



**GREENVILLE ELEMENTARY SCHOOL
STUDENT HANDBOOK
2018 - 2019**

**GREENVILLE ELEMENTARY SCHOOL
STUDENT HANDBOOK TABLE OF CONTENTS**

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PURPOSE OF THE ELEMENTARY HANDBOOK

The handbook is designed to assist parents, guardians, and students with the policies and procedures of Greenville Elementary School and the Greenville Area School District. This handbook is organized by topic in alphabetical order. The elementary discipline policy will be included within each area it applies to or where appropriate for the specific response to infractions. The main purpose of the handbook is to ensure effective communications between the home and school. The provisions of this handbook represent a summary of school board policy on the topics addressed. In order to have a more complete understanding, you should consult school board policy book. The provisions contained in school board policy shall control in regard to issues of interpretation, clarification and enforcement. Any item not specifically addressed in the handbook will be handled by the building principal.

GREENVILLE AREA SCHOOL DISTRICT MISSION STATEMENT

We believe every child is a candidate for greatness, therefore, our mission is to equip all students with knowledge, competencies, and desire to face the challenges necessary to achieve fulfillment in a global society.

SCHOOL DISTRICT PHONE NUMBERS/WEB SITE

Greenville Area School District	(724) 588-2502
Greenville Elementary School	(724) 588-1018 (724) 588-5036 fax
Greenville Area Jr./Sr. High School	(724) 588-2500
Office of the Superintendent	(724) 588-2502
Food Services	(724) 588-2175
School District Web Site	www.greenville.k12.pa.us

TITLE IX, SECTION 504 POLICY

The Greenville Area School District does not discriminate on the basis of sex, handicap, race, color, or national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, Title VI, and Chapter 15. For further information, contact the office of the Superintendent, at 9 Donation Road, Greenville, PA 16125.

PARENT RIGHT TO KNOW INFORMATION

As a parent of a student in the Greenville Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teacher and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Pennsylvania Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches;
- Whether the Pennsylvania Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degree and, if so, the subject of the degree; and
- Whether any teacher's aides or similar paraprofessionals provide services and, if they do, their qualifications.

Additionally, at any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include:
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.

If you would like to receive any of this information, please call the office of the Superintendent at (724) 588-2502 ext. 2310.

ATTENDANCE

All students who are absent from school must submit a written excuse within 3 days of the child's return to school. If an excuse is not provided for the day(s) in question, it will be determined that the absence(s) is unexcused /unlawful.

The only absences that are excused absences by the Pennsylvania School Code are as follows:

- Illness of the student
- Death in the immediate family
- Impassable roads
- Farm and domestic service
- Quarantine
- Pre-approved family educational trips
- Documented court appearance
- Medical or dental appointments
- School sponsored trips
- Religious holidays

Students who are absent in excess of 10 days are required to submit an excuse from a doctor for each absence beyond the tenth day. Students who are absent beyond 10 days and do not submit a doctor's excuse or fail to submit an excuse within 3 days of returning to school will be marked as unexcused/unlawful. Either the physician or a representative of the medical facility must write the excuse. It must be submitted on their form, stationary, or letterhead. Faxed excuses from a physician's office will also be accepted.

Attendance Practices

1. Students who have accumulated 10 days of absences will receive a required medical excuse notice. This letter is sent to inform you that all absences beyond the tenth day must be accompanied by an excuse from a doctor.

2. Students who have an absence determined to be unexcused/unlawful will receive a letter after each such day. Students can accumulate three unexcused/unlawful absences without penalty.
3. Once a student accumulates 6 unexcused absences, he/she will be considered habitually truant. A letter will be sent home informing the parent/guardian that their student is considered habitually truant and request that they attend a student attendance improvement conference. During this conference a Truancy Elimination Plan (TEP) must be discussed and drafted between a designated school official, parent/guardian and, when appropriate, the student.
4. If after the TEP has been established the student continues to have unexcused/unlawful absences, the school may refer the parents/guardians and the student to a community based attendance improvement program or the county's children and youth services. Additionally, the district may file a citation against the student and/or parents/guardians of the student for violation of compulsory school attendance laws with the magisterial district court.
5. With any absence determined to be unexcused/unlawful, the student will not be permitted to make up the work missed. This includes homework which is due, tests, quizzes, etc. This may be done retroactively.
6. Students who are absent from school are not permitted to participate in any extracurricular activities on the day of absence.

Late Arrivals/Tardy

A student is considered tardy if he/she arrives after 8:45 AM to his/her assigned class/homeroom. All students late to school must report directly to the main office and present a written excuse with the parent or guardian's signature stating the reason for the tardiness. The time will be recorded and they will be provided a late pass to enter the classroom. If a written excuse is not presented, the tardy will be determined unexcused. An accumulation of tardies may result in fines through the district magistrate.

Early Dismissals

When a student is to be excused from school before 3:15 PM, he/she must present an excuse from a parent or guardian indicating the time, date, and reason for the early dismissal. The only excused reasons are those indicated under in the attendance policy. Any reason determined not to be legitimate may be an unexcused/unlawful absence.

Parents/guardians must sign their child out in the office. At that time your child will be called to the office where they will leave with you. Parents are not permitted to go directly to the room of the child. They are required to remain in the office until

he/she arrive. The student is responsible for any school work that is missed while they are gone.

If signing out for a medical appointment you are required to take a medical appointment card provided by the secretary. The card signed by the doctor's office must be presented to the main office upon your return to school. If a student will be arriving late to school because of a medical appointment, they should obtain a medical appointment card before leaving school the day before.

In the case of emergency, parents must bring a written excuse to have their child dismissed. Parents/guardians must sign their child out in the office. The student will be called to the office when the parent arrives and not prior to this time.

Attendance Times

Arrive between 8:45 AM and 10:00 AM	Tardy
Leave between 8:45 AM and 10:00 AM*	Early Dismissal
Arrive between 10:00 AM and 2:00 PM	Half Day absence
Leave after 10:00 AM and return within 2 hours**	Early Dismissal
Arrive after 2:00 PM	Full Day Absence
Leave after 2:00 PM	Early Dismissal

* If a student leaves school **prior** to 10:00 AM and does not return to school at all or is out of the building for a period of time greater than two hours, the absence will be marked as a full day absence.

** If a student leaves school **after** 10:00 AM and does not return to school at all or is out of the building for a period of time greater than two hours, the absence will be marked as a half day absence.

BEHAVIOR EXPECTATIONS

Students will be expected to meet the criteria outlined on the following charts. The general guiding principles for student behavior are the Trojan Traits: Be Safe, Be Kind, Be Respectful and Be Responsible. Students are also expected to maintain a required voice level in each setting. Those levels are described as: 0 – no talking, 1 – whisper, 2 – inside voice and 3 – outside voice.

Setting Expectations	ARRIVAL	CLASSROOM	HALLWAYS
Voice Level	Level 2	Level 0-2	Level 0
BE SAFE	<ul style="list-style-type: none"> • Show self-control through your actions and voice • Walk on the right • Keep all items in your book bag and keep your book bag on shoulders • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Keep hands and feet to self • Stay in your area • Walk (transitions) • All four legs of chair on floor • Push in your chair 	<ul style="list-style-type: none"> • Walk on the right • Hands at your side • Straight lines
BE KIND	<ul style="list-style-type: none"> • Make eye contact and smile at others • Use manners 	<ul style="list-style-type: none"> • Value others opinions • Include others • Use manners • Take turns • Share materials 	<ul style="list-style-type: none"> • Make eye contact and smile at others • Use manners
BE RESPECTFUL	<ul style="list-style-type: none"> • Hats off in the building • Wait your turn 	<ul style="list-style-type: none"> • Listen • Raise your hand • Follow directions • Hands down when someone is speaking 	<ul style="list-style-type: none"> • Show self-control through your actions
BE RESPONSIBLE	<ul style="list-style-type: none"> • Be on time (arrive before first bell am) • Go directly to breakfast or to your classroom 	<ul style="list-style-type: none"> • Be organized and ready for class • Turn in quality assignments on time • Put your name on your paper • Be an active participant • Make good choices when assignments are complete 	<ul style="list-style-type: none"> • Go straight to destination • Face forward • Follow directions • No food or drink

