sign up sheet you may use to let us know you'd like to volunteer, or you may call our office (675-6867) to speak with Mrs. Morris who coordinates volunteers.

Attendance and Tardiness (Board Policy # 5200, 5230)

State law requires that school age children attend school regularly. The following procedure will be followed to notify parents of an attendance problem. At the conclusion of each grading period the number of absences, excluding doctors required absences will be totaled. If a student equals or passes the amounts shown below, the following steps will be taken:

- 1st Step 4 Days Absent
- 2nd Step 7 Total Days Absent
- 3rd Step 10 Total Days Absent
- 4th Step 12 Total Days Absent

STEP 1: Send initial card.

STEP 2: Referral to local Truant Officer/School Official, first warning letter will be sent.

STEP 3: If absences continue and exceed Step 3, a conference will be set up with the student and parents at school to resolve the attendance problem.

STEP 4: If attendance problem continues attendance officer will obtain a court date.

The Greeneview Board of Education expects students to be in attendance every school day unless they are ill or must miss for emergency reasons. According to the Ohio Administrative Code, Chapter 3301-51, absences due to the following reasons will be considered "excused":

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative

5. Work at home due to the absence of parents or guardians
6. Observance of religious holidays
7. Family emergency or special circumstances as determined by the Superintendent.

The Greeneview Local Schools have determined that absences due to the following reasons will also be excused:

1. Doctor's appointments
2. Driver's license, permits, or examinations
3. Post high school visitations (limit: 2 days)
4. Family vacations (limit: 5 days)

All days missed for vacation purposes will count toward the maximum absences permitted before invoking the 9 day rule.

A student whose absence is excused will be permitted to make up any work missed during the absence. Absences in excess of nine (9) for the year, even with a parent note, will be considered unexcused. However, the following absences will not count toward the 9 - day maximum:

1. Absences which are excused by an original doctor's note.
2. Absences due to required court appearances.
3. Absences due to post high school visits.

Absence (Board Policy # 5215)

Due to the Missing Child Act, parents are requested to notify the school before 10:00 A.M. on any day your child is absent. If the school is not notified, we will contact you either by telephone or mail. This law is designed to protect your child.

If a student comes to school after 10:15 A.M. or leaves before 1:30 P.M. he/she is counted one-half day absent.

Our attendance policy is designed to help students be academically successful. Regular attendance is vital. We have vacation breaks at Christmas, in the spring, and in the summer. The Board has also provided specific guidelines for parents to request "vacation days" to be counted as excused for their children when school is in session without penalty to student grades. Parents are advised to look at the entire school year and to plan carefully when or if vacation days need to be requested. **Students may take up to 5 vacation days during the school year**, but these days must be arranged with the school office before they occur. **All days over 5, will be counted as unexcused absences.**

Habitual Truant – A child who is absent without legitimate excuse for five (5) or more consecutive days, seven (7) or more days in one school month, or twelve (12) or more days in a school year.

Chronic Truant- A child who is absent without legitimate excuse for seven (7) or more consecutive days, ten (10) or more days in one month, or fifteen (15) or more days in a school year.

School Lockers

School lockers are available for student use and are assigned by the office and classroom teachers. Lockers and their contents are subject to random searches by school officials at any time, without regard to reasonable suspicion.

Communication and Chain of Command

Communication between students, parents and school staff is very important and welcomed. To best address individual concerns, please begin the process with the person closest to the problem so that specific information can be gathered. This often leads to a solution. For example, for a classroom concern, work first with the teacher before contacting the principal, the superintendent, or the Board of Education.

Lunch ((Board Policy # 8500)

Greeneview Schools serve Type A hot lunches. Milk is served with the lunch and is included in that price. Students may purchase an extra milk or an extra main dish with the lunch. Students may also buy milk a la carte.

Lunch Treats

We must provide the option for all students to get a school lunch each day. We cannot replace the school lunch option, so parents cannot provide substitute lunches, like pizza for everyone, for an entire class.

