Student/Parent Handbook

Lincoln Heights Elementary

Cedar Crest Elementary

Lincoln Heights Elementary

Walnut Hills Elementary

Revised: 12/08/17
Introduction

The Greenville Board of Education has the responsibility and obligation of caring for your child for several hours each weekday during the school year. In order that the well being and safety of your child can be assured, and the same for other children, the Board believes that rules must be established. Proper rules and their observance can assure your child a school that is a safe place in which to learn and grow.

Expect your child to be positive about school. Our goal is to provide academic instruction that encourages further learning and is done in a positive, pleasant manner. Feel free to call teachers or the principal at any time. We are here for you and your child!

Greenville Public Schools Core Values

We all live by these core values:

- INTEGRITY
- COLLABORATION
- COMPASSION
- RESPONSIBILITY

Lincoln Heights Mission Statement

The Lincoln Heights Family will educate all members of our school community in a nurturing, positive environment. Together, we will work to maximize each students potential by accepting individual differences. We will strive to become safe, responsible, respectful and good learners.
# Table of contents

School Directory .................................................................................................................. 4  
Daily Schedule ..................................................................................................................... 4  
Attendance ............................................................................................................................ 5  
Student Code of Conduct ..................................................................................................... 7  
Parent Responsibilities ......................................................................................................... 9  
Safety .................................................................................................................................... 10  
Health ................................................................................................................................... 12  
Transportation ...................................................................................................................... 14  
Building and Playground Rules ............................................................................................ 14  
Special Classes .................................................................................................................... 15  
Special Services ................................................................................................................... 16  
Field Trips .............................................................................................................................. 16  
Food Services ....................................................................................................................... 16  
Classroom Parties/Special Occasions ..................................................................................... 17  
School Pictures/Yearbook ...................................................................................................... 17  
Acceptable Use Policy .......................................................................................................... 17  
Student Information .............................................................................................................. 19  
Drug Free School Federal Law ............................................................................................... 19  
State Weapons Law ............................................................................................................... 20  
Tobacco Free Schools ........................................................................................................... 20  
School-Wide PBIS .................................................................................................................. 20  
Elementary Discipline Referral Form .................................................................................... 21  
School Behavior Matrix ......................................................................................................... 22  
Behavior Intensity Levels and Support ................................................................................ 22  
Bullying Report Form ............................................................................................................ 23  
Parking and Traffic Flow Map ............................................................................................... 24  
Signature Page ....................................................................................................................... 25
Greenville Schools Directory

Administration and Board Office....................1414 Chase Street..................754-3686
Baldwin Heights Elementary..........................821 W. Oak Street..................754-3643
Bus Garage....................................................1414 Chase Street..................754-3850
Cedar Crest Elementary..............................622 S. Cedar Street..................754-3641
High School..................................................111 N. Hillcrest Street.............754-3681
Lincoln Heights Elementary.........................12420 Lincoln Lake Road NE........754-9167
Middle School..............................................1321 Chase Street..................754-9361
Walnut Hills Elementary..................................712 N. Walnut Street.................754-3688

Daily Schedule

8:30 - Students coming to school should not arrive before this time. Students should go straight to the playground.
8:45 - Students enter building.
8:50 - School Begins - Universal Breakfast begins in each student’s classroom.
3:45 - School Ends (for ½ Days school ends at 11:50)

2-HOUR DELAY
10:30- Students report to playground.
10:45- Students enter building.
10:50- School Begins – No Universal Breakfast when there is a 2-hour delay

Lunch
11:10-11:50 – Kindergarten/MOCI
11:30-12:10 – 1st Grade
12:15-12:55 – 2nd Grade
11:55-12:35 – 3rd Grade
12:35-1:15 – 4th Grade
11:35-12:15 – 5th Grade

Recess
1:45-2:05 – Kindergarten & 5th
2:05-2:25 – 2nd & 3rd
2:35-2:55 – 4th
3:20-3:40 – 1st Grade
Attendance

Students must be regular and punctual in attendance. Encourage your child to attend school every day unless he or she is ill.

Good school attendance is a life skill every student should develop. In order to take advantage of educational opportunities, good school attendance is essential. However, if a student is to be absent from school the following guidelines should be followed:

Absences

When a child is absent from school, please call the school’s Absentee Call In line 754-9169. When you call this number please leave your name, your child’s name, the class they are in and the reason for their absence. This policy is imperative to the safety of our children and eliminates the need for staff to call about absent students. If you do not call in your child’s absence, we will call you to find out where your child is. We do this to make sure that each child is accounted for and not lost somewhere between your home and the school.

If a parent desires a list of make-up work when a student has been absent, please call and request it prior to coming to school so the teacher has time to gather it without disruption to class time.

If your child is going to be out of school for a long period of time due to a medical concern, please contact the school office. Homebound services may be available if needed.