Setting Expectations	CAFETERIA	RECESS	BATHROOM
Voice Level	Level 2 Level 1 (in line)	Level 3 (outside) Level 0 (in line)	Level 0-1
BE SAFE	<ul style="list-style-type: none"> • Feet on floor • Bottom on bench • Food on table/tray • Stay at your table • Knees under the table • Always walk 	<ul style="list-style-type: none"> • Stay in boundaries • Show self-control through your actions and voice • Proper use of equipment 	<ul style="list-style-type: none"> • Proper use of facilities • Keep hands and feet to self • Walk • Keep feet on the floor
BE KIND	<ul style="list-style-type: none"> • Include others • Say "Please" and "Thank You" to cafeteria workers • Eat your own food • Use kind words at your table 	<ul style="list-style-type: none"> • Include others • Play fairly with others • Treat others kindly • Take turns 	<ul style="list-style-type: none"> • Take turns
BE RESPECTFUL	<ul style="list-style-type: none"> • Listen to adults in charge • Eat politely • Level 1 voice in serving line • Wait your turn 	<ul style="list-style-type: none"> • Line up quickly and quietly to the universal signal(2 whistles) • Listen and respond to whistle (1 whistle freeze) • Enter the building quietly 	<ul style="list-style-type: none"> • Respect the privacy of others • Clean up any messes •
BE RESPONSIBLE	<ul style="list-style-type: none"> • Finish eating in a timely manner • Clean up after yourself • Get permission to leave the cafeteria 	<ul style="list-style-type: none"> • Dress for the weather • Clean up after yourself • If you take it out-bring it in 	<ul style="list-style-type: none"> • Use time effectively • Flush, wash, leave • Tell an adult about any problems • Use the closest bathroom • Leave all materials outside of the bathroom

Setting Expectations	DISMISSAL	ON THE BUS	SPECIAL ACTIVITIES
Voice Level	Level 2 Universal Signal	Level 2	Level 0
BE SAFE	<ul style="list-style-type: none"> • Walk in hallways and on sidewalk • Keep your hands, feet, and objects to yourself • Remain in line until you reach your bus 	<ul style="list-style-type: none"> • Keep hands and feet to self • Bottom to seat • Back to back • Follow safety procedures 	<ul style="list-style-type: none"> • Show self-control through your actions and voice • Keep your hands, feet and objects to yourself
BE KIND	<ul style="list-style-type: none"> • Use manners • Help others pack up • Say good-bye to your teacher and class 	<ul style="list-style-type: none"> • Use kind words to the bus driver and other students. 	<ul style="list-style-type: none"> • Show appropriate appreciation by clapping and saying thank you • Sit still and on your bottom • Keep eyes on speaker
BE RESPECTFUL	<ul style="list-style-type: none"> • Stay in your space in line • Hats off in the building • Listen to adult direction 	<ul style="list-style-type: none"> • Listen to the bus driver • Keep conversations to people in your area 	<ul style="list-style-type: none"> • Respond appropriately • Remain quiet • Hands down when someone is speaking
BE RESPONSIBLE	<ul style="list-style-type: none"> • Be on time • Pack up your book bag with your homework • Keep all items in your book bag and your book bag on your shoulders 	<ul style="list-style-type: none"> • Leave your area clean • Follow bus rules • No eating, drinking, chewing gum 	<ul style="list-style-type: none"> • Remain seated until dismissed • Follow directions

Students who fail to meet these expectations will receive consequences from school personnel. These consequences include, but are not limited to, a verbal warning, loss of recess, lunch detention, after-school detention and/or suspension.

BIRTHDAYS CELEBRATED AT SCHOOL

A small gift such as stickers, pencils, coloring pages, crayons, toys, or books may be sent to school. If you wish to provide a food item (i.e. cookies, cake, cupcakes, etc.), please consider sending in a healthy snack or drink (fruits, nuts, vegetables, etc.) as an alternate choice for students. Please consult with your child's teacher about student allergies in your child's classroom. Parents who bring birthday treats are to leave them in the office.

Please make arrangements with the classroom teachers to bring in a birthday treat. Balloons and flowers are a distraction in the classroom and a safety hazard on the bus. Arrangements should be made to have them delivered to the child's home, not school. Student birthdays will be recognized at school, however, parties and elaborate treats are for home, not school.

BOOK BAGS

The children may use book bags to carry work to and from home. If the child has a book bag the parent/guardians are requested to periodically help their child to empty and clean them out. The district reserves the right to examine the contents of student book bags and student desks.

BUILDING USE POLICY

If a community member or group would like to use one of the elementary school buildings before or after regular school hours they need to complete, in detail, the Request for Building Use form at least ten days prior to the date of the activity. The application must specify the portion of the school facilities requested for use; proposed activities; number of individuals participating; and the date, time and duration of the proposed event. This form is available in the school and district offices.

BUS TRANSPORTATION

Bus Routes

Questions regarding bus routes can be directed to the Superintendent's office at (724) 588-2502 ext. 2300.

Bus Regulations

Students will be picked up and dropped off at one location only. If a child is to be picked up and dropped off at an address that is not their permanent residence, parents/guardians must complete a change of bus form or call the central office at (724) 588-2502. Handwritten notes to bus drivers are not acceptable. Changes must be made by a parent or legal guardian in writing one week in advance of the change. The change, if approved, will not commence for a period of three days. Any request indicating multiple pickup and drop off points will not be approved. Students are permitted to be picked up at one location and dropped off at a different location. Excessive requests for changes in the pickup and drop off location will not be approved by the district.

Students are to ride only the bus to which they have been assigned and will be picked up and dropped off at one location only. Students who need transportation to and/or from a daycare agency that is already a listed bus stop on the Greenville route, MUST complete a special transportation form one week in advance before transportation will be available. Once this form is completed, the daycare site will become the only drop off location for that student regardless if the child only attends daycare on certain days of the week. In this case it will be the responsibility of the parent to meet the bus at the drop off location or pick the child up at school.

Bus Safety for Students

The safety of our students is paramount. The following guidelines are in place to ensure that all students depart and arrive in a safe manner.

1. Students are to report to their bus stop at least 5 minutes before the bus is scheduled to arrive.
2. A student who is not picked up at their driveway should proceed to the bus stop by walking on the left side of the road facing traffic if there are no sidewalks present.
3. Students should wait until the bus comes to a complete stop before crossing the street to board the bus or when waiting to disembark.
4. Students should go directly to their assigned seats when boarding the bus.
5. Students are to remain seated at all times while the bus is moving.
6. Students should keep books, lunches, etc. on their lap--not in the aisle of the bus.
7. Students should keep all parts of the body (hands, arms, and head) inside the bus.
8. Students are permitted to talk quietly with their seatmate, but not with the driver when the bus is in motion to help the driver avoid an accident.
9. Students should only get off at assigned stops.
10. Students should cross the road in front of the bus immediately after discharge.

Student Behavior on the Bus

Bus transportation to and from school is a privilege. Any major discipline problems may result in immediate suspension from the bus. Parents will then be responsible for transportation to and from school during this suspension. We desire the

cooperation of drivers, students and parents in keeping our buses safe. Parents should feel free to call the principal or Frye Bus Company in regards to any problems.

- The bus driver is in charge of the bus just as a teacher is in charge of the classroom.
- Any type of student misbehavior or irregularity which distracts the driver, or threatens the safety of the passengers, and interferes with the safe operation of the bus must be reported by the driver to the principal on a bus conduct report.

Disciplinary action may take the form of the following:

- A verbal reprimand and warning
- Reassignment of seat
- Contact with the parent or guardian
- Detention
- In-school suspension
- Suspension of transportation privileges

Audio and Video Recording on School Buses

Each school bus and school vehicle that is equipped video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for audio and video recording. The Greenville Area School Board authorizes audio and video recording on school buses and vehicles for disciplinary and security purposes. The district will comply with state and federal laws governing the use and disclosure of recordings. Recordings may become part of student's educational record and will be maintained following established student record procedures.

CAFETERIA BEHAVIOR

Inappropriate behavior in the cafeteria during breakfast or lunch will not be tolerated. Students that do not conform to the following guidelines will be disciplined by moving of seat, loss of recess time and/or lunch detention depending on the severity of the offense.

1. Students are to walk at all times while in the cafeteria.
2. Students are there to eat lunch. During this time students may talk quietly with the other students at their table.
3. Students are not permitted to leave their seat without permission from one of the teachers or cafeteria personnel. Students must raise their hand to ask for permission to leave their seat or for assistance.
4. Restroom privileges will be granted to only one student at a time. Students must use the restroom closest to the cafeteria in each building.