Birthday Treats at Lunchtime Only

Birthday treats are not expected, but here are the guidelines for any parent who would like to provide them for their child's class. All of our classes in our building will be following these guidelines.

- Any parent interested in bringing birthday treats needs to contact the classroom teacher BEFORE the day of delivery.
- Treats can be very simple. They should be simple enough that birthday children will distribute their own treats. Examples might include a cookie, a cupcake, or a package of fruit roll-ups. If you have questions, you could ask the classroom teacher for clarification. Please remember some of our classrooms are nut-free zones.
- Treats will be distributed to the class at lunchtime and eaten only in the lunchroom. Parents may choose to drop off the treats on the morning they will be distributed at lunch, or send them with the child. All of the students in the classroom can enjoy the birthday treat with their lunches. Any treats delivered to school after the lunch period will be saved for distribution at the next school day's lunch time.

Lunch Charge Guidelines

Our lunch charge policy was first set up to help parents so that they would not have to leave home or work to bring money or a lunch to their child at school.

These are our guidelines:

- Charges are to be paid promptly. We ask that each charge be paid the day after it occurs, whether the student packs or buys the next day.
- Charges are an occasional help and not a regular practice. Charges are meant only to help out if a student forgets money or a lunch.
- Students who have lunch charges in excess of \$25.00 will be denied additional charging opportunities.
- Charges are limited. Students who have unpaid charges beyond the maximum will be asked to bring a lunch until their charges are paid.

Free and Reduced Lunches (Board Policy # 8531)

Free and reduced lunch applications are sent home at the beginning of the year. Parents who qualify should fill out the form completely, sign it and return it promptly to the school. When financial changes occur throughout the year, the school should be notified if you are on the free/reduced lunch program or if you desire to be.

Sick Children

If a child becomes ill at school, a parent or guardian will be called to come and get the child. Parents are to report to the office to get their ill children.

If the parents or guardian cannot be reached, the school will then call the persons listed on the emergency slip. Please return these emergency slips immediately and give as many contact people as you can (4-5). Please inform those people that you have listed them as a contact for the school.

Anyone picking up a student before dismissal time for an appointment or family emergency must come to the office to sign the student out and have the child called to the office.

Medication Policy (Board Policy # 5330)

We recognize that students under the care of a physician may be permitted to attend school. You received parent and doctor permission forms with other forms at the beginning of the school year.

Although you may not need them now, please keep the copies handy so that if your child needs medication at school during the year, you will have them to take to the doctor and to bring to school. If prescribed oral medication is required during school hours, the following procedure must be followed:

The school principal must receive a written request, signed by the parent or guardian, that the drug be administered to the student and a written statement signed by the prescribing physician that includes vital and pertinent information. **Parents need to deliver** the medication to the school office and must pick up the medicine once the child no longer needs it or at the end of the school year.

Lost and Found

We maintain a lost and found box at school. To prevent items from being lost, properly label all items belonging to your child. Any items left at the end of the school year may be donated to a charity on the last day of school.

Use of Telephone

Only calls of necessity are permitted on the office telephone. Permission must be obtained from the teacher, secretary, or principal.

Parents' and students' responsibilities for school bus transportation (5610.04)

Our goal is to provide each of our students with a safe, non-threatening environment to and from school. Because of the potential for accident and injury in any motor vehicle, the first priority of a driver must be to safely operate the bus. To permit this, all students must behave properly at all times on and around the school bus. Students are responsible for following all rules and procedures. Parental support and assistance are essential to assure proper behavior to and from the bus stop, while at the stop, and on the bus itself.

The privilege of riding a school bus will exist as long as proper conduct warrants this service. Whenever it becomes necessary to refuse transportation to a student, school authorities shall notify the parents.

In order to avoid any misunderstanding, the following expectations, rules, and regulations have been established. Some of these rules are state laws, while others are locally developed. In order for both parents and students to fully understand them, it is important that such rules and regulations be read and discussed together.

