Greensboro Elementary

2015-2016 Handbook

 ![GreensboroElem(09Emb)[1]]()

“Building the future…one child at a time!”

1801 South Street

Greensboro, Alabama 36744

Telephone: 334-624-8611 Fax: 334-624-8644

Mrs. Stephanie B. Richey – Principal

Email: srichey@halek12.org

Mr. Terrance D. Spencer – Assistant Principal

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Website: **http://greensboroelem.al.hce.schoolinsites.com**

Visit our website for up to date school and school system information.

Accredited by the Southern Association

of Colleges and Schools

**The following pages contain information directly related to**

**Greensboro Elementary School.**

**Calling all SUPER parents…**

GES welcomes the active involvement of parents

and guardians. We also seek parent/guardian volunteers

to help at school. Please contact your child’s teacher if

you are willing to volunteer some of your valuable time

to help us be the very best school that we can be!

 **Message from the Administrators**

We would like to take this opportunity to welcome you to Greensboro Elementary. We are very excited about having the opportunity to work with you and your child and appreciate the trust that you have placed in us. We have very high expectations for your child and will work hard to help your child reach his/her fullest potential. We encourage your involvement in all aspects of your child’s education, by supporting your child’s teacher, helping with homework and class projects, volunteering in your child’s classroom, and participating in school functions.

We have created this supplementary handbook that specifically relates to practices at Greensboro Elementary. Keep it in a handy place for future reference. For more in-depth information, please refer to the Hale County Board of Education handbook.

We are looking forward to a wonderful year! Please let us know if we may be of assistance to you. Our doors are always open!

Sincerely,

Stephanie B. Richey – Principal

Terrance D. Spencer – Asst. Principal

**GES Mission Statement**

Greensboro Elementary is committed to providing a quality education while respecting the needs

of individual children in a caring, creative environment, enabling them to become

productive, responsible citizens.

**Arrival & Departure Times**

7:10 AM Students may begin arriving and eat breakfast OR report to the cafetorium/auditorium

7:40 AM Students are dismissed to class.

**7:50 AM Homeroom begins. Tardy bell rings. \*\*Students must be in class by 7:50 AM.**

***Tardy students must be checked in at the office by a parent.***

3:00 PM Classes end – Get ready bell

3:05 PM Car Rider & SPE Bus Dismissal Bell

3:10 PM 1st Load Bus Rider Bell

3:25 PM 2nd Load Bus Rider and Walkers Dismissal Bell

*Parents of K-5 students may walk their children to class during the first two weeks of school. Special allowances are made for PK and students with special needs.*

**Attendance**

The faculty and staff at Greensboro Elementary believe strongly that regular attendance is vital to academic success. **Homeroom begins at 7:50 AM. Students MUST be present in their CLASSROOM by 7:50 AM or they will be marked TARDY**. ***If your child will be absent, please call the school at 624-8611 and let us know*.** Your child will also need to bring a written excuse to school within three days of the absence in order for it to be excused. Once a child has accumulated 10 absences, a note must be sent from a doctor for every absence thereafter.

***By law, students with unexcused absences must be referred to truancy court***. For more information, please see the Hale County Board of Education Handbook. Students who are tardy to school must report to the office with a parent to get a tardy slip. ***Students who accumulate more than 3 tardies in a nine week period may be assigned to after school detention from 3:30-4:30 PM.***

**Behavior**

The faculty and staff of Greensboro Elementary believe that positive student behavior fosters academic success. We expect every student to follow the local school and school system rules and conduct himself/herself in an appropriate manner. Misbehavior will be handled through student conferences, notes to parents, parent/teacher conferences, time-out, work detail, office referrals, and parent/principal conferences. Ongoing misbehavior or serious offenses (such as fighting, profanity, or disrespect to teachers) may result in corporal punishment or suspension from school. Corporal punishment is never administered to preschool children.

***NOTE: Parents who do not wish for their children to be paddled must request & complete a “No Paddling Note” and return it to the school. This letter is good for one school year and must be updated annually. Suspension from school will be the alternative to corporal punishment for serious offenses or ongoing misbehavior. Students will not, according to Hale County Board of Education policy, receive full credit on any completed academic work during the time of suspension.***

GES participates in the Positive Behavior Support (PBS) program school-wide. Students receive praise and rewards for acting appropriately – being *RESPECTFUL, RESPONSIBLE and RESOURCEFUL.*

*Please be reminded that Act 94-782 of the Alabama Code dictates that parents are responsible for the conduct of their children. We appreciate your cooperation in working with your child. If you have questions about the Hale County Board of Education policies on conduct, please refer to the handbook.*

**Breakfast & Lunch**

Greensboro Elementary participates in the National School Lunch Program. Breakfast and lunch are served daily. Lunch forms are available at the beginning of each year to determine if your family qualifies for free or reduced meals. Simply fill out a lunch form (one per family) and return it to school. We will notify you of your child’s lunch status.