5. Throwing food or any other display of disorderly behavior will result in disciplinary action.
6. The lunch room personnel have every right to assign seats during this time.
7. Before being dismissed from the cafeteria students are expected to pick up and discard all materials in the trash containers. Students are responsible for keeping their area clean. This includes the table and floor.
8. Students are not permitted to leave the cafeteria with food or snack items.

CARE OF SCHOOL PROPERTY

Students at Greenville Elementary School are entrusted with various school supplies loaned for study. These materials should receive the best of care and must be returned at the end of the school year in good condition. Students will be assessed for all lost or defaced books and materials.

Students are not to mark school furniture, walls, ceilings, floors, books or equipment with pen, pencil, paint or any other instrument. Students will be responsible to pay for damage to school property, and may be referred to the proper law enforcement agency.

CHANGE OF ADDRESS OR RESIDENCY

The Greenville Area School District requires all parents/guardians to inform the child's school of any change in address and residency. If the change in residency is a move out of the district, and occurs during the last forty-five days of the school year, the student will be permitted to complete the school year if the parent/guardian so desires. Transportation to school will be the responsibility of the parents/guardians. If the residency status is unchanged, the student will be required to withdraw at the end of the school year. If the change in residency out of the district occurs prior to the last forty-five days of the school year, the parent/guardian will be required to withdraw the student and enroll them in the new district. If there are any questions regarding residency within the district, the administration reserves the right to request two documents indicating proof of residency.

CHEATING

Students who are caught cheating on tests or other schoolwork will receive a zero in the grade book for that particular work. The teacher will inform the parent/guardian of the offense. If it is possible, the child will tell his/her parent/guardian by telephone with the teacher present.

CHEWING GUM

Chewing gum is not permitted in school, on the school bus or at other school activities. The student will be asked to dispose of the gum. Additional incidents may result in disciplinary action.

DAILY TIME SCHEDULE

8:00	Office opens/ Teachers report for duty
8:15	Students admitted into building for breakfast
8:35	Students report to homerooms
8:45	Instructional day begins
3:10	Car riders dismissed
3:15	Instructional day ends/Buses depart
3:30	Teacher Dismissal
4:00	Office Closes

DETENTION

At given times during the year, a student may receive an after-school detention for inappropriate behavior, continued misconduct or safety violations. Classroom teachers or the principal can assign detention. The assigning teacher or principal will notify parents by telephone or by mail of the detention assigned within twenty-four hours so that transportation may be arranged. When mutually agreed upon by parents and school officials, the twenty-four hour rule may be waived.

Failure to serve the detention will result in suspension. If at any time there is a problem with the assigned detention date, parents must contact the principal. For students who ride a bus home, the parents will be responsible for transportation home when a student serves detention. **DETENTION STARTS AT 3:15 PM AND ENDS AT 3:45 PM**

DISOBEDIENCE

Disobedience is defined as the refusal or neglect to obey any school district employee. This includes all administrators, teachers, paraprofessionals, office staff, custodians, cafeteria staff, bus drivers or substitutes for these positions. Punishment for this infraction can include loss of recess, detention or suspension depending on the severity of the offense.

DISRESPECT

Disrespect is defined as rudeness and/or offensive behavior in word or in action shown to any school district employee. Punishment for this infraction can include loss of recess, detention or suspension depending on the severity of the offense.

DRESS CODE

Student dress must should conform to health and safety standards set forth by the school, local, and state authority. Students must follow these guidelines:

1. All clothing material must be opaque and moderately fitted whether it be tops or bottoms.
2. Any apparel whatsoever with obscene or suggestive language or that may be offensive or degrading, is not permitted. This includes any reference to drugs, alcohol, tobacco, and anything promoting violence.
3. The sag-look is not permitted. All pants must be worn at the waist and no lower for which they are designed.
4. Hair must be neat and clean.
5. Hats and hoods of any kind are not to be worn indoors. This applies to both boys and girls and includes bandanas, scarves and hooded sweatshirts.
6. Coats and zip-up sweatshirts are not to be worn during the instructional day
7. Wallet-type chains are not permitted, or chains about the neck and wrist that are not considered jewelry.
8. Tank tops, halter tops, crop tops and tops with spaghetti straps are not permitted.
9. Shirts that reveal a child's mid-section are not permitted.
10. Shorts and skirts must be fingertip length with the student's arm fully extended.
11. Appropriate footwear must be worn. Sandals, backless shoes, and flip-flops may be worn at the risk of the individual. The district is not responsible for any potential injuries that may occur as a result of footwear. Bedroom slippers are not permitted.
12. All dress should conform to health and safety standards set forth by the school, local, and state authority.

The final judge of any questionable attire will be the building principal or his designee. Students, who do not comply with the provisions of this dress code may be asked to call home in order to address the issue. If they are unable to obtain suitable clothing from home, it will be obtained from the nurse's office. Repeat violations of the dress code may result in consequences at the principal's discretion.

DRUG AND ALCOHOL POLICY

The Greenville Area School District recognizes the misuse of chemicals is a serious problem confronting our youth, with legal, physical and social implications for the entire community. The district prohibits the use, misuse, possession of, receiving, distributing (providing in any manner) or being under the influence of controlled substances (defined by the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act), drug paraphernalia, “look-alikes” or alcohol (in any form) on school property or while under the district’s jurisdiction. This policy also includes the possession of and or use of those chemicals defined and referred to as “inhalants”.

Violation of this policy will result in the following may result in disciplinary action up to and including expulsion and referral for prosecution. The local law enforcement agency will be notified upon suspicion of student violations of the drug and alcohol policy.

EDUCATIONAL TRIPS

For a maximum of five (5) school days for the school year, the district may grant excused absences from school for trips/vacations having educational value as determined by both the principal and superintendent. Approval will not be granted for trips scheduled during the final week of each semester or during the PSSA testing windows. Requests for trips to local points of interest, attendance at sporting events, hunting or fishing trips, shopping trips, skiing trips, or the like will not be approved. Absences exceeding the approved five days will be considered unlawful/unexcused. If more than one (1) child in a family will be taking a trip, the request will be made to the principal of the oldest child with the name and school of each child on the request so that their absence may be cleared with the appropriate principals.

The required approval form is available in the main office or on the district website at www.greenville.k12.pa.us and must be submitted at least one week prior to the scheduled trip. Students have the responsibility for meeting with each teacher before leaving and making up work missed during an excused absence. Assignments or tests not completed within one (1) week upon returning will be recorded as a failing grade. Permission may be denied for the following reasons as determined by the administration: poor academic standing, poor attendance, and/or disciplinary factors.

ELECTRONIC DEVICES

Students are permitted to use personal electronic devices during the school day for legitimate educational purposes at the discretion of the classroom teacher. Electronic devices include phones, laptop computers and tablets. Teachers and staff reserve the right to establish times during the school day when devices are not permitted to be used.

Students who use their devices for non-legitimate educational purposes or during a non-permitted time at school or on school property may have this privilege revoked for a given period of time and/or the device confiscated and held in the school office until a parent/guardian comes to school to retrieve the item. Additional infractions may result in the issuing of behavior consequences including, but not limited to: loss of recess, lunch detention, after-school detention or in/out of school suspension. Repeated use of devices for non-legitimate educational purposes or during a non-permitted time at school or on school property may result in permanent loss of this privilege.

Students accessing the internet on their personal devices using the district's network must adhere to the rules and guidelines established in the school board policy relating to usage of network/internet resources. Students who connect to the internet using district resources should consider his/her personal device subject to the same level monitoring and access as any district-owned technology device.

The Greenville Area School District does not require bringing personal devices into school and that owners assume all risks of damage, theft, loss or misuse of such devices. The use of personal devices is with the understanding that the student has the permission of their parent/guardian to bring it onto school property. The District holds no responsibility for damage or loss of the personal device.

EMERGENCY INFORMATION

Student emergency information forms will be sent home during the first week of school. Please return the form as soon as possible so that we may have access to the most current emergency information. Please contact the school office anytime during the school year to update information concerning change of address, change of telephone number or change of marital status.