Greeneview Schools bus rules, regulations, and expectations

1. To help the driver maintain a schedule, all students need to be ready and waiting when the bus arrives. Unnecessary waiting increases traffic hazards and congestion.
2. Each student will be assigned a residence side designated "place of safety," by their driver. While waiting at the bus stop, students are to wait at their designated "place of safety," in a quiet, orderly manner, and will demonstrate proper care and respect for each other, and for the yards and property of neighbors around the stop. When the bus approaches, students must remain in their "place of safety" until the bus stops and the driver opens the door. Students need to line up in an orderly fashion prior to boarding. Students are advised to use the handrail when entering or exiting the bus.

When departing the bus to go home, students must stand in their assigned "place of safety" until the bus leaves the bus stop area.

3. Students will follow driver instructed Ohio Pre-Service and K-3 Safety guidelines when crossing any street/road.

Students who cross the road/street in the morning, must remain at their residence side "place of safety" until signaled by the driver that the crossing can be made safely.

Students who cross the road/street in the afternoon, will not cross until signaled by the driver to do so. After crossing, students are to wait at their assigned designated "place of safety" until the bus leaves the stop.

After the driver's signal, students need to look both ways before crossing any road.

STOP - LOOK - LISTEN

Walk quickly, don't loaf, you may be holding up traffic.

ALL CROSSING IS TO BE DONE IN FRONT OF THE BUS.

STUDENTS ARE NOT TO CHECK MAILBOXES UNTIL THE BUS DEPARTS THE STOP AREA.

Bus pass students must follow the same rules as students who regularly ride.

4. Students need to avoid crowding or pushing when getting on or off the bus. This is dangerous and may cause student injury.
5. Upon boarding, students are to sit in the seat assigned by the driver. Take your seat quickly, as soon as you get on the bus. Share your seat with other students who are assigned to that seat.
6. Students should conduct themselves on the school bus as they would in the classroom. Transportation is a privilege and will be provided each student who qualifies until the student displays an inability to follow bus rules and regulations. If misbehavior occurs, parents will be warned of the possibility of the school's refusal to transport the student.
7. Talk quietly at all times when you are riding the bus. There is to be NO talking at ANY railroad crossing until the bus crosses and clears the tracks.
8. The driver is responsible for the orderly conduct of the students. While on the bus, students are under the authority of and directly responsible to the bus driver. Students will follow directions and cooperate with the driver, promptly and respectfully. Co-operation is essential to student safety. The school bus driver is required to report all infractions of misconduct to the building administrator on a School Bus Referral form.

All disciplinary action concerning transportation is handled by the building administrator and is in compliance with Greeneview Discipline Plan on school bus behavior. Our drivers will notify parents of initial minor infractions, in an attempt to correct the misbehavior. This will be done prior to principal-parent contact.

9. While on the school bus, all students will sit in their assigned seat and STAY seated at ALL times, while the bus is in motion; observe classroom behavior; sit in a manner which affords them the most protection - seat on seat, back on back, feet on floor; keep the aisle way clear at ALL times; talk quietly; keep their hands, feet, clothes, supplies and belongings to themselves, out of the aisle way, and inside the bus.
10. Throwing anything in the bus or out the open window is prohibited. When a window is open, no objects are to be thrown or held outside the window.
11. Eating or drinking is not permitted on the bus at any time. (this includes chewing gum and eating candy.)
12. Animals, firearms, ammunition, weapons, explosives, or other dangerous materials or objects are prohibited on school buses.
13. Alcohol, tobacco in any form, and non-prescription drugs are prohibited on school buses.
14. Students are not permitted to board or get off the bus at any stop other than their regularly assigned stop, except with a bus pass, to be given to the driver.
15. Any damage done by a student riding the school bus such as a cut cushion, broken window, etc., will have to be paid for by the student or parent of the student doing the damage.
16. Due to the space and seating limitations on each bus, students are permitted to transport normal educational materials which can be held on their lap. Large items, such as musical instruments, athletic equipment, classroom projects/displays, must have prior driver approval. These items will be considered for transport if space is available and allowable per State Law.