***All bus students are on campus by 7:35 AM.***

***Car riders should also arrive no later than 7:35 AM in order to have time to eat breakfast!***

When paying for breakfast and/or lunch – you may send money daily, by the week, or for longer periods. Checks should be written separately to the GES lunchroom. Each child has a “lunch account” that keeps up with his/her balance. The lunchroom manager or your child’s teacher will let you know when your child needs more money.

2014-2015 Prices: Full Price Lunch (Elem) $1.90\*\*\*Reduced Lunch $0.40\*\*\*Visitor Lunch $3.90

Full Price Breakfast (Elem) $1.25\*\*\*Reduced Breakfast $0.30\*\*\*Visitor Breakfast $2.25

NOTE: There may be a change to CNP prices for the 2015-2016 school year.

Note: If your child attended school in the Hale County School System last year – they will be considered under last year’s lunch status until new applications are processed. ***New preschool and kindergarten children are considered “full price” until lunch applications have been submitted and processed.*** All new students are considered “full price” until lunch applications have been submitted and approved. Students must pay full price for lunch or bring their lunch to school until/unless they are approved for free/reduced lunch. ***Students may not charge meals or borrow money from the office.*** Please make sure that you send meal money for your child.

**Bus Riders**

***Bus transportation is a privilege!*** Bus riders usually begin arriving at school at 7:10 AM and should report to the auditorium. Students will have bus transportation privileges suspended for poor behavior. ***Students must also ride the bus that they are assigned to ride unless there is an emergency situation and we receive a signed note from a parent***. Students will be issued a pass to ride a different bus if the principal deems the situation an emergency. Students will NOT be allowed to ride on different buses unless there is an EMERENCY – approved by the bus shop director. Parents should make arrangements for someone to be at home to meet students when the bus drops them off at home. ***Please call the bus shop at 624-7101 if you have any questions.***

**Car Riders**

Car riders may be dropped off at school beginning at 7:10 AM and should report to the cafetorium (PK-2nd graders) or auditorium (3rd-5th graders). The bell rings at 7:40 AM for students to begin dismissing to their classrooms. **NOTE: Faculty members arrive on morning duty at 7:10 AM to supervise students in the auditorium. Students should NOT be dropped off at school prior to 7:10 AM. This is for your child’s safety, as staff members are not here to properly supervise them until 7:10 AM. \*\****Car riders may not be dropped off at the front of the building until after 7:50 AM. Beginning at 7:50 AM, parents must sign in their children at the front office.*

All car riders should be dropped off and picked up behind the school in the car rider lane. Parents may enter the back of the school area from State Street – behind the football field. The gate will be open for car rider parents beginning at 2:55 PM in the afternoons. Parents must remain in their vehicles to keep the flow of traffic moving. **Parents/guardians may NOT walk up to the car rider area to pick up students.** Dismissal for car riders begins at 3:05 PM.

Early check-outs count as tardies and are discouraged due to loss of instructional time. Check-outs for doctor/dentist appointments must be verified with a medical excuse in order for the tardy to be excused. ***Excessive tardies may be referred to juvenile court.***

**Conferences**

Teachers are available for parent conferences by appointment, so that instructional time is not interrupted for your child or others. Teachers have a planning time each day, which will be communicated to you at the beginning of the year. You may send a note to your child’s teacher, email your child’s teacher or contact the school office at 624-8611 to set up a conference. When you arrive for your scheduled conference, please check in at the office so that we may let the teacher know that you have arrived. ***NOTE: If a problem arises in your child’s class, please contact the teacher first to discuss and try to resolve the problem. If further assistance is needed, please contact the office to set up a conference with Mrs. Richey or Mr. Spencer at 624-8611.***

**Dress Code**

In order to maintain the safety and well being of the students at Greensboro Elementary School, and to ensure a safe, effective educational environment in our school, the following Dress Code Rules and Procedures will be enforced.