EMERGENCY SCHOOL CLOSINGS, DELAYED STARTS AND EARLY DISMISSALS

The decision to close school, due to weather conditions or some other reason is made by the superintendent. Parents/guardians will be contacted via telephone through the district's Connect 5 system. If you are not receiving these messages, please contact the elementary school office at (724) 588-1018. Students and parents may visit the district website at www.greenville.k12.pa.us for updated information or listen to or watch one of the TV or radio stations listed below. This announcement may be made as early as 6:00 AM for your convenience. PLEASE DO NOT TELEPHONE THE SCHOOL TO ASK IF SCHOOLS ARE CLOSED.

Please monitor these radio/television stations for cancellation information:

WHOT 101.1 FM	WBBG 106.1 FM	WFMJ-TV
WYFM 102.9 FM	Kiss 99.3 FM	WKBN-TV
WMXY 98.9 FM	Kiss 104.5 FM	KDKA-TV
KDKA 1020 AM	WUZZ 94.3 FM	
Froggy 100.3 FM	WUZZ 107.7 FM	
Froggy 98.5 FM		

ENGLISH AS A SECOND LANGUAGE (ESL)

The Greenville Area School District develops and provides a planned educational program for each student with limited English proficiency. These programs enable students to meet academic standards and succeed in school. Each program will include: standards-based English as a second language instruction at the appropriate proficiency level; content area instruction aligned with academic standards and adapted to meet the needs of the student; and assessment processes that reflect academic standards and instruction. The program consists of planned instruction by a qualified ESL teacher who provides adaptations/modifications in the delivery of content instruction by all teachers based on the student's proficiency level and the Pennsylvania Language Proficiency Standards for English Language Learners, as well as the Pennsylvania academic standards. The goal of the ESL curriculum is to provide students with the skills necessary to become successful in the regular education classroom.

ENROLLMENT OF NEW STUDENTS

Parents/guardians of all students enrolling or registering in the Greenville Area School District must contact the district enrollment office at (724) 588-2502 ext. 2300 to begin the enrollment process. Enrollment documentation can be found on the district website at www.greenville.k12.pa.us If parents/guardians are unable to access the website, enrollment forms can be picked up in the district office. A student will not be enrolled and permitted to attend class until everything is submitted satisfactorily to the district enrollment office.

Items required for enrollment in school:

- Student registration form
- Permission to photograph
- Permission to do a screening assessment
- Two (2) proofs of residency
- Copy of state issued birth certificate
- Current immunization records
- Acceptable usage form for the Internet and computer network
- Parental registration statement
- Valid photo ID of parent/guardian

Determining Proof of Residence

In accordance with school board policy, the following are acceptable forms proving residency. At least two of the following documents are required:

- Federal or state tax return
- Letter or pay stub from current employer
- Valid photo ID of parent/guardian
- Pennsylvania motor vehicle registration
- Automobile insurance policy
- Residence lease
- Property tax card
- Voter registration
- Letter from the Department of Welfare
- Health insurance card
- National Fuel gas bill
- Water and/or sewer bill
- Cable bill
- Current credit card bill
- US Post Office official documentation
- Bank statement
- House deed

FIELD TRIP CHAPERONES

Parents/guardians who wish to chaperone a grade level or club field trip must obtain both the Pennsylvania Child Abuse (Act 151) and Pennsylvania State Police Report (Act 134) clearances prior to the date of the trip. The cost of filing for these clearances is the responsibility of the person submitting the request. In addition to obtaining the appropriate clearances, parents/guardians must be approved by school board of directors. Questions regarding the process for chaperoning a field trip may be directed to the elementary school offices or the superintendent's office at (724) 588-2500 ext. 2310.

FIRE DRILL PROCEDURES

Fire drills are held in accordance with state law. Students should avoid panic by moving quickly and quietly from the school. Students must follow the instructions of the teachers and/or administration. *All parents/guardians/visitors in the building are expected to follow school procedures in the event of a fire drill or alarm.*

FOOD SERVICES

The elementary cafeteria strives to provide high quality, nutritious meals to the students and staff of our school. Our meal programs are governed by the National School Lunch Program, the National School Breakfast Program and the United States Department of Agriculture. Our menus meet the requirements of these programs. For additional information, visit our website or contact the district food services department at (724) 588-2175.

Point of Sale

Students have accounts which permit lunches to be paid for in advance. Parents/guardians can deposit money into their child's account by sending payments to school with their child who will then give them to the cafeteria. Each time the child eats lunch the amount of the meal is withdrawn from the account. Students are still permitted to pay in cash at the register. However, we strongly recommend parents/guardians deposit money into the student's account. Money

or checks may be sent in for deposit into the account. Please put the check or money in an envelope clearly labeled with your child's name, teacher's name, and amount of money enclosed.

Questions concerning your child's account can be addressed by calling the district food services department at (724) 588-2175 or accessing your child's account at www.myschoolbucks.com

Breakfast Program

Breakfast is served each day from 8:20 AM to 8:44 AM. Breakfast menus and prices are sent home with students at the beginning of each month. Choices include a variety of cereals, assorted yogurt, fruit and oatmeal bars, granola, fortified cinnamon buns and doughnuts and white or chocolate milk. Parents who would like to apply for free or reduced price breakfasts should do so through the school office. Students choosing to eat breakfast should report directly to the cafeteria upon their arrival to school, eat breakfast, and then report to their classroom. Students are not to go to their locker first or loiter in the halls or restroom. Students only have time to eat and go to their room.

School Lunch Program

School lunch menus and prices are sent home with all students in grades K-6 at the beginning of each month and are posted on the district website at www.greenville.k12.pa.us. Federal law requires students to take a complete lunch when a Class A hot lunch is served. Since we subscribe to this program, please encourage your child to try everything on the menu for that day. Students may not enjoy eating everything, but good food habits are formed in the early years. We simply ask that students try the food. They are not required to eat everything.

Free and Reduced Meals

The Federal Government provides breakfast and lunch for children of families that meet the guidelines to qualify for the program. This is determined by the family's income. Forms are mailed home to every child with his/her new classroom assignments. Forms are also available upon request and during open house. After completion, the form may be returned with the student or mailed directly to the District office. All information provided on the form is kept confidential. If circumstances occur during the school year that adversely affects family income, please contact the school in order to apply for the program.

Elementary Charge Policy

Students who charge their meals and maintain outstanding charges will face a step process in attempting to collect these charges. The parents/guardians of students who have a negative balance in their account will be notified via letter and/or phone call of the total amount owed. School officials may also arrange a meeting with the parents/guardians to discuss the problem. Please remember it is the parents/guardian's responsibility to provide a student with a meal or the money to purchase a meal. Families suffering financial hardships and struggling to satisfy

cafeteria balances are strongly encouraged to contact the food service director to establish a payment plan.

GIFTED EDUCATION

The Greenville Elementary Enrichment Program is designed for identified gifted students. Students in grades K-6 spend approximately three (3) hours per week in a multi-grade level pull-out program. In addition, the enrichment teacher periodically coordinates instruction with the regular education teacher to provide extension opportunities for the gifted student in the regular classroom. Students become eligible for this program through formal testing administered by the school psychologist. Students may be recommended for evaluation by self, teacher or parent. Program goals are: to create an environment where students are intellectually stimulated and challenged, to develop students' individual talents and interests, to work on higher order thinking and problem solving skills, to develop creativity and use of imagination and to create projects that will be shared with authentic audiences.

GUIDANCE AND COUNSELING

The focus of the elementary guidance program is on the children and their growth process. As children grow, they experience a series of physical, intellectual, and emotional changes. The role of an elementary school counselor is to aid the child in making these changes as smoothly as possible. To do this, the counselor works with all those involved in the educational process – teachers, parents, administrators, and special services personnel including the nurse and school psychologist. Our belief is that guidance must be an integral part of the total elementary school program for all children. Our goal is to help all children have the most successful school experiences. Guidance Services include: individual and group counseling sessions are available to children with special needs, individual conferences are held with teachers and/or parents to discuss an individual child's progress upon the request of the guidance counselor, parent or teacher, the counselor is a member of the Child Study Team process which is designed to help children experiencing various adjustment difficulties and serve as the liaison between the school and community agencies.