We at Greeneview Schools want this to be a safe, positive year for your child. If you have any concerns or questions during the year, please call.

Bus discipline procedure (Board Policy # 5610.04)

Step 1: Driver and student

a. Conference between driver and student. This conference is to be held in the building of the student at a convenient time for the driver.

1. driver discusses problem and his/her expectations.
2. driver explains that future problems will be referred to the principal.

b. Driver sends parent-gram.

Step 2: Referral to principal

- a. Principal will do one of the following.
 1. suspension (1 trip to 3 days)

2. detention (after school / High School student will receive 2.)

Step 3: Referral to principal

- a. Three (3) day suspension.
- b. Parent conference is required for reinstatement of riding privileges. (The transportation supervisor and the driver will meet with the parent and student.)

Step 4: Referral to principal

- a. Five (5) day suspension.
- b. For reinstatement of riding privileges, a meeting must be held with parent, student, driver, transportation supervisor, and principal.

Step 5: Referral to principal

- a. ten (10) day suspension with recommendation to the superintendent for expulsion for the rest of the semester.

b. Students receiving a 10 day bus suspension or expulsion for the remainder of a semester, will be disciplined for future bus misbehavior, once riding privileges have been reinstated, beginning at Step #3. In cases of severe infractions, discipline may warrant deviation from this step and advancement to more severe penalties.

NOTE: When it becomes necessary for a student to be removed from a bus by a building principal or a designated staff member, the student will not be permitted to ride any bus, until the Transportation Supervisor and the building principal, or designees, meet with the student. Parents may be asked to be in attendance at this meeting. The student will be disciplined in accordance with policy.

Severe infractions such as, but not limited to, fighting, tobacco, drugs, alcohol, disrespect, may warrant deviation from these steps and advancement to more severe penalties.

- It is the responsibility of parents to schedule required meetings for reinstatement of riding privileges.

(Steps 3 & 4) Riding privileges may be reinstated once the meeting requirement has been met.

- In special circumstance, and only with prior approval from the Transportation Supervisor, riding privileges may be restored after a bus suspension before the required meeting is held, provided there is no further occurrence of misbehavior on the part of the student. If misbehavior occurs, riding privileges will be suspended until the required meeting is held.

- Changes to this discipline policy not already included in the student handbook will be announced to students by the building principal.

School Closing Due to Weather

In case of severe winter weather or calamity, school closings will be announced on TV and with a broadcast message. Avoid calling the school so that our phone lines may remain open for calls from school officials and bus drivers.

In the event there is a 2-hour delay or a 3-hour delay because of weather conditions, school will be dismissed at its regularly scheduled time.

We have a phone calling system which will call the numbers of the phone numbers we have for each household to alert them to delays, cancellations or school event reminders. If you no longer wish to receive these calls, please contact our school office.

Grade Cards

Greeneview has a 9 week grading period. Grade cards are usually distributed on Friday following the end of the grading period.

Interim Reports

These reports are sent by the teacher at the middle of each grading period, or when a need arises.

Honor Roll

Greeneview Elementary students in grades 2, 3, and 4 can earn honor roll recognition. Special Honor Roll indicates students earned A's, E's, or S's in all subjects. Regular Honor Roll indicates students earned A's, B's, E's, or S's in all subjects.

Conferences

Parent-Teacher conferences occur twice yearly. Parents need to make every effort to attend. Conference slips are sent home to parents for them to sign up. Once they are returned to school, the teachers assign a conference time and send the slip back home with the child.

Building Visitation (Board Policy # 9150)

Upon first entering the building, all visitors are to report to the office located inside the lobby beyond the front doors.