Excused Absences

Absences are considered excused if a parent notifies the school and the absence is for a legitimate reason. Reasons for an excused absence may include, but not be limited to, the following:

1. Illness or injury – extended or frequent situations require a written doctor’s excuse
2. Medical appointments that cannot be scheduled outside of the school day
3. Head lice treatment
4. Serious illness of a family member
5. Death in the immediate family
6. An appearance in court
7. Observation of a holiday or religious ceremony

Unexcused Absences

Absent students will be considered unexcused until notification of the absence, and the reason for the absence, is given to the school by a parent. Notification of absences can be given through a note or a phone call to the school. In a case of excessive absences,
an absence will be considered unexcused without a doctor's note. Parents will receive written notification if this is the case.
**Tardiness**
Students coming to school late need to first stop at the office before going to their classroom. A pass will be issued by the office to take to the classroom teacher. Students who arrive after 8:50a.m. will be marked tardy. **FIVE or more instances of tardiness or early releases** will exclude students from receiving a perfect attendance award.

Being on time is another life skill that should be developed. Excessive tardiness will result in a contact by the principal (verbal or written) and may result in a meeting with the student, parent and principal, which could result in further disciplinary action.

**Students picked up during the day**
Students must remain on the school grounds during the entire school day unless permission to leave has been granted. Students are dismissed during school hours only for emergencies or appointments (PLEASE REMEMBER DOCTOR’S NOTES FOR ALL APPOINTMENTS). Picking a student up early does constitute a “tardy” as they did not complete an entire school day. An early leave is defined as any student leaving before 3:45 p.m. All aspects of school are deliberate and important; even the daily wrap-up procedures at the end of a school day where important information and reminders are often shared with students.

To pick up your child during the school day, please go to the school office to request your child be called from the classroom and to sign him/her out. Teachers will not release students unless notified by the office to do so.

If someone other than the custodial parent attempts to pick up a child for any reason during the school day, and that person is not listed on the emergency information form in the office, or the child does not have a note from the custodial parent, the parent will be contacted for verification. If the office is unable to reach the parent, the child will not be permitted to leave the school building. Your child’s safety is our number one priority.

Students returning to school should notify the office before returning to their classroom and receive a class pass.

**Attendance Guidelines**
Greenville Public Schools will follow Montcalm Area Intermediate School District Truancy Policy as noted below:

Once your child has accumulated **three (3) unexcused absences**, the school truancy referral process will be started. You will receive a **letter, phone call, home visit**, or possibly all three, to alert you that your child is missing too much school. The school **may** refer to Department of Human Services for prevention / intervention and/or **may** request MAISD Truancy Officer Intervention.
Five (5) accumulated unexcused absences, the school refers the case to the MAISD Truancy Officer for follow up.

Eight (8) accumulated unexcused absences, the school and MAISD Truancy Officer refers the student/parent truancy case to the Prosecuting Attorney for judicial review/action.

To achieve perfect attendance, students must be in attendance everyday and not have accumulated more than FIVE tardies and/or early leaves.

Student Code of Conduct
Good citizenship in school, as well as elsewhere, includes respect for the rights of others. Students are expected to respect the rights and privileges of each person in the school. This includes respect for the property of individuals and of the school.

Students are expected to sign and follow the school expectations as outlined in the elementary compact.

Quality of Work
Students must do their best each day and complete assigned lessons, including homework and assignments missed because of absence.

Homework
Homework, defined as a lesson in addition to the day’s work, may be assigned to students and may vary depending on the child’s needs and the teacher’s classroom philosophies. Students may be required to complete work that was not finished during allotted class time. Work completed at home, which was not done in the allotted class time, is not regarded as a homework assignment. Helpful homework hints:
  - Set a specific study time and adhere to that time each night at home.
  - Provide a chair and a table or desk at which your child may work.
  - Make sure work area is well lit.
  - Work away from television, radio and other distractions.
  - Be available to students if help is needed.

Telephone Usage
Use of the telephone is permitted only when it is of the utmost importance or in case of an emergency. Students must gain permission from their teacher and/or office personnel to use the telephone. Messages for students should be left in the main office with office personnel and will be delivered to the student. These messages must be called in prior to 3:00 p.m.

Lockers and Personal Items
Lockers are school property provided for the convenience of our students. Lockers are inspected periodically and should be kept clean and orderly, without stickers and damage free. Lockers do not lock and locks may not be added. Since lockers are
not a secure location, items of value should be kept at home. Squirt guns, knives, laser pointers, hardballs, or other dangerous items are NOT appropriate and will be confiscated.

Electronic Devices
Electronic devices should only be brought to school for learning purposes and with the permission of the teacher. Greenville Public Schools is not responsible for any damage or theft. This includes cell phones, tablets, electronic games, and any similar electronic equipment.