Students must be neat and clean. Good grooming habits are important! Students may NOT wear: a) any apparel, including jewelry, which displays vulgar, offensive or profane words, symbols or sayings; b) clothing, jewelry, emblems, badges, symbols, signs or any other things which denote affiliation or membership, either knowingly or unknowingly, with any gang or cult.

**HATS** - No hats shall be worn within the school building without special permission of the principal.

**PANTS** - Trousers, outerwear, sweat pants, and wind pants must be neat and clean, with no open holes or tears. They also must be in good condition. All trousers and pants must be fitted on the waist or belted. No sagging will be permitted.

**SHORTS** - Students may wear shorts to school. All shorts should fit appropriately and be reasonable in length. They are too loose if they cannot stay fitted on the waist or belted. Sagging will not be permitted. Short shorts are not acceptable. Tight fitting shorts will not be permitted.

**SHIRTS** - All shirts must be reasonable in length. Oversized shirts past the hip and short shirts that show midsections are not permitted. Boys in grades 3-5 must wear shirts tucked in. Sweaters, sweatshirts, and jerseys do not have to be tucked in but may not be worn past the hip. No inappropriate sleeveless/spaghetti strap shirts may be worn.

**JEWELRY** - Jewelry should be appropriate for the age of the child. Jewelry such as large loop earrings and long necklaces, etc..., which could be a safety hazard during physical education classes and recess, will not be permitted. Girls may wear earrings in their ears. Jewelry will not be permitted if it deemed to be a distraction to the student or others.

The enforcement of the Dress Code shall be as follows: a) the student may be sent home to change clothing, or if that is not possible, the principal will determine where and under what conditions the student will remain in school; b) repeated offenses will require a parent conference and could lead to disciplinary action.

**Electronic Devices**

No beepers, cell phones, CD players, video games, radios, headphones, laser lights, or hand held games will be allowed at school. If found they will be taken. Parents will be contacted to pick up such devices. No exceptions. \*\*If students choose to bring such devices to school, against policy, and they are lost or stolen, the school will not be responsible. Repeat offenders will be paddled or suspended from school.

**Emergency Contact Information**

**Student Emergency Cards** are sent home at the beginning of each school year. These cards include information regarding the child’s address, parent/guardian names, transportation, health issues and contact phone numbers. It is **VERY** important that this information be kept up to date. If your address or phone numbers change, please send a note or call the school at 624-8611 so that we can update your child’s emergency card.

**Field Trips**

Field trips are planned and scheduled by classroom teachers. Field trips are encouraged but not mandatory. The building principal and the superintendent must approve all field trips. Teachers try to provide information to parents about the destination and cost of the field trip as soon as possible. Field trips are planned as an extension of what students are learning at school. Parents are always needed to assist with chaperoning field trips. Chaperones are expected to assist teachers with keeping an eye on students and helping with activities during the trip. ***We discourage having brothers/sisters attend field trips as the trip should be a time for the child to enjoy a special time with his/her peers and a parent.*** If you have questions about a field trip, please contact your child’s teacher.

**Grades**

GES follows the Hale County Board of Education grading system. Grades are determined from class work, tests, projects, homework, and participation. Students who earn all A's or A's & B's for the nine weeks are recognized at GES Honor Roll assemblies. These assemblies are held the week after report cards go home. Honor roll students receive awards, prizes and gift cards for free items for maintaining good grades. *The GES faculty and staff believe that all students can and should act appropriately and that good conduct is important to be successful in school and in life. Please encourage your child to always do his/her best.*

The current Hale County Board of Education grading system is as follows:

A 90-100

B 80-89

C 70-79

D 60-69

F 0-59

**Medication**

Students who take medication at school must have a medication form on file in the nurse’s office. Forms may be picked up from the school nurse or in the main office. Medications may be seasonal such as cold medicine, etc… or may be prescription. Prescription medications MUST have both parent and doctor signatures. All medications should be in the *ORIGINAL* container and checked in with the school nurse. For more information, contact the school nurse at 624-8611.

**Nursing Services**

GES employs a full-time registered nurse. Student health issues/concerns should be reported to the school nurse so that we may properly care for your child. You may contact the nurse at 624-8611.

**Parking**

Visitor parking is limited around Greensboro Elementary. Parents and guests may park on South Street in the gravel parking lot in front of the gymnasium. Parents may also park on Demopolis Street and walk to the main office. We do ask that parents and guests not park in front of the pastor’s house next to the Presbyterian Church. **South Street must be clear in front of the school from 7:10 AM until 7:50 AM and from 2:40 PM until 3:30 PM for buses.** Violators will be ticketed.