School Insurance (Board Policy # 8760)

The school makes available to parents the opportunity to buy school insurance. Forms are available at the beginning of each school year.

Student Services

In addition to the regular classroom teacher, students may receive or qualify for assistance from these other building professionals or programs.

- School Nurse
- Speech and Language Therapist
- School Psychologist
- Library
- Title I Program
- K.I.D.S. Gifted Program
- Special Education Program

Other School Activities and Events

Open House	Music Programs
Carnival	Science Fair
Birthday Specials	Field Day
Nut Sale	Skating Parties
Scheduled Classroom	Parties (Halloween, Christmas, Valentine's Day)
Outside Programs (ie. Dayton Philharmonic or the Children's Theater)	

Library

Library times are scheduled for each class. Each student in grades 1-4 is permitted to check out books. These books must be returned in one week. It is the responsibility of the student to return the book in good condition. Any book that is lost or damaged must be paid for by the student.

Discipline (Board Policy # 5600)

Rules for students have been established to provide a safe and positive learning environment for staff and students. These include policies and procedures established by the Greeneview Board of Education which are on file and available for inspection. Rules and consequences are established and shared with each student by teachers and other supervisors.

Any hitting, kicking, or assault of any staff member will result in a suspension. Any hitting of another student may also result in a suspension. Students are expected to show respect to all adults in the building, and actions or language which are not respectful will result in disciplinary action. Student disruptions in the classroom will also result in disciplinary actions.

Because of the importance of order and control for learning and safety, students will be disciplined for infractions of guidelines and rules in the classroom, the building, the playground, and the bus. Disciplinary actions may include, but are not limited to:

- lost recess
- office visit
- before school detention
- after school detention
- denial of riding privileges
- bathroom passes (for restroom problems)
- lunch and recess at the office
- independent study near office or other classroom
- student calls parents at home or work
- emergency removal for the day

•suspension

•expulsion

The school seeks to provide each student with the best opportunity to receive an education. No student has the right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules apply on the school grounds, going to and from school, and at any school event regardless of location. With your cooperation as parents, we plan to maintain a positive learning atmosphere at Greeneview Elementary.

Infractions that may result in disciplinary action including suspension or expulsion (B.P. 5600)

1. Gambling, extortion, and/or blackmail on school grounds or at a school sponsored activity.
2. Theft, destruction, or vandalism of school property.
3. Theft, destruction, or vandalization of private property on school grounds or at a school sponsored activity.
4. Fighting with or assaulting a student, school employee, or other person on school premises, or while in the custody and control of the school or in the course of a school related activity.
5. Possession of a dangerous weapon or any device that may cause harm or injury to any person. (This includes fireworks such as firecrackers, smoke bombs, etc.)
6. Possession of a gun or a knife exceeding 2 ½ inches in blade length will result in an automatic suspension with recommendation for expulsion.
7. Student created objects, look alike or potentially dangerous objects, (ie. soft guns, pop guns, etc.) or any normal item that is used as a weapon.
8. Possession, sale, transmission, use at school or coming to school having used narcotics, alcoholic beverage or other mood altering substances. (This includes counterfeit substances and drug paraphernalia.)
9. Possession or use of tobacco or tobacco substitutes in any form.
10. Engaging in protest/dissenting activities which disrupt the school activity and/or its mission.
11. Disruption or interference with curricular or extra curricular activity.
12. Disregard of reasonable directions or commands by school authorities.
13. Violations of special rules of conduct for school buses.
14. Threats, slander or libel directed toward any employee or other student.
15. Disrespect for and defiance toward a teacher or other school authority having jurisdiction over the student.
16. Dress code violations.
17. Violation of absenteeism and tardiness policy.
18. Violation of Student Driving or Parking Regulations.
19. Repeated violations of a school rule or the accumulation of violations of a series of school rules and regulations.
20. Refusing to accept alternative forms of discipline.
21. Failure to participate in classroom activities.
22. Falsification of notes relating to absence, early dismissal, permission, etc.
23. Harassment and Bullying of a student or staff member for reasons including but not limited to: age, race, color, national origin, religion, sex, academic status, handicap, activity status, or physical appearance.
24. Engaging in gang-related activity, including but not limited to: displaying gang-related signs and symbols, wearing gang-related clothing, disseminating gang-related material or participating in recruitment/initiation activities.
25. Misconduct by a pupil that regardless of where it occurs is directed at a district official or employee, or the property of such official or employee.
26. Undesirable conduct not otherwise specified in school rules.
27. Possession, distribution or use of pornographic material in any form is prohibited.