Dress Code
The school laws of the State of Michigan require a student to attend school in appropriate dress, which will create the best learning environment and an atmosphere of dignity and respect. The following guidelines have been developed:

- Printed clothing must have appropriate language, design, theme, etc. for an elementary environment.
- Clothing that has objects that are dangerous to self or others, like spikes, chains, etc., should not be worn.
- Students will not be allowed to wear hats in the building, including bandannas and other head coverings, except for special occasions or circumstances.
- Students will not be allowed to wear halter-tops, cropped shirts or other apparel, which bares the midriff.
- Students are to be responsible for dressing appropriately for ALL weather conditions. Boots, mittens, hats, and other warm clothing are recommended for chilly, wet, cold and muddy conditions. Boots should be large enough so the child is able to put them on alone. Please tag or clearly mark for identification all boots, mittens, snow pants, jackets, hats and other articles brought to school.
- Students are expected to wear shoes in school. Wearing only socks, outdoor boots, or Heeleys (shoes with wheels) are not allowed. An extra pair of shoes may be kept in the student’s locker. Gym shoes must be worn for physical education classes. Sandals and shoes with high heels are discouraged for playground safety reasons.
- Students should avoid wearing oversized or baggy clothing that would interfere with school activities or learning.
- Students are not allowed to use and apply any kind of make up items at school, such as finger nail polish, lip stick, hair gel, glitter, etc.

We expect students will dress appropriately for each day taking into consideration the classroom activities that he/she will be involved in and also the weather expectations for that day. Dressing and grooming are not to be too casual or sensational to be in keeping with the seriousness and purpose of school. We ask that students not dress in a manner that would bring negative or unwanted attention to them. Violations of the dress code will be handled at school and/or parents will be contacted to arrange for
appropriate clothing for their child. All questions regarding school dress code will be brought to the attention of the principal and decisions will be at the principal’s discretion.
Parent Responsibilities

The ultimate responsibility for student’s behavior, and success at school, rests with the parents. Parents are expected to sign and follow the school expectations as outlined in the elementary compact. Working with the school and keeping the following responsibilities in mind will benefit children immensely.

1. Support the schools in requiring students to observe all school policies and to accept responsibility for their behavior.
2. Send students to school with proper attention to the following:
   - Personal cleanliness
   - Proper dress
   - Proper rest
   - Advanced notification of absences (call school absentee line)
   - Proper nutrition
   - Notification to the school on specific health concerns, like allergies, medical problems, asthma, etc.
3. Maintain an active interest in the student’s daily work.
4. Read communications carefully and sign and return them when necessary.
5. Communicate with staff when necessary and attend conferences for the exchange of information on the student’s progress in school.
6. Keep the school advised of current address, phone number, emergency contacts and other important information for the safety of your child.
7. For the safety of our students and to protect classroom instructional time, we ask that parents picking up children after school wait for them outside whenever possible. If it is not possible to wait outside please wait in a designated area to meet your child.
8. Parents picking up children before school dismissal need to stop in the office to sign them out. Parents should not pick up their child before school is dismissed unless it is absolutely necessary.
9. Please allow us to welcome you to our building by stopping in the office first before visiting your child’s classroom. We will ask you to sign in and give you a badge to wear during your visit.
10. Be positive in remarks about school and its importance. Parental attitude makes all the difference in student attitude.

Communication

An all school newsletter or email communication is sent monthly. This communication contains announcements, important dates and general information for parents. Classrooms often send home newsletters and/or update website information as well, and it is important that these items are read. Parents may sign up for school text messages through Remind by texting the code @Lincolnhts to the number: 81010.
Greenville Public Schools also maintains a web page with district and individual school highlights and information (i.e., school closings, calendar, menus, etc.). This website can be accessed 24 hours a day at www.gpsjackets.org

Many schools and classrooms also have Facebook Pages to communicate a variety of information. You do not need a Facebook account to view the information on these pages. Parents can receive notifications on their smartphones from school or classroom Facebook posts as well as through text services. When communicating with the school in written form, please include the child’s full name and date of communication.

Report cards are given out three times a year at the end of each twelve-week trimester. Read these reports carefully and if you have questions, comments, or concerns please contact your child’s teacher as soon as possible.

Formal parent-teacher conferences are scheduled each year in the fall. It is very important for parents to attend these conferences. If you are unable to attend your scheduled conference time, please contact your child’s teacher and reschedule a time to meet with them. Parents may request additional conferences with teachers as well.

**Supplies**
All books, workbooks, technology devices, and teaching supplies are furnished by the Board of Education. These materials remain the property of the school and parents may be asked to pay for items that are lost or destroyed. There may be times during the course of a year that teachers may request additional materials.

**PTO**
Each elementary building has a very active and productive parent teacher organization and parents are encouraged to participate. Each PTO plans many great activities for our children and families throughout the year. PTO groups supply schools with equipment and student activities through annual fundraisers.