During the school day between 8:00 AM and 2:40 PM – parents may park on South Street across from the school. **ALL VISITORS MUST ENTER AND EXIT THROUGH THE MAIN OFFICE.** This is for the safety of all GES students.

**Parent Involvement**

Parent involvement is encouraged and welcomed at Greensboro Elementary. There are a variety of ways that parents may be involved. GES typically holds a Parent-Teacher Meeting every month during the school year. Programs are planned and important school updates are given. We encourage all parents to attend regularly.

In order to provide an optimal instructional setting for all children, visitors need to schedule appointments with teachers before they visit for conferences. We work hard to protect instructional time each day. With this in mind, parents may walk their children to class during the first week of school only.

See Pages 9-10 for some ways that you can be an ***INVOLVED*** parent at GES

**Progress Reports and Report Cards**

Progress reports are sent home every three weeks. Teacher grade books are managed on the computer, which generates a comprehensive progress report. These reports let you know the assignments, including: homework, class work, projects, and tests that have been given during the reporting period and the grade that your child made on each assignment. ***If you do not receive a detailed progress report every three weeks, please contact your child’s teacher or the office.***

Report cards are sent home every nine weeks, and should be reviewed and signed by the parent and returned to school.

**Snack & Juice**

Teachers allot a short amount of time each day for a snack break at their discretion. Snack is **not** required. Students may bring a snack and juice from home or they may purchase snack and juice from the school. Snacks are $0.50 and include Rice Krispy treats, crackers, fruit snacks, and a variety of baked chips. Juice is available for $0.50. Students may pay for snacks and juice daily, weekly, or for longer periods of time. Snack and juice for five days would cost $5.00. Your child’s teacher will keep a record of money paid for snack and juice. Flavored water & other snacks may be sold on special occasions. GES also sells 100% fruit slushies’ for $1.

**Special Events**

GES hosts many special events during the school year such as ***Grandparent’s Day*** in September, ***Honor Roll*** assemblies each nine weeks, and ***Awards Day*** at the end of the year. Other fun events are planned to help raise money for our school. Some of these include ***Fall Festival*** in October, ***Dance with Santa*** in December, an ***Easter Egg or Jelly Bean Hunt*** in the early spring, and ***Field Day*** at the end of the year. Information is sent home prior to each event or activity.

**Student Services**

Greensboro Elementary currently offers the following student programs and/or services:

*Counseling*: All students participate in group counseling activities that focus on positive character traits for a minimum of 30 minutes weekly. Individual counseling is also available through the school counselor. Students experiencing academic or behavioral issues may be referred to the counselor by the classroom teacher, the RTI, or a parent. If additional counseling services are needed, the principal, teacher, or counselor may suggest that a student be referred to West Alabama Mental Heath. WAMH has a counselor that comes to the school each week for more in-depth counseling services.

*Computer Classes*: All students will visit the computer lab each day for 30 minutes. Students will work on various technology skills such as Microsoft Word and Power Point, as well as supplemental instructional games and tasks that strengthen basic academic skills in areas such as reading and math.

*Library:* The library at GES is open for students all day for checking books in and out. Library classes are scheduled weekly for students in PK-5th grades.

*Nursing Services*: GES maintains a full-time registered nurse to assist with a multitude of health issues. Her office is just down the hall from the main school office in room #100. The nurse is available each day to administer medications and provide minor medical care.

*Physical Education*: All students participate in physical education classes daily for a minimum of 30 minutes. Students should wear tennis shoes or other appropriate footwear.

*Special Education Services*: GES provides instructional support services to students dependent upon their qualification into the program. Students who qualify for SPE services receive additional support with academics or behavior in the regular classroom and/or the strategies lab. Instructional Support teachers are assisted by teacher aides that also work with students on a daily basis. For more information about special education services, you may contact the GES office at 624-8611 or the Special Education office at the Hale County Board at 624-3051.

*Speech Services*: Speech therapists are contracted by the Hale County Board of Education to provide speech therapy to qualified students. Speech schedules change yearly but are usually available in early August. For more information regarding speech services, you may contact the GES office at 624-8611 or the Special Education office at 624-3051.

GES SCHOOL-PARENT COMPACT

 *Greensboro Elementary School , and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the No Child Left Behind Act of 2001 (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.*

This school-parent compact is in effect during school year 2015-2016 .