GRADING SCALES

For Grades K - 1		For Grades 2-6	
4	Outstanding – Performance exceeds required expectations	A	100% - 90%
3	Satisfactory – Performance is at grade level	B	89% - 80%
2	Developing – Performance is slightly below grade level expectations	C	79% - 70%
1	Needs Improvement – Performance is significantly below grade level expectations	D	69% - 60%
		E	59% or less

HOMEBOUND INSTRUCTION

Whenever a student contracts a disability or extended illness, provisions can be made for homebound instruction. The requirement is that a child must be unable to attend school for a considerable period of time. Requests for homebound instruction should be initiated by the parent through the school principal and supported by the necessary statement from the physician. There is no charge to the parents for this service. Pennsylvania School Code grants a maximum of twenty hours of instruction per month. These hours are arranged by an agreement between the parent and the assigned teacher.

HOMEWORK FOR ABSENT STUDENTS

Homework can be picked up between 2:30 PM - 3:15 PM in the elementary school offices for those parents/guardians who have made a request to the teacher for the missed assignments.

HEALTH ISSUES

Mandatory Absences for Health Reasons

There are certain conditions which require a student to remain out of school. Students are not permitted in school with any of the following conditions:

Disease	Incubation Period	Exclusion from School
Chicken Pox	14 – 21 days	Must be no evidence of a new crop; crust must be dried or 7 days from the appearance of rash
Measles (Rubella)	10 – 14 days	Six days from appearance of rash; longer if not well
Mumps	12 – 14 days	Six days minimum; may return when fever or swelling has subsided
Whooping cough	7 – 21 days	Four weeks from onset
3 Day Measles (German-Rubella)	14 – 21 days	Until rash is gone; show cold symptoms
Scarlet Fever	2 -5 days	Seven days from onset; less if under treatment and certified as recovered by doctor
Conjunctivitis (Pink Eye)	1 – 3 days	Until given a certificate of recovery by doctor
Impetigo	Variable	Until given a certificate of recovery by doctor
Scabies (itch)	Variable	Until given a certificate of recovery by doctor

A student, who has been excluded from school for any of the above conditions, will be readmitted only with a certificate of recovery from a physician. PARENTS SHOULD CALL THE SCHOOL when the student develops one of these conditions. Informing the school will help the teacher plan better for the student as well as help prevent the condition from spreading to other students.

IN-SCHOOL SUSPENSION

In-School Suspension is the disciplinary action of removing a student from his/her school activities, including after-school activities. It differs from detention in that it is the next step toward out-of-school suspension. During the time of the In-School suspension assignment, the student will be expected to complete work assigned by the teacher. An in-school suspension assignment may range from one to three days. If a student is uncooperative while assigned, the day(s) may be reassigned.

INTERNET/NETWORK USAGE

The use of computer and network facilities shall be consistent with the curriculum adopted by the Greenville Area School District, as well as the varied instructional needs, learning styles, abilities, and developmental level of students. The school board supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. The school board establishes that use of the Internet is a privilege not a right. Inappropriate, unauthorized, and illegal use will result in the cancellation of those privileges and appropriate disciplinary action. All parents/guardians and students will receive a copy of the Internet usage policy. Both the parents/guardians and students are required to sign the Network Consent Form before access to the Internet and network services will be granted. Students who violate the terms of the Internet policy may lose computer privileges for a period of time determined by the principal.

LOCKERS/LOCKER SEARCH

Students in grades 4-6 are assigned hall lockers. Only locks with keys are permitted on lockers. A duplicate key **MUST** be turned into the homeroom teacher for safekeeping. Please note that there will be no tape or adhesive stickers permitted to be used anywhere on the lockers.

School authorities may search the student's locker without prior warning in seeking contraband. Materials seized may be used as evidence against the student in disciplinary, juvenile or criminal hearings. The full locker search policy adopted by the Board of Education can be viewed in the school office.

LOST AND FOUND

Any articles that have been found should be brought to the office to be placed in the lost and found. If you have lost an article, please come to the office to look for the item.

LUNCH DETENTION

Lunch detention is the temporary loss of cafeteria eating privileges. Students assigned lunch detention will eat their lunch in the office. Assignment to lunch detention can range from 1 day to an indefinite period of time.

MEDICATION

The district is not responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student will be permitted with the direction of parent and/or physician when failure to take such medication would jeopardize the health of the student and when the student would not be able to attend school if the medication were not available during school hours. All medication taken at school must be processed through the School Nurse.

Prescription and Non-Prescription Medication

When medication absolutely must be given during school hours an administering prescriptive and non-prescriptive medications to students from must be completed. The directions on the form must be followed exactly as written. This form can be obtained in each elementary school's health office or on the district webpage at www.greenville.k12.pa.us

Any over the counter medication that the parent feels necessary to be given during school hours **MUST** be in its original container and be accompanied by a written note from the parent stating students name, medication name, dosage, time to be given, and number of days to be given. These medications should be kept to a minimum. Over the counter medications needed for more than two weeks may require a physician's order.

Some non-prescription medication will be kept on hand in the nurse's office in the event that your child may need them. These medications include acetaminophen (Tylenol), ibuprofen (Motrin), and Benadryl (for allergic reaction). These medications will be given at discretion of the school nurse. Parents must fill out the Emergency Health Information sheet and check the medications that their child is permitted to receive. Cough drops will not be provided by the school nurse.

All medication must be processed through the School Nurse's office. Any medication brought in should be brought in by the parent/guardian and directly handed to the school nurse. For the safety of all students medication should not be sent with student on the school bus. **All medication MUST be in its original container** (not loosely in a plastic baggie). If these procedures are not followed the medication will not be given.

Student Self-Administration of Medication

To self-administer medication, the student must be able to: respond to and visually recognize his/her name; identify his/her medication; measure, pour and administer the prescribed dosage; singer his/her medication sheet to acknowledge having taken the medication and demonstrate a cooperative attitude in all aspects of self-administration.

Epinephrine

The Pennsylvania Public School Code, Section 1414.2(g) allows parents/guardians to request an exemption to the administration of an epinephrine auto-injector for their student. In order to request this exemption, contact the school nurse to make an appointment to discuss this decision, review and sign the opt-out form. Parents/guardians wishing to choose this option should meet with the school nurse to discuss their decision and then review and sign the opt-out form in the presence of the school nurse.

MISCONDUCT

Misconduct is not limited to a special list of poor behavioral activities. It seems there always some situation that is new or unique. Misconduct can be punished by loss of recess, detention, in or out of school suspension, depending on the severity of the offense.

NONDISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES

The Board declares it to be policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the school. The Board encourages students and third parties who have been subject to discrimination to promptly report such incidents to the building principal. The Board directs that complaints of discrimination shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Superintendent within fifteen (15) days. District policy 103 for the appeal procedure can be found on the district website.

PARENT PICK UP AND DROP OFF LOCATIONS

Parents/guardians who transport their children to the elementary school are to enter the parking lot through the parent entrance. Parents **MUST** proceed through the parking lot to the parent drop off/pick up door on the side of the cafeteria near the lobby entrance to the building. The student being dropped off enter the building through this door. A staff member will be monitoring the door. Parents wishing to walk their child to the door **must** park in the front of the building and then walk with their child to the drop off/pick up door.

Students dropped off between 8:35 AM and 8:45 AM must use the side entrance of the cafeteria. Students arriving to school after these times must use the main entrance.

To pick up a student at dismissal, parents/guardians **must** use the front parking lot prior to 3:10 PM. Parents/guardians are then to enter the building through the parent drop off/pick up door on the side of the cafeteria near the old lobby entrance

to the building. Upon entering the cafeteria, parents/guardians must sign their child out with the staff member on duty. After this, parents/guardians must wait for their child to come to the cafeteria before they will be permitted to take their child. For security reasons, parents/guardians are not permitted to enter the building any further than the cafeteria during dismissal.

Students will not be released to anyone other than the parent/guardian unless a written note from the parent granting permission to pick up the child is provided to the school office. Failure to provide a written note will result in the child being sent on the bus. Students will not be released to anyone except an adult.

PARENT TEACHER ORGANIZATIONS

The elementary school has an active Parent Teacher Organization (PTO). The PTO has annual membership drives for families who have students attending the elementary school. Anyone desiring additional information about the PTO should contact the elementary school offices. There are no membership dues or fees to join.

PARENT/TEACHER CONFERENCES

Parents are welcomed at the elementary school and are encouraged to come and talk with teachers or administrators about issues relating to their child. Since the teacher's main responsibility is the welfare of the student under his or her care, a phone call to set up a conference will make the meeting more beneficial to all. Full cooperation in this matter will be greatly appreciated.