**School Volunteers**
We appreciate the parents and others who provide assistance to the school in classroom or other building settings. Parents are encouraged to volunteer their time and talents to enrich the educational environment. Sign up information will be available early in the school year. Each volunteer will be expected to complete a form for a background check. Volunteers in our building must sign in at the office and will be asked to wear a nametag identifying them as a volunteer. Staff members may ask visitors the reason for their presence if they are not wearing a nametag. This procedure has been adopted for the safety and security of our students. In order to avoid any undue distraction to our students please do not bring younger children with you when visiting a classroom.
Safety

Each elementary building has procedures in place for your child’s safety. It is expected that students and adults will follow these procedures.

Child Drop Off and Pick Up

Parents who drop off children in the morning or pick up children after school are required to use only the South Parking Lot (Off from Stacy St). Parents must park in designated parking spots.

The bus lane in the front of the school is for busses only from 8:00am – 9:00am and from 3:00pm-4:00pm on full school days.

Students should arrive at school between 8:30 and 8:45 a.m. Adult supervision begins at 8:30. The instructional day begins at 8:50. School dismisses at 3:45 p.m. and persons picking up students should be at school at this time. On days you plan to pick up your child, a note to inform the school avoids confusion. Otherwise, students will be placed on their assigned school bus. Students without notes from parents will not be permitted to wait after school.

Building Security

All outside doors are locked for the safety and security of our students. If visiting a building, please use the front main entrance and check in with our office staff so we can welcome you. Our students have been instructed not to open doors for people. Please do not put our students in an awkward situation by asking them to open doors.

Safety Drills

Fire drills are held regularly to teach students to react properly in the event of an actual fire. Teachers review fire drill procedures with students.

Security drills are held during the school year to help enhance the safety of our students.

Tornado drills are held regularly to teach students to react properly in the event of severe weather. Teachers review severe weather procedures with students.

It is the parent’s responsibility to provide a place for the child to go in the event school closes early due to severe weather. **Plan now so your child will be familiar with this procedure.**

- Tornado Watch - School will continue as usual.
- Tornado Warning - Students will take cover according to school procedures. Appropriate precautions will be taken to insure the greatest safety for each individual. After school events will not be held if a tornado warning is in effect.
Parents may come to the school to pick up their children if they prefer to have them at home. Children will be released only to parents or other designee indicated on school records. There will be NO general dismissal of students during a tornado watch or warning.

During a critical storm warning at the time of dismissal, students will be held at school until an all-clear report is given.

Please do not call the school except in an emergency so telephone lines stay open.

In the case of severe weather keep your radio or TV tuned to these local stations:

- WZZM-TV13
- WKZO-TV3
- WOTV-TV8
- WGRD – 97.9 FM
- WLHT – 95.7 FM
- WBCT – 93.7 FM (B93)

Information can also be obtained through our school website, [www.greenville.k12.mi.us](http://www.greenville.k12.mi.us).

**Playground**

Supervised recess is a part of each student day. Students should dress appropriately for outside activities and avoid wearing clothing that may get caught in playground equipment. Recess times will be outside unless weather or safety conditions warrant alternate plans.

**Parking**

For the safety of our children, parents who pick up their children after school are requested to park only in the parking zones. Please use the parking lot and space on the South ends of our school. **Please do not block or park in the bus-loading area.**

**Hallways**

For the safety of our students, please stop by the office first to let us know you are here. If you are picking your child up after school, please do so outside of the building or in designated areas, to avoid congestion and confusion in our hallways.

**Bicycles/Scooters/Skateboards**

Riding of bicycles, scooters, skateboards, etc., to and from school is not recommended for children under eight years of age. Bicycles should be placed in the racks provided. Children are not allowed to ride bicycles, scooters, skateboards, etc. on school property before school, during recess periods, or during school dismissal.
Health

Illness and Communicable Diseases
All students must be properly immunized according to Michigan Department of Public Health requirements. Students without complete immunization records, or other proper documentation on file, will be excluded from school until such records are furnished.

Greenville Public Schools follows the recommendations for communicable disease management at school from the Mid-Michigan District Health Department. These guidelines can be accessed at www.mdph.gov. Follow the link to download a copy of “Guidelines for Keeping Sick Kids Home”.

The Mid Michigan District Health Department recommends that children with the COMMON COLD remain out of school a minimum of 1½-3 days. Many contagious diseases begin with cold symptoms. This is the most infectious stage of any illness. A child should remain at home if they have any of the following:

- A temperature of 100 degrees or higher by mouth or 99 degrees or higher under the arm. A child must be fever free for 24 hours without the use of a fever reducing medication before returning to school.
- Diarrhea – A child that has 2 loose or watery stools even if there is no other sign of illness should stay home. A child should have no loose stools for 24 hours prior to returning to school unless a physician states it’s not contagious in nature.
- Vomiting – No vomiting episodes for 24 hours prior to returning to school.
- Discharge from eyes, nose and/or ears
- Cough, sore throat
- Earache
- Headache
- Skin eruptions/rashes – note from a doctor is required before returning to school.
- Chicken Pox – Return to school when lesions are dry and crusted, at least one week after breakout first occurs.
- Head Lice - When treated appropriately and live lice are removed. Students will be checked daily at school until they have three consecutive days without signs of lice or live nits.
- Streptococcal (Strep) throat – after seen by a physician and treated for 24 hours with an antibiotic.