Hazing (Board Policy # 5516)

Hazing is forbidden in Greeneview Schools as well as all state schools. Hazing is defined in the Ohio Revised Code as doing any act, or coercing another to do any act, in connection with initiation into

any student or other organization that causes or creates a substantial risk of mental or physical harm.

Aggressive Behavior (including Bullying) (Board Policy # 5517.01)

Aggressive behavior toward a student is prohibited. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This includes stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, or hazing.

General School Rules (Board Policy # 5600)

Toys

Toys are NOT permitted at school. This includes trading cards and hand-held games. Toys are a distraction in our classrooms. Any toys brought to school may be confiscated by a staff member and held until parents claim them for the student. The only exception is if a teacher gives permission for an item to come to school.

Safety Rules

Obey the teacher and other building adults.

Show respect to all adults and other pupils.

Walk in hallways and classrooms.

Students must keep hands and feet to themselves.

Students may not fight.

Students must take fire and tornado drills seriously.

Students may not use profane, boisterous, or indecent language.

Students may not chew gum.

Students may not possess or use drugs, alcohol and tobacco.

Desks are property of the school and are subject to inspection by school personnel.

Students are responsible for the care and condition of textbooks and equipment that they use. They will be assessed repair or replacement costs for any damaged school property.

Playground and Play Safety

Students may retrieve a ball from beyond the playground only with teacher permission.

Students must use playground equipment only as intended.

Students must stay out of the building at recess, unless given permission by the duty teacher.

Students may not play in or around cars on the blacktop area.

Students must stay completely clear of any moving vehicle is on the grounds.

Students may not pick up rocks or sticks, or make or throw snowballs.

Students using playground equipment are responsible for returning it to its storage area.

All playground equipment is to be shared.

When the bell rings or the whistle blows to end recess, all students must line up.

Students must stay in view of the duty teacher at all times.

Tackle football or other rough group games are not permitted.

Students may not jump out of the swings.

Social and Personal Behavior

- Be a responsible member of the class. Arrive on time, ready to begin on time, with homework finished.

- Listen attentively, share with others without interrupting, go to work, and show good manners in action and speech.

- Respect the rights, feelings, property, and bodies of others. Treat others as you would like to be treated. Remember other students' rights.

- Avoid disrupting others who are working. Disturbances waste valuable instruction time and create unacceptable situations.

- Respect school property. Take care of books and equipment. Clean mud off feet before entering the building. Put litter in the waste containers.

- Show respect to teachers and other adults at school and on the bus.

- Use a talking voice inside all rooms of our school or buses instead of loud, yelling voice.

Dress Code

Students will wear clothing that is clean, neat and in good state of repair.

Students may wear shorts, provided they are not too short or excessively tight.

Students may not wear clothes with patches, buckles, decals or messages which are not in good taste or mention alcohol, tobacco, or drugs.

Students will have hair worn out of the eyes.

Students will wear pants and shorts at the waist.

Student Conduct (Board Policy #5500)

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed annually. R.C. 3313.20, 3313.534, 3313.66, 3313.661

District Compliance Officer

The discrimination compliance officer is the Superintendent, 675-2728.

Parent Teacher Organization, PTO

Greeneview Elementary is proud of the work that our parents do for our school. To ensure the success of our parent group, we need the participation of many people. Remember, if you have a child attending Greeneview Elementary, you are a parent teacher organization member. Please be active and involved.