School Responsibilities

We, as faculty and staff members of Greensboro Elementary School, dedicated to providing the best possible education for our students, will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards as follows:**

*The Greensboro Elementary School faculty and staff will provide students with the necessary skills and knowledge to be successful in school and society. Greensboro stakeholders develop an annual school-wide Continuous Improvement Plan and use research-based programs to ensure mastery of the skills and the knowledge necessary to meet the projected goals.*

1. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement.**  **Specifically, those conferences will be held:**

*All teachers are available during Open House at the beginning of each school year. Grade level orientations are scheduled for all parents early in the first semester of school. Pre-registration is held prior to the beginning of the school for all kindergarten students. Parent and teacher conferences for grades PK through fifth may be scheduled with the teacher as needed during the teacher’s planning period or before or after school at any time during the school year as requested by teacher or parent.*

1. **Provide parents with frequent reports on their children’s progress.** **Specifically, the school will provide reports as follows:**

*Parents will receive information concerning student progress throughout the school year. Student progress reports will be issued in three week intervals, and students receive report cards every nine weeks. Information related to the state assessments will be provided as received from the Alabama State Department of Education. Discipline reports are sent home after each referral.*

1. **Provide parents reasonable access to staff.** **Specifically, staff will be available for consultation with parents as follows:**

*All teachers and staff are available for consultation during their planning period each day. Parents are asked to call the office to schedule a meeting date and time. Additional conference times may be arranged at a time agreed upon by the teacher or parent. These meeting may also be held before or after school as needed.*

1. **Provide parents opportunities to *volunteer* and participate in their child’s class, and to observe classroom activities, as follows:**

*Parents may make arrangements with the teacher or principal to visit their child’s class and observe classroom activities. Pre-arranging visits helps to minimize distractions and interruptions to instructional time. Parents/guardians are also welcomed and encouraged to volunteer at GES. Parents may contact their child’s teacher or officer personnel if they are interested in volunteering. Listed below are some ideas of how parents can assist us.*

* *Volunteer to be “Head Room Parent” (This person may be asked: to serve on a parent advisory committee to give ideas about continuously improving our school* ***OR*** *to help organize class parties* ***OR*** *to assist with chaperoning a field trip* ***OR*** *to help the teacher prepare materials for the classroom, etc…)*
* *Volunteer to help in the office (answer the phone, sort mail, run copies, assist students)*
* *Volunteer to help in the library (help students find a good book, check-out books, shelve books or assist with a Book Fair)*
* *Volunteer to help supervise students during lunch to give teachers a special break*
* *Volunteer to help the teacher with a special class project*
* *Volunteer to read to your child’s class or read with a small group of students*
* *Volunteer to tell students about your career during Career Week*
* *Volunteer to share a special talent that you have*

**Student Responsibilities:**

**We, as students, will share the responsibility to improve our academic achievement and achieve the State’s high standards. Specifically, we will:**

* *Come to school prepared to learn every day*
* *Treat others with dignity and respect*
* *Put forth our best effort every day*
* *Complete daily homework assignments and ask for help when needed*
* *Engage in at least 30 minutes of reading every day outside of school time*
* *Follow all school rules*
* *Insure that parent(s)/guardian(s) receive all notices and information sent from school.*

Parent Responsibilities

**We, as parents, will support our children’s learning in the following ways:**

* *Communicate the importance of a good education to our children*
* *Insure that our children arrive on time and prepared to school each day*
* *Encourage our children to do their best and to display positive behavior*
* *Work cooperatively with school faculty and staff members*
* *Insure that all assignments are completed in a timely manner, and checked for accuracy*
* *Provide a positive learning environment which encourages good study habits*
* *Attend school functions on a regular basis*
* *Volunteer in the classroom or in other areas of the school as needed*
* *Participate when needed in helping make appropriate decisions for our children’s learning*
* *Maintain positive communication with the school through parent/teacher conferences, notes, emails, or phone calls.*
* *Read all information from the school either received by our children or through the mail.*

Ways You Can Help Our School

-Purchase a ***Helping Schools*** tag for your car. Make sure that you tell the court house staff that your child attends GES so that we will receive credit.

-Send in ***old cell phones*** and ***printer ink cartridges*** for us to recycle.

-Collect ***Box Tops for Education*** and send them to school.

-Scan grocery receipts using the **“Shoparoo”** app on your smart phone.

We are looking forward to a WONDERFUL school year!