*Parents are requested to call the school office to report any illness to the attendance line at the appropriate school.

Recess
If your child is well enough to come to school, it is generally assumed that the child is well enough to go outside for recess. Students staying inside for health reasons must have a daily note and if they are to stay inside for more than two days, a note from a doctor must be supplied. Students staying inside must report to the appropriate area with study material.
Medication
School personnel may administer medication only under certain conditions. If possible, plan your child’s medication schedule so all medication can be given at home. Important components of our district’s medication policy include:

- Medication must be in the original prescription/over the counter bottle/container.
- An adult must transport all medicine to school. **DO NOT send medication with students. Exception:** Students with a signed medication administration form on file at school indicating the student is self-administering.
- A form must be filled out by the parent and doctor for **any** medication to be administered. These forms can be picked up in the office or at [www.gpsjackets.org](http://www.gpsjackets.org). Go to the District tab and then choose School Nurse Services.
- **All** medications are kept in the office and administered by school personnel unless the medication form is signed by the doctor and parent indicating the student is capable of self-administering.

Transportation Policy
In an effort to insure the safety of students riding a school bus to and from school, Greenville Public Schools has adopted a transportation policy. Below are some of the key points to this policy:

- Parents need to establish a permanent drop-off and pick-up for their children.
- One alternate drop-off and pick-up address will be allowed in the school’s attendance area.
- Bus passes will only be used for the alternate drop or in case of an emergency.

Students will be informed of bus rules and regulations at the beginning of the year and are expected to abide by these rules and regulations.

Building and Playground Rules
Our school implements PBIS (Positive Behavior Interventions and Supports) as a proactive approach to establishing the behavioral supports and social culture needed for all students in our school to achieve social, emotional, and academic success.

Our philosophy is to teach, monitor, practice, and acknowledge positive behaviors. Our school expectations are to be SAFE, RESPONSIBLE, RESPECTFUL, and GOOD LEARNERS. There are posters in each area of the building to specifically address HOW students can meet these expectations in those settings. The Lincoln Heights Behavior Matrix is on page 22.

Specific classroom rules are outlined by individual teachers. If you have questions about these classroom rules please contact your child’s teacher. Other regulations at school include:

Playground
1. Walk on the sidewalks – students may cut through grass and go up and down the hill.
2. All snacks should be eaten at the picnic tables or benches before playing.
3. Keep rocks, sticks, and snow on the ground.
4. Swings – may swing on bottoms or tummies. No jumping out of the swing while it is in motion.
5. Slides – bottom only/feet first. Use steps or ladders to get to slide.
6. Merry-go-round – no hanging off (head or hands). Don’t drag feet.
7. When bell rings take care of equipment and line up quickly.
8. Avoid playing near the streets or parking lots.
9. Shed – get the materials need and exit quickly.
10. Monkey bars – no climbing/standing on top. Hanging by knees is allowed with the exception of the highest bars on the East end of the playground.
11. Jackets – keep on or tie around waist.
12. Hills – rolling and playing on the hill at the North side of the playground is allowed.

**Special Classes**

**Physical Education**
Elementary children will receive physical education instruction twice a week for 30 minutes per session. In order for children to safely participate they must wear proper shoes that are free of excessive dirt/mud to avoid slipping on the gymnasium floor. Students should dress appropriately for class on their scheduled days. Your child may be asked to remove jewelry that could pose a safety hazard – this is per the discretion of the PE teacher. Motor skills, coordination and physical development are stressed. A health form may be required.

**Art Education**
Elementary children will participate in a 50-minute class once a week for each student. Students learn the fundamentals of art, artistic concepts and art appreciation. Many opportunities to use various materials are provided. Lessons and projects often connect with grade level themes and topics while providing meaningful and challenging experiences.

**Vocal Music**
Elementary children will participate in vocal music classes twice a week for 30 minutes per session. Music education is designed to develop musical knowledge, understanding, and appreciation of music. Fifth grade students are offered the opportunity to participate in orchestra which meets before the elementary school day at the middle school.

**Media Center**
The media center is used by students to find books on all subjects and do research to help them in the classroom. Every grade has a scheduled time in the media center and
receives instruction on all available resources. A large and varied selection of fiction and non-fiction material is available including e-books.