Homeroom Parents

Homeroom parents serve on a volunteer basis. We have three scheduled parties (Halloween, Christmas, and Valentine's Day). All volunteers are given an opportunity to help.

Volunteer Program

The volunteer program is designed to provide additional help for both students and staff. Parents, grandparents, and friends of our school are scheduled one-half day per week. This has been a very beneficial program for our school. Anyone interested in participating may contact the school (675-6867).

Workbook fees (Board Policy # 6152, 6152.01)

Students have workbook and supply fees. Workbook fees can be paid all at once or \$5.00 at a time until they are paid. In order to receive a grade card each grading period, a minimum of \$5.00 per month must be paid toward the total fee amount. At the end of the school year, all fees must be paid before grade cards are released. Fees should be sent by check if possible. **Students must send fee payments and lunch payments separately and must be marked clearly.** Send all money in a sealed envelope with the student's name on it. Receipts will be issued by the office for all fees paid.

Acceptable Use Policy for Computers and Technology (Board Policy # 7540)

We are pleased to be able to offer our students access to the latest computer technology, including access to the Internet, certain on-line services, and the Greeneview Local Schools' local computer network. Access to these networks allow students to conduct research on an almost limitless range of subjects and to utilize resources which would otherwise be unavailable to them. These networks also allow students to communicate with other students throughout the country and to participate in valuable educational projects.

Greeneview Schools uses filtering software or other technologies to prevent students from accessing inappropriate material. School personnel also monitor the online activities of students to ensure that students are not accessing any inappropriate material.

We have therefore adopted the following Acceptable Use Policy, which all students must sign before they are given access. If you do not wish your student to have Internet access, please notify your student's teacher in writing.

Student Guidelines for Internet Use

It is necessary for students to adhere to the following guidelines.

1. Students will use and visit only school appropriate educational sites and will assume the responsibility of immediately exiting inappropriate sites that they visit inadvertently.
2. Students will use the Internet for school purposes only. General "surfing" and visiting chat rooms is not permitted; unsupervised surfing is not permitted.
3. Elementary students will use only the sites that the teacher has previewed and/or bookmarked for class use.
4. Students should be polite and use appropriate language when on the electronic network.
5. Students will not reveal their personal or school address, telephone number, or other information on the Internet.
6. Students will adhere to all copyright laws and other applicable laws. The copying or transferring of copyrighted materials is illegal. Sources of information must be properly cited.
7. Students are not permitted to download programs. This is to protect our network from computer viruses.
8. Students are responsible for any damage of hardware or software.

Failure to comply with the usage guidelines may result in loss of network privileges and other administrative or disciplinary action.

Network and Internet access is provided as a tool for education. The use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, may be subject to disciplinary action. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such informational files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Weapons (Board Policy # 5772)

Students are prohibited from possessing, storing, making, or using a weapon on any school property or at any school event. A weapon may include, but is not limited to, firearms, guns whether loaded or unloaded, knives, razors, and clubs.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Students will report any information concerning weapons or threats of violence to the building principal.

Concealed Weapons Not Allowed (Board Policy # 5772)

Unless otherwise authorized by law, pursuant to Ohio Revised Code, Section 2923.122, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly

weapon or dangerous ordinance into a school safety zone.

Vacation Request Procedure

Our attendance policy is designed to help students be academically successful. Regular attendance is vital. We have vacation breaks at Christmas, in the spring, and in the summer. We have specific guidelines for parents to request "vacation days" to be counted as excused for their children when school is in session without penalty to student grades. Parents are advised to look at the entire school year and to plan carefully when or if vacation days need to be requested.

Students may take up to 5 vacation days during the school year, but these days must be arranged with the school office before they occur.

All vacation days are counted toward maximum absence totals for the year.

Nondiscrimination in Education

The Greeneview Local Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its program, activities, or employment.