The following guidelines should be followed:

- Please telephone the school for an appointment to see a teacher. A convenient time and place will be scheduled for a conference.
- Stop at the office before proceeding to your appointment.
- You will be directed or taken to a meeting place.

PARTY INVITATIONS

Students will be permitted to hand out party invitations during the school day ONLY IF they have invitations for the entire class. Please be aware that the school does not give out addresses or telephone numbers of students or parents.

PETS

Due to the number of students with allergies and our concern for safety issues, pets of any type are not permitted on school property. This includes dogs, cats, reptiles, etc.

POWERSCHOOL

PowerSchool is an internet based program that provides parents/guardians and students the ability to view grades online. Please contact the school to receive your user ID and password to access updates on your child's academic activity. Parents/guardians with previously existing student accounts do not need to

resubmit a PowerSchool form. PowerSchool accounts carryover from Greenville Elementary to Greenville Area High School. If you have questions on how to access the program, please call (724) 588-2500 x2406.

REPORT CARDS

Greenville Area School District follows a 9-week grading period. Report cards for grades 1-6 are issued at nine-week intervals as listed on the school calendar. Kindergarten report cards are issued after each semester. An incomplete grade given on a report card must be made up to the satisfaction of the teacher assigning the incomplete within two (2) weeks of the date the report card is given. Failure to do so will result in a failing grade. Parents/guardians may monitor their child's grade using the PowerSchool; an internet based program that provides parents/guardians and students the ability to view grades online. Please contact the school to receive your user ID and password to access updates on your child's academic activity.

RESPONSE TO INSTRUCTION AND INTERVENTION

Response to Instruction and Intervention is intended to provide an opportunity for teachers to work cooperatively to make these important educational years both positive and rewarding. School district personnel involved in this program include the principal, school nurse, psychologist, classroom teachers, reading specialist, Title I staff, and the guidance counselor. Occasionally parents and school personnel will meet as a team to discuss students who are at academic risk to discuss plans which address areas of concern. The major focus of the meeting is to identify barriers to the acquisition of reading and math skills and offer modifications in the classroom, including materials or methods used, to more accurately match the learning styles and unique differences of each student. Team members will work together with the family to support the needs of the child.

RUNAWAYS

Runaways are defined as students who leave school property without permission. An emergency response procedure is followed if a child is reported missing from school. School personnel are not permitted to pursue students off school property. The principal or his/her designee will contact the police and report the missing child.

SCHOOL INSURANCE

School insurance is available to all students. Information will be sent home at the beginning of the school year. The purchase of school insurance is optional. Students playing intramural sports are requested to bring proof of insurance from home, or they must buy the school insurance before they will be allowed to participate.

SCHOOL SPONSORED ACTIVITIES

School sponsored events and activities cover a wide range of activities available to students. Students are to act in an appropriate manner while in attendance at

these activities as dictated by school rules and regulations. Failure to do so may result in disciplinary consequences and/or the student not being permitted to attend future school sponsored events and activities.

SPECIAL EDUCATION

All children with disabilities must have available to them a free, appropriate public education that includes special education and related services to meet their unique needs. In order for a child to qualify for special education, the child is evaluated by our school psychologist after permission to do so is given by the parent. If the child is found to be in need of special education services, a parent conference with the school psychologist, an administration, parent, regular education teacher and special education teacher is held to write an Individualized Education Plan (IEP) for the child. The amount of time each child spends in the special education class depends on the individual needs of that child.

All special education students are given the opportunity to participate in all extracurricular services and activities. All students with disabilities are provided with supportive services or accommodations as needed to enable them to participate.

All special education programs are required to assess, instruct, and measure the individual progress of exceptional students. In this light the following goals are emphasized: to develop in our students acceptable attitudes toward themselves and others; to develop academic, vocational, and social goals; to become aware of different life styles and the values of others; to develop social competency and leisure time outlets; to develop functional skills in the core subjects; to develop habits of healthful living; to prepare for the world of work through exposure to vocational guidance; and to become a self-supporting and contributing citizen of our school and community.

Children with special needs are taught in a variety of settings. The child spends a part of the day with his/her regular class and works in the resource room only on a part-time basis. Through diagnostic testing, the child's strengths and weaknesses are determined. Instruction is designed to utilize the child's strengths to facilitate learning in those subjects which are most difficult for the child. Children are taught individually or in small groups. Students' developmental levels are used to determine classroom placement. Parents may obtain additional information regarding special education services, programs and parental due process rights by contacting the Connie Timashenka, Special Education Supervisor at (724) 588-1173.

Services for Protected Handicapped Students

In compliance with state and federal law, Section 504 of the Rehabilitation Act of 1973, the GASD will provide services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the

student's abilities. These related services are provided without discrimination or cost to the student or family. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in, or access to, an aspect of the school program.

Services and protections for protected handicapped students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special education programs. For further information about the evaluation procedures and provision of services to protected handicapped students contact by contact Connie Timashenka, Special Education Supervisor at (724) 588-1173.

Services for Preschool Children

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities and their families are eligible for early intervention services. At risk children are eligible for screening and tracking.

The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers, defined as children from birth through two years of age. The Pennsylvania Department of Education is responsible for providing services to preschool children from ages three through five. For more information about these programs, contact the Midwestern Intermediate Unit IV, 453 Maple Street, Grove City, PA 16127, (724) 458-6700.

Notice of Intent to Destroy Records

Annually, we review the data collected for all special education students and destroy documents no longer relevant to and necessary for the provision of educational services to the students. These documents include such things as previous IEPs and Notices of Recommended Educational Placement. Parents of students receiving special education services have received copies of all these in the past. However, you do have the right to receive copies of these again before they are destroyed. If you wish copies, please notify contact Connie Timashenka, Special Education Supervisor at (724) 588-1018 x1001.

SPEECH THERAPY

The speech and language program provides assessment and therapy for students. The program is offered in kindergarten through twelfth grade for students with articulation, language, voice, fluency, and hearing problems. Program objectives are: survey for speech, language, and hearing disorders, provide individual and group therapy in remedial situations, refer children to specialists and agencies for diagnosis and treatment beyond the scope of the public school program, maintain adequate records for all children, conduct, when necessary, conferences with pupils, parents, teachers, allied specialists, school administrators, and other staff members and evaluate the program and determine where change should be made.