**Technology**

Students have access to current technology in their classrooms, the media center, and the technology lab. Every classroom has access to multiple forms of technology which is integrated into the core curriculum. Students are taught about cyberbullying, online predators, and how to improve digital citizenship. In order for students to access the Internet, an Acceptable Use Policy form must be completed and signed by the child and parent annually.

**Special Services**

Services provided by the following specialists are available in all buildings:

- ✔ Speech Therapist
- ✔ Social Worker
- ✔ Homebound Teacher
- ✔ Physical Therapist
- ✔ Additional Special Education Staff
- ✔ Occupational Therapist
- ✔ Teacher Consultant
- ✔ Psychologist

If you have any questions about these services please contact the school principal.

**Field Trips**

Field trips may be taken as a part of classroom studies. General permission for all field trips is signed by parents on the child’s emergency information sheet at the beginning of each school year. Parents will be notified when each field trip is planned and may indicate if they do not wish their child to attend the trip.

Work in the classroom, before or after the field trip, makes it a meaningful, worthwhile and enriching experience for the child. All school rules and transportation policies are in effect on field trips. If parents chaperone they are agreeing to the responsibility of supervising students. For this reason, chaperones should not bring along children that are not a member of the class.

**Food Services**

Each building has a program, which will provide universal breakfast and a hot lunch to students daily. Students bringing lunch from home may purchase milk through our food service program. Monthly menus will be published along with weekly lunch menu reminders in school newsletters.

Our food service program is computerized so students may make deposits of any amount into their personal accounts. Students are encouraged to bring lunch money on Mondays. Please send food payments for each child separately in a sealed envelope clearly marked with the child’s name and classroom teacher. Food or milk costs will be deducted from student accounts as they are used. Parents are notified if their child’s account needs to be replenished.
Charges are discouraged and to be used only in emergencies. It is important that parents maintain a positive balance in their child’s food and nutrition account. The charge policy only allows for students to charge up to three meals. Students who are no longer able to charge a meal will receive a peanut butter and jelly sandwich and milk for lunch until their account balance has been rectified.

Applications for free and reduced priced school meals are sent home at the beginning of each school year, available in the school office or on our district website: www.gpsjackets.org. Please notify the school if your financial status changes or fill out a new application. Food prices will be published in newsletters at the beginning of each school year and are subject to change.

**Classroom Parties/Special Occasions**

Classroom parties are held at Halloween, Christmas, and Valentine’s Day. Costumes will not be included in the Halloween celebration at any elementary building. The classroom teacher is responsible for the organization of the party and may utilize parents or other volunteers with planning and other preparations.

Although it is nice for students to get gifts in the classroom on their birthday or special occasions, please keep in mind the feelings of other students who do not receive such items on these occasions and the disruption it causes in the classroom. If you feel it is necessary that something be delivered to school, please have it delivered to the office where the student can pick the item up after school on their way home. The thought behind this gift is very nice, but please remember the impact on the rest of the classroom and the atmosphere of that room.

NOTE: Due to possible reactions to latex products, balloons should not be delivered to school.

**School Pictures/Yearbooks**

Individual pictures of all students are taken in the fall for the school year book. Pictures may be purchased by parents, but there is no obligation to do so. Yearbooks are not included with picture packages. If you want to receive a yearbook it must be purchased separately. Pictures of students may be published from time to time in school related publications and social media. **Please notify the school and classroom teacher in writing if you do not wish your child’s picture to be published.**

**Acceptable Use Policy**

Each year students and parents must sign and agree to the Greenville Public Schools Acceptable Use Policy (AR 409) in order to use school equipment to access the Internet. If you and your child have not signed an Acceptable Use Policy please contact the school office. The policy is outlined/summarized below for your information:
Privileges
In order to facilitate learning and enhance educational information exchange when given instructional permission, users have the privilege to:
1. Use all authorized hardware, software, and resources.
2. Access information from district and outside resources.
3. Use authorized personal equipment within the district’s facilities. Personal technology used within the school/work day will fall under the same rules as technology provided by the district.

Responsibilities
Users are responsible for:
1. Utilizing technology only for facilitating learning and enhancing educational information exchange consistent with the purposes of the school.
2. Properly using and caring for authorized hardware and software.
3. Adhering to copyright laws in the use of software and in the transmission or copying of text or files from internet or other resources.
4. Complying with state and national laws governing internet access, usage, privacy and safety (CIPA).
5. Maintaining confidential use of passwords/access to individual account and district technology.
6. Notifying a teacher or the building administrator if you have identified a possible security problem.

Any misuse of technology shall result in disciplinary action determined by the district. Misuse includes, but is not limited to:

Users are prohibited from:
- Using technology and/or personal technology during the work/school day for personal business, commercial purposes, financial gain, product advertisement, business service endorsement, political activity, or religious or political lobbying.
- Unauthorized access or downloading of software, electronic files, email, or other data and downloading copyrighted material for other than legal personal or professional use;
- Gaining unauthorized access to resources or entities.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Committing or attempting to commit any willful act which disrupts the use of technology.
- Providing access to others by sharing personal log-ins/passwords.