Directory Information on Students (Board Policy # 8330)

According to State Law, ORC 3319.321, schools may release information without parental consent. Directory information for students includes name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, awards or honors received, weight and height if a member of an athletic team, dates of attendance, grade level, date of graduation, and major field of study/grade level. We will continue to release directory information unless we receive a request from the parent or guardian to withhold it

Parents and students of legal age shall be notified at the beginning of each school year of their right to restrict the release of directory information.

Drug Prevention (Board Policy # 5530)

Federal Law prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. "Drugs" includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-alike" controlled substances. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action. When required by State law, the District will also notify law enforcement officials.

Party Invitations

Students are NOT allowed to pass out party invitations at school unless there is an invitation for everyone in the whole class.

Parent Request for Information
Notice of Right to Know Teacher Qualifications

Although all of our Greeneview teachers have met the requirements to be classified as Highly Qualified Teachers, parents have the right to know about the teaching qualifications of their child's classroom teacher in a school receiving Title I funds. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher.

These qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

You may ask for the information by returning this letter in person or at the school address. Be sure to give the following information with your request:

Child's full name _____
Parent/guardian full name _____
Address _____
City, state, ZIP _____
Teacher's name _____

Sincerely,
School Principal

Ohio Parent Information and Resource Center

The Ohio PIRC is a non-profit parent information and resource center established in partnership with Every Child Succeeds, United Way 211, Cincinnati Parents for Public Schools, and is funded by the U.S. Department of Education, Office of Innovation and Improvement. Ohio PIRC provides parents, families, students, educators, and communities with information, resources, and training as mandated by the No Child Left Behind Act. This is a free resource for all parents, and it can be found at this web address:

<http://www.ohiopirc.org/>

Here are some of the areas of interest and information on the site:

For Educators	Our Partners	More Resources
For Parents	For Educators	Quick Links
No Child Left Behind	Public School Choice	Supplemental Ed. Services
	Highly Qualified Teachers	Academic Content Standards
	School Report Cards	Student Privacy
Upcoming Events		

**Greeneview Local Schools
Receipt of Student Handbook Verification
Student Internet Use Policy Acceptance
Parent Media Permission Form**

Student Name _____.

Teacher Name _____.

Receipt of Student Handbook Verification

Please select one:

_____ I understand the Student Handbook is on the Greeneview website under the Elementary School area and can access it online at <http://www.greeneview.k12.oh.us/> and agree to conform to its rules and regulations.

_____ I do not have Internet access and request a printed copy of the Students Handbook (and I understand I will need to return a written verification form that will be included in the handbook, acknowledging receipt of the Student Handbook and agreeing to conform to its rules and regulations). If you select this option, please stop here after signing and return this sheet to school with your child, and we will print and send home a copy of the Student Handbook

Parent Signature _____ . Student Signature _____.

Student Internet Use Policy Acceptance

I have read the Internet Use Policy of the Greeneview Local School District in the Parent Student Handbook, and I agree to abide by the terms of the Acceptable Use Policy when using the Internet or other computer networks at school.

Parent Signature _____ . Student Signature _____.

Parent Media Permission Form

Greeneview Local Schools, in an effort to better communicate with the citizens of our area, have developed new ways of promoting our school and telling our community what our students and teachers are doing. Throughout the year, teachers submit student work, pictures, and video images of students working on school projects or performing in school activities. Student images and work may appear in these publications:

- District newsletter
- Building network broadcasts
- Newspapers
- Interactive Video Distance Learning
- Cable programs
- Yearbook
- Greeneview web site <http://www.greeneview.k12.oh.us>

In addition, according to State Law (O.R.C. 3319.321) and Greeneview Board Policy (8830), schools may release directory information without parental consent.

We will release student images, student work and directory information unless we receive a written request from the parent or guardian to withhold them. We must receive a written notification to the Board of Education, 4 South Charleston Road, Jamestown OH 45335 within 10 days after the receipt of this letter.