STAFF PHONE EXTENSIONS AND EMAIL

Staff Member	Position	Ext	Email
Matt Dieter	Principal	1001	mdieter@greenville.k12.pa.us
Josh Stonebraker	Assistant Principal	1001	jstonebraker@greenville.k12.pa.us
Connie Timashenka	Special Ed. Supervisor	1001	ctimashenka@greenville.k12.pa.us
Jeanna Green	Secretary	1001	jgreen@greenville.k12.pa.us
Deanna Shine	Secretary	1000	dshine@greenville.k12.pa.us
Sarah Pilolli	School Counselor	1403	spilolli@greenville.k12.pa.us
Beth Schaller	School Psychologist	1404	bschaller@greenville.k12.pa.us
Mary Jo Bartnicki	Health Aide	1137	mbartnicki@greenville.k12.pa.us
Heather White	Nurse	1138	hwhite@greenville.k12.pa.us
Nichole Gaines	Kindergarten	1503	ngaines@greenville.k12.pa.us
Heather Redfoot	Kindergarten	1506	hredfoot@greenville.k12.pa.us
Lynn Stewart	Kindergarten	1505	lstewart@greenville.k12.pa.us
Scott Stringert	Kindergarten	1504	sstringert@greenville.12.pa.us
Briana Bowen	1st Grade	1310	bbowen@greenville.k12.pa.us
Amanda Schneider	1st Grade	1318	aschneider@greenville.k12.pa.us
Kelly Hittle	1st Grade	1316	khittle@greenville.k12.pa.us
Jodi McErlane	1st Grade	1312	jmcerlane@greenville.k12.pa.us
Tammy Herndon	2nd Grade	1142	therndon@greenville.k12.pa.us
Danielle Hill	2nd Grade	1139	dhill@greenville.k12.pa.us
Raye Stoyer	2nd Grade	1143	rstoyer@greenville.k12.pa.us
Duncan Wingard	2nd Grade	1141	dwingard@greenville.k12.pa.us
Cindy Besic	3rd Grade	1145	cbesic@greenville.k12.pa.us
Nita Glassman	3rd Grade	1147	nglassman@greenville.k12.pa.us
Eric Hart	3rd Grade	1144	ehart@greenville.k12.pa.us
Brook Truby	3rd Grade	1145	btruby@greenville.k12.pa.us
Caitlyn Bleggi	4th Grade	1205	cbleggi@greenville.k12.pa.us
Trisha Gregory	4th Grade	1201	tgregory@greenville.k12.pa.us
Katie Robson	4th Grade	1200	krobison@greenville.k12.pa.us
Molly Zgonc	4th Grade	1206	mzgonc@greenville.k12.pa.us
Jan Abernethy	5th Grade	1209	jabernethy@greenville.k12.pa.us
Pam Cianci	5th Grade	1208	pcianci@greenville.k12.pa.us
Kristin Thurber	5th Grade	1210	kthruber@greenville.k12.pa.us
Sherry Winner	5th Grade	1214	swinner@greenville.k12.pa.us
Mike Lasko	6th Grade	1304	mlasko@greenville.k12.pa.us
Danielle Sepos	6th Grade	1307	dsepos@greenville.k12.pa.us
DeLaun Siege	6th Grade	1306	dsiege@greenville.k12.pa.us
Tim Strausser	6th Grade	1305	tstrausser@greenville.k12.pa.us
Ashley Beers	Learning Support	1202	abeers@greenville.k12.pa.us
Jackie Buentello	Learning Support	1308	jbuentello@greenville.k12.pa.us
Kayla Hibbard	Emotional Support	1502	khibbard@greenville.k12.pa.us
Kara Schreckenghost	Learning Support	1207	kschreckenghost@greenville.k12.pa.us
Emily Skebo	Learning Support	1410	eskebo@greenville.k12.pa.us
Kristen Wingard	Life Skills	1212	kwingard@greenville.k12.pa.us
Leah Winans	Learning Support	1319	lwinans@greenville.k12.pa.us
Maile Woods	Emotional Support	1317	mwoods@greenville.k12.pa.us
Megan Yeatts	Life Skills	1501	myeatts@greenville.k12.pa.us
Chantal Bidwell	Speech Therapist	1121	cbidwell@greenville.k12.pa.us
Kim Ohr	Gifted Support	1005	kohr@greenville.k12.pa.us
Renee Schilling	Speech Therapist	1119	rschilling@greenville.k12.pa.us
Janine Yager	Speech Therapist	1120	yyager@greenville.k12.pa.us

Deanna Grantham	Intervention Specialist	1320	dgrantham@greenville.k12.pa.us
Chad Gongaware	Intervention Specialist	1300	cgongaware@greenville.k12.pa.us
Beth Preston	Intervention Specialist	1405	bpreston@greenville.k12.pa.us
Tasha Sniezek	Intervention Specialist	1321	tsniezek@greenville.k12.pa.us
Ben Brunetta	Physical Education	1600	bbrunetta@greenville.k12.pa.us
Kimberly Greleski	STEAM	1117	kgreleski@greenville.k12.pa.us
Emily Volek	Music	1500	evolek@greenville.k12.pa.us
Marcy Barney	Instructional Aide	1407	mbarney@greenville.k12.pa.us
Aaron Brown	Instructional Aide	1411	abrown@greenville.k12.pa.us
Debbie Frerotte	Instructional Aide	1407	dfreerotte@greenville.k12.pa.us
Missy Fuoco	Instructional Aide	1300	mfuoco@greenville.k12.pa.us
Mary Kroynovich	Instructional Aide	1319	mkroynovich@greenville.k12.pa.us
Savannah Miller	Instructional Aide	1502	smiller@greenville.k12.pa.us
Debbie Rader	Instructional Aide	1202	drader@greenville.k12.pa.us
Michele Scott	Instructional Aide	1212	mScott@greenville.k12.pa.us
Phyllis Semroc	Instructional Aide	1207	psemroc@greenville.k12.pa.us
Bobbie Stefanowicz	Instructional Aide	1300	bstefanowicz@greenville.k12.pa.us
Nicole Yeager	Instructional Aide	1308	nyeager@greenville.k12.pa.us

STANDARDIZED TESTING SCHEDULE

Standardized tests are administered to the students throughout their school careers. The tests are to determine the children's achievement and aptitude. The results of these tests provide a continuing record of each child's academic progress in comparison with national norms. They are an invaluable aid to the teachers and other professional staff in diagnosing individual strengths and weaknesses in order to provide more effective instruction. The following tests may be administered to your child as part of the testing program:

Grade Level	Name of Test
Grade 3	Pennsylvania System of School Assessment (PSSA) English Language Arts and Math
Grade 4	Pennsylvania System of School Assessment (PSSA) English Language Arts, Math and Science
Grade 5	Pennsylvania System of School Assessment (PSSA) English Language Arts and Math
Grade 6	Pennsylvania System of School Assessment (PSSA) English Language Arts and Math

The results of achievement and state assessment tests will be sent home once the results have been received by the school. Further information about any of these tests can be obtained by contacting the elementary guidance counselor. If you wish to examine your child's cumulative record at any time, you may arrange to do so by making an appointment with the elementary guidance counselor.

STUDENT ARRIVAL TIME

Elementary students are not to be dropped off at school before 8:15 AM as there is no supervision available for students prior to that time. If circumstances exist that prevent you from being able to drop your child off at school at the times listed above, alternative arrangements must be made for that child.

STUDENT RECORDS

Each parent has access to his/her child's records unless the school district has received a copy of a court order, which limits access. The regulation holds even if one parent has custody of the child. Types of records which a parent may wish to review include the following:

- Directory Information: Identifying name, date of birth, address, age
- Health Records: Vision, hearing, immunization records, specific conditions
- Academic Records: report cards, attendance, test scores

The Greenville Area School District protects the confidentiality of personally identifiable information regarding exceptional and protected handicapped students in accordance with state and federal law and the district's student record policy. Requests can be made in writing and directed to the elementary principal.

STUDENT RIGHTS

All persons residing in the Commonwealth between the ages of 6 and 21 years are entitled to a free and full education in the Commonwealth's public schools. This right extends to migratory children and pregnant or married students. Mentally retarded children also are entitled to a public sponsored program of education and training appropriate to their learning capabilities.

STUDENT RESPONSIBILITIES

Student responsibilities include:

- regular school attendance
- consistent effort in classroom work
- following all school rules and regulations
- volunteering information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property
- assist the school staff in operating a safe school for all students
- exercise proper care when using public facilities and equipment
- monitor what you say and what you write. Regardless of your intent, written and verbal threats to individuals or to the school will be taken seriously.

STUDENT VALUABLES

Students are cautioned not to bring large amounts of money or other valuables to school. Students, not the school, are responsible for their personal property. If it is necessary to bring more money than is needed for lunch, student can give it to their teacher or leave it at the office for safekeeping.

SUPERVISION OF STUDENTS

The school district is responsible for students during the instructional hours of the school day in school; during the instructional hours of the school day on school district property; on school district vehicles (owned, rented, leased or contracted). Bus stop activity will depend on the situation; at school district events held before, during or after school that are directly observed and supervised by school district staff.

SUSPENSION

There are two forms of suspension, out of school and in school. Suspension is defined as time spent out of the classroom or school for serious or recurring infractions of the discipline policy. Only the school principal may suspend. If the infraction or repeated infractions warrant it, the principal can refer the child to the Board of Directors for an expulsion hearing. The parent/guardian will be informed in writing as to the length and reason for the suspension. Students serving out-of-school suspensions are not permitted on school grounds or to attend school functions during the duration of the suspension.

SWEARING

Profanity and the use of vulgar language, drawings, photographs and gestures will not be permitted in school, on the bus and/or at extra-curricular events. Punishment for this infraction can include loss of recess, detention or suspension depending on the severity of the situation.

TEXTBOOKS

Textbooks and supplies are provided by the district at no cost to students. At the beginning of the school year, the textbooks are issued with the number and condition of the book recorded. Textbooks are extremely expensive and students are financially responsible for the loss of a textbook and damage beyond the normal wear and tear of usage during the school year.

THEFT

Theft is defined as the taking of another person's property, or taking of public property without permission of the owner or person responsible for the property. This infraction will be punished by detention and/or suspension if the situation warrants it. A student will also be responsible for restitution of the property.