Technology Protection Measures
To the extent practical, steps shall be taken to promote the safety and security of users of the Greenville Public Schools technology. Steps include:

1. Filters shall be used to block access to inappropriate information through internet, intranet, e-mail, chat rooms, and other forms of electronic communications.
2. Filters/blocking shall be used to block access to pictures that are: (a) obscene, (b) child pornography, or (c) harmful to minors (for computers that are accessed by minors).
3. Prohibit disclosure, use, and dissemination of personal identification information regarding minors.

**Supervision and Monitoring**

All user files, records of access, or any other resources existing on district or personal equipment used during the school/work day, regardless of device ownership, should be considered district property and are subject to control and inspection with or without notice to user. While the district does not, as a matter of course, review all users’ activities, users acknowledge they have no expectation of privacy in any of the files they create or the material that they access on district devices and/or personal devices used during the school/work day.

It shall be the responsibility of all members of the Greenville Public Schools staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy as well as state and federal laws.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Greenville Public Schools or designated representatives.

**Consequences of Violations**

The Building Administrator and/or the Superintendent or designee, retains the sole discretion to determine whether violations have occurred. The account of any user suspected of violating this policy may be accessed or closed at any time. When it is determined that violations have occurred, consequences may include:

- verbal or written warning;
- student/employee disciplinary procedures as outlined by student/employee handbook;
- financial restitution for damages.
- users privileges suspended or revoked.
- referral to appropriate law enforcement authorities if in violation of state/federal law.

**Student Information**

Parents have the right to inspect and review educational records relating to their child. Notify the building principals with requests.
The school district will routinely print and distribute student information such as student name, address, telephone number, date and place of birth, parent or lawful guardian’s name, phone number, address and email address, photographic, video, or electronic images of students, dates of attendance, honors, degrees, and awards received, grade placement, participation in officially recognized activities and sports, most recent school attended, or information generally found in yearbooks. Any parent or lawful guardian who does not want their child’s name and information published or released should inform the appropriate school principal in writing. If no objection is received, the information will be classified as directory information until the beginning of the next school year.

**Drug Free School Federal Law**

1. The possession or use of illicit drugs or alcohol by school age children is harmful and unlawful.
2. The possession, use or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities is unlawful and is strictly prohibited.
3. Any students who possess, use, or distribute either illicit drugs or alcohol are subject to disciplinary sanctions up to and including expulsion and referral for prosecution as is consistent with local, state and federal law.
4. Any student who needs counseling or rehabilitation with regard to illicit drugs or alcohol may contact the school counselor for direction through the Student Assistance Program.
5. Compliance with the standards of conduct in item #2 of this section of the Elementary School Handbook is mandatory.

**State Weapons Law**

As of January 1, 1995, state law states that any student who brings a weapon on school property is subject to a range of consequences up to expulsion. This law was enacted to provide serious consequences for a serious problem. Please talk to your child about this to keep our schools safe and to keep all of our children in school.

**Tobacco Free Schools**

For our children’s health and a healthy community, all facilities and property of the Greenville Public Schools are tobacco free. Smoking and use of tobacco products are not allowed on any school district property including all buildings, playgrounds, athletic fields, buses and school vehicles.

**School-Wide PBIS**

School-wide Positive Behavioral Interventions and Supports (PBIS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide
PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions.

A sustainable, positive school climate fosters youth development and learning necessary for a productive, contributing and satisfying life in a democratic society. This climate includes:

- Norms, values and expectations that support people feeling socially, emotionally, and physically safe.
- People are engaged and respected.
- Students, families and educators work together to develop, live, and contribute to a shared school vision.
- Educators model and nurture attitudes that emphasize the benefits and satisfaction gained from learning.

A sample of our referral form is on page 21 which details the major and minor offenses they may occur along with examples of teacher and administrative action that may be taken to address behaviors. Our behavior matrix and behavior intensity levels with examples of supports are on page 22.
# Greenville Public Schools

## Elementary Discipline Referral Form

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Referring Staff:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade:</th>
<th>Teacher:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Motivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>Obtain Peer Attention</td>
</tr>
<tr>
<td>Hallway</td>
<td>Obtain Adult Attention</td>
</tr>
<tr>
<td>Playground</td>
<td>Avoid Tasks</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>Obtain Items</td>
</tr>
<tr>
<td>Gym</td>
<td>Avoid Adult</td>
</tr>
<tr>
<td>Office</td>
<td>Avoid Peer(s)</td>
</tr>
<tr>
<td>Bathroom</td>
<td>Other: ________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Others Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
<tr>
<td>Peers</td>
</tr>
<tr>
<td>Teacher</td>
</tr>
</tbody>
</table>

## Seclusion and/or Restraint

- [ ] Seclusion
- [ ] Restraint

*Attach required documentation.*

<table>
<thead>
<tr>
<th>Minor</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disrespect</td>
<td>Defiance/Insubordination</td>
</tr>
<tr>
<td>Defiance</td>
<td>Physical Aggression</td>
</tr>
<tr>
<td>Disruption</td>
<td>Disruption</td>
</tr>
<tr>
<td>Disrespect</td>
<td>Disrespect</td>
</tr>
<tr>
<td>Physical Contact</td>
<td>Abusive Language/ Inappropriate Language</td>
</tr>
<tr>
<td>Inappropriate Language</td>
<td>Harassment</td>
</tr>
<tr>
<td>Property Misuse</td>
<td>Bullying</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Fighting</td>
</tr>
<tr>
<td>Technology Violation</td>
<td>Inappropriate Location</td>
</tr>
<tr>
<td>Property Damage</td>
<td>Forgery/Theft/Plagiarism</td>
</tr>
<tr>
<td>Lying/Cheating</td>
<td>Technology Violation</td>
</tr>
<tr>
<td>Dress Code Violation</td>
<td>Use/Poss. of Tobacco</td>
</tr>
<tr>
<td>Use/Poss. of Drugs</td>
<td>Use/Poss. of Alcohol</td>
</tr>
<tr>
<td>Use/Poss. of Alcohol</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teacher Action Taken</th>
<th>Administrator Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Placement</td>
<td>Alternative Placement</td>
</tr>
<tr>
<td>Time Out/Detention</td>
<td>Time Out/Detention</td>
</tr>
<tr>
<td>Conference with Student</td>
<td>Conference with Student</td>
</tr>
<tr>
<td>Restitution/Community Service</td>
<td>Loss of Privilege</td>
</tr>
<tr>
<td>Out-of-School Suspension</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td><strong>VOICE</strong></td>
</tr>
</tbody>
</table>
| **BE SAFE** | • Stay seated until dismissed  
  • Eat your own food  
  • Follow directions the first time | • Enter building in a quiet line  
  • Hands and feet to self  
  • Follow directions the first time | • Walk single file  
  • Hands & feet to self  
  • Eyes Forward | • Keep water in sink  
  • Hands & feet to self  
  • Keep feet on floor | • Walking feet  
  • Hands and feet to self  
  • Follow directions the first time |
| **BE RESPONSIBLE** | • Use lunch time to eat  
  • Clean up any trash you see  
  • Use voice level 0 walking to recess | • Line up when bells ring  
  • Report problems to outside adult  
  • Follow playground rules | • Keep hallway clean  
  • Take care of belongings  
  • All items in locker/ door closed | • Go, Flush, Wash  
  • Return to class quickly  
  • Report problems to an adult | • Take care of all belongings  
  • Pack and unpack quickly  
  • Clean up any trash you see |
| **BE RESPECTFUL** | • Raise hand for help  
  • Wait your turn  
  • Say please & thank you | • Include others when playing  
  • Share and take turns  
  • Use kind words and actions | • Silent line  
  • Walk on the right  
  • Give personal space | • Give others privacy  
  • Wait your turn  
  • Keep restrooms clean | • Walk to your assigned location  
  • Wait your turn  
  • Use kind words and actions |

**TEACH, MONITOR, PRACTICE, ACKNOWLEDGE**
Bullying Report Form

Greenville Public Schools

BULLYING / INCIDENT REPORT FORM

The bullying and incident report forms are for students who have experienced or witnessed a conflict or act of bullying between students. Students or staff should fill out the report when they would like an administrator to intervene in a given situation. Younger students who cannot express themselves in writing may have a staff person fill out the form for them.

Today's Date __________ Date of Incident: __________ Time of Incident: __________

Person(s) reporting the incident:
__________________________________________________________

School where the incident occurred: □ Greenville High School □ Greenville Middle School
□ Baldwin Heights □ Cedar Crest □ Lincoln Heights □ Walnut Hills

Name of victim: __________________________ Grade: ______________

Name(s) and grade of the student(s) who are accused of misbehavior:

<table>
<thead>
<tr>
<th>Name</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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</tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Describe the incident that occurred (additional space on backside, if needed):

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Where did the incident happen?

________________________________________________________________________________________
________________________________________________________________________________________

List other witnesses:

________________________________________________________________________________________
________________________________________________________________________________________

Other information that may be helpful:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

For Administration Only

□ Parent(s) contacted □ Other Notes:
□ PowerSchool log entry made □ Determined as bullying

28
My child and I have read and understand the rules and procedures outlined in this handbook. We understand the importance of school rules and guidelines for the safety and success of all children. By signing this form we agree to follow these rules and procedures.

________________________   ____________________
Parent Signature            Date

________________________   ____________________
Student Signature           Date

Please return this signature page to your child’s classroom teacher as soon as possible.

Teacher: _______________________________  Grade: ________________