TOBACCO POLICY

Act 145 of 1996, prohibits the possession of, and or use of any tobacco product in all schools in the Commonwealth of Pennsylvania. Students permitted to possess, use or distribute any tobacco or drug-related products or paraphernalia. Any violation of this policy will result in suspension, a fine, referral to law enforcement, and a loss of the privilege to participate in school-sponsored functions in accordance with board policy. (GASD Policy No. 222)

It is unlawful for any student/pupil to possess and or use tobacco products while under the jurisdiction of the Greenville Area School District. This includes, but is not limited to the following:

- All school buildings
- While on school grounds at any time
- Attendance at, and/or participation in school activities
- School buses or property owned by, leased by, or under the control of the district

TRESPASSING

No one, including students, may be in the school building or on school grounds after school hours or on a non-school day unless that person is on official school business, is participating in a supervised school activity, is a spectator at an activity open to the public, or has been given permission by the school administration to be here. Anyone who loiters at school or upon school grounds after the close of the school day, on a non-school day or after a school activity without specific reason or supervision, or who is directed to leave and refuses to do so, may be charged with trespassing under the Pennsylvania Crimes Code.

VACATIONS

For a maximum of five (5) school days for the school year, the district may grant excused absences from school for trips/vacations having educational value as determined by both the principal and superintendent. Approval will not be granted for trips scheduled during the final week of each semester or during the PSSA testing windows. Requests for trips to local points of interest, attendance at sporting events, hunting or fishing trips, shopping trips, skiing trips, or the like will not be approved. Absences exceeding the approved five days will be considered unlawful/unexcused. If more than one (1) child in a family will be taking a trip, the request will be made to the principal of the oldest child with the name and school of each child on the request so that their absence may be cleared with the appropriate principals.

The required approval form is available in the main office and must be submitted at least one week prior to the scheduled trip. Permission may be denied for the following reasons as determined by the administration: poor academic standing, poor attendance, and/or disciplinary factors.

VANDALISM

Students are subject to Pennsylvania's Institutional Vandalism law. The law prohibits carrying aerosol spray-paint cans and broad-tipped indelible markers into schools with the purpose of marking or defacing school property. The defacing of public or private property with spray paint or indelible markers is considered "criminal mischief" and could result in assignment of community service hours as designated by authorities.

VISITORS

All visitors must report to the front entrance and designate the purpose for their visit prior to being granted entry. All visitors to the elementary building are required to report to the main office upon arrival. All visitors will need to sign in indicating their name, destination and time entering the building. Each visitor will be given a visitor's badge which must be worn at all times while in the building. Prior to departing the building, all visitors must return to the office to sign out, return their visitor badge. Visitors are not permitted to go to any classroom unless granted permission by the main office. All visitors must leave through the front doors after signing out in the office. Student visitors are not permitted under any circumstances to attend school with an elementary student or to ride Greenville Area School District buses.

VOLUNTEERS

The Greenville Area School District recognizes that parent and community volunteers can make many valuable contributions to our schools by providing significant services to students. They enrich and extend the curriculum by sharing hobbies, career expertise, and cultural knowledge. They are willing helpers in our cafeterias, in classrooms, in library, in athletics, for special projects, or as student mentors.

Guidelines for acceptance as a volunteer are as follows:

- FBI background check, Pennsylvania state criminal records check and a child abuse history clearance are required and shall be at the volunteer's own expense.
- All volunteers must have Board approval prior to involvement in this volunteer program.

Volunteers at the elementary school are subject to the following provisions:

- Volunteers participate in the instructional setting as resource guests.
- Volunteers work in the presence of and are supervised by the host staff member.
- Volunteers are expected to follow the instructions of the staff member who is responsible to orient the volunteer to the learning activity and to the expectations of the learning. Discipline remains the responsibility of the teacher or staff member in authority.

Length of Volunteer Status

A volunteer's status will be valid as long as the individual wishes to remain on the volunteer list. Volunteer status will become invalid if the district receives information that would prohibit the individual from service.

WEAPONS POLICY

Any student found in possession of/or transporting a weapon during school hours or activities on school property, regardless of intent, will immediately be reported to the local police, scheduled for an informal hearing, will be suspended for a

minimum of two days and may be presented to the School Board for formal expulsion hearing proceedings in accordance with Pennsylvania School Code. In addition, each student in violation of this policy may undergo a mental health assessment and must follow all recommendations of that assessment to be considered for re-admittance back into school. The term weapons refers to, but is not limited to: any knife, cutting instrument, cutting tool, nunchuks, firearm, shotgun, rifle, or any other tool, instrument or implement capable of inflicting serious bodily injury. At the discretion of the administration, depending on circumstances, toy weapons may be included under this weapons policy. A student deemed to be in possession of an illegal and/or banned item(s) under this section when such item(s) is found on the person of the student, in his/her possession or in his locker on school property or on property being used by the school or at any school function or activity, or any school event held away from school, or while the student is on his/her way to or from school.

WELLNESS POLICY AND PRACTICES

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity, it is recommended that if a snack food (i.e. cookies, cake, cupcakes, etc.) is brought to school to share with students a healthy food item (fruits, nuts, vegetables, etc.) also be offered. This includes birthday celebrations, PTO events and classroom parties.

WEB SITE

The school district's web site is www.greenville.k12.pa.us The web site provides information regarding school activities and other relevant information. All building newsletters and other information pertaining to the school will be posted on the web site.

**GREENVILLE AREA SCHOOL DISTRICT
2018-2019 SCHOOL CALENDAR**

Approved
2/20/2018

July 2018							August 2018							September 2018							October 2018							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4							1			1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31									
Teachers 9/10 / Students 7							Teachers 19 / Students 19							Teachers 22 / Students 21														

November 2018							December 2018							January 2019							February 2019								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3						1			1	2	3	4	5						1	2			
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31	24	25	26	27	28							
Teachers 18 / Students 18							Teachers 15 / Students 15							Teachers 21 / Students 20							Teachers 19 / Students 19								

March 2019							April 2019							May 2019							June 2019										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
					1	2						1	2	3	4						1	2	3	4						1	2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8				
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15				
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22				
24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31	23	24	25	26	27	28	29	30								
Teachers 20 / Students 20							Teachers 19 / Students 19							Teachers 22 / Students 22							Teachers 0/1 / Students 0										

SYMBOL KEY	DAYS IN SESSION	PSSA TESTING	KEYSTONE EXAMS
FLEX Teacher In-service	Teacher Student	English Language Arts	Winter 2018
Teacher In-Service Days	August 9/10 7	April 15 - 26, 2019	Algebra I, Biology, Literature January 7 - 18, 2019
Students 1st Day	September 19 19	Mathematics	Spring 2018
Act 80 Day - No School for students	October 22 21	April 29 - May 3, 2019	Algebra I, Biology, Literature May 13 - 24, 2019
Early Dismissal for Students	November 18 18	Science	SNOW MAKE-UP DAYS
Vacation Days/No School	December 15 15	April 29 - May 3, 2019	February 18, 2019
	January 21 20	Grades 4 - 8	March 18, 2019
	February 19 19		April 18, 2019
	March 20 20		
	April 19 19		
	May 22 22		
	June 1/0 0		

AUGUST 2018	OCTOBER 2018	JANUARY 2019	APRIL 2019
FLEX Teacher In-service August 20, 2018	Mandatory Teacher In-Service October 5, 2018	Vacation Day January 1 - 2, 2019	Vacation Days April 18 - April 22, 2019
Mandatory Teacher In-Service August 21st & 22nd, 2018	Vacation Day October 8, 2018	Mandatory Teacher In-service January 21, 2019	MAY 2019
First Day of School August 23, 2018	NOVEMBER 2018 Thanksgiving Break November 21 - 26, 2018	FEBRUARY 2019 Vacation Day February 18, 2019	Memorial Day May 27, 2019
SEPTEMBER 2018 Vacation Day September 3, 2018	DECEMBER 2018 Early Dismissal for Students December 21, 2018	MARCH 2019 Act 80 No School for Students March 15, 2019	Students' Last Day Early Dismissal for Students May 31, 2019
	Winter Break December 24 - 31, 2018	Vacation Day March 18, 2019	JUNE 2019 Graduation June 1, 2019
			FLEX Teacher In-service June 3, 2019