

**GREENVILLE  
ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2022-2023**



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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) 588-2500, ext. 2300
Greenville Elementary School	(724) 588-2500, ext. 1000 (724) 588-5036 fax
Greenville Area Jr./Sr. High School	(724) 588-2500, ext. 2130
Office of the Superintendent	(724) 588-2500, ext. 2310
Food Services	(724) 588-2500, ext. 2175
School District Web Site	<a href="http://www.greenville.k12.pa.us">www.greenville.k12.pa.us</a>

## **TITLE IX, SECTION 504 POLICY**

The Greenville Area School District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX to not discriminate in such manner. This requirement extends to employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinators, to the Office for Civil Rights Assistant Secretary, or both. For further information, contact the office of the Superintendent, at (724) 588-2500, ext. 2310.

## **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) 588-2500 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 absences determined to be unexcused/unlawful will receive a letter after each such day. Students can accumulate three unexcused/unlawful absences without penalty.
3. If additional unexcused/unlawful absences occur after the third incident, a letter will be sent to the parent/guardian of the student requesting that they attend an attendance improvement

conference. During this conference a Truancy Elimination Plan (TEP) will 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 A.M. 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 P.M., 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 A.M. and 10:00 A.M.	Tardy
Leave between 8:45 A.M. and 10:00 A.M.*	Early Dismissal
Arrive between 10:00 A.M. and 2:00 P.M.	Half Day absence
Leave after 10:00 A.M. and return within 2 hours**	Early Dismissal
Arrive after 2:00 P.M.	Full Day Absence
Leave after 2:00 P.M.	Early Dismissal

\* If a student leaves school **prior** to 10:00 A.M. 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 A.M. 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.



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

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

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

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.

### **BULLYING/CYBERBULLYING**

Bullying/cyberbullying is an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent or pervasive and has the effect of doing any of the following: substantially interfering with a student's education, creating a threatening environment or substantially disrupting of the orderly operation of the school.

Any student who violates the school policy shall be subject to appropriate disciplinary action which may include: counseling within the school, parental conference, loss of school privileges, transfer to another classroom or school bus, exclusion from school-sponsored activities, detention, suspension, expulsion, referral to counseling/therapy outside of school or referral to law enforcement officials.

Students wanting to report a bullying incident should speak with a teacher, administrator, school counselor, school resource officer or any other school employee.

## **BUS TRANSPORTATION**

### **Bus Routes**

Questions regarding bus routes can be directed to the Superintendent's office at (724) 588-2500, 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) 588-2500, ext. 2300. 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 the bus transportation 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.

### **CELL PHONES**

Cell phones, when used inappropriately, can be a distraction to the educational process. As a result, personal cell phones must be stored in the student's book bag, locker, or in a classroom location designated by the teacher with the ringer off for the entire school day. Cell phones are not to be used in the cafeteria during lunch and breakfast periods, in the hallways, or during recess.

Students who have their cell phone out without permission from a member of the school staff will have their phone confiscated and held in the school office until the end of the school day or have the device taken 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 cell phones during the school day for may result in permanent loss of this privilege.

The Greenville Area School District does not require students to bring cell phones to school. Owners of cell phones assume all risks of damage, theft, loss or misuse of such devices when the item is brought onto school property. The bringing of a cell phone to school 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 cell phone.



## **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.

## **CHILDREN EXPERIENCING HOMELESSNESS**

In accordance with federal law, the McKinney-Vento Act defines homeless children as "individuals who lack a fixed regular and adequate nighttime residence." The Act provides examples of children who fall under this definition. They are children and youth:

- Sharing housing due to loss of housing, economic hardship
- Living in motels, hotels, trailer parks, or campgrounds due to lack of alternative accommodations.
- Living in emergency or transitional shelter.
- Abandoned in hospitals
- Awaiting foster care placement
- Whose primary nighttime residence is not ordinarily used as a regular sleeping
- Accommodations (e.g., park benches, barns, sheds, tents, etc.)
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations

- "Unaccompanied homeless youth" including any child who is not in physical custody of a parent or guardian (this includes runaways, children thrown out of their home, abandoned by parents/guardians, or separated from their parents for any other reason)
- "Migratory children" whose parent(s) or spouse(s) are migratory agricultural, dairy, fishermen workers etc. who have moved from one school district to another in the preceding 36 months in order to obtain temporary or seasonal employment

If you think you or your family is currently in a situation similar to any of the above examples, please contact Connie Timashenka, at (724) 588-2500 ext. 1402 or [ctimashenka@greenville.k12.pa.us](mailto:ctimashenka@greenville.k12.pa.us).

### **DAILY TIME SCHEDULE**

8:00	Office opens/Teachers report for duty
8:20	Students admitted into building for breakfast
8:35	Students report to homerooms
8:45	Instructional day begins
3:15	Car riders dismissed
3:20	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 P.M. AND ENDS AT 3:45 P.M.

### **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](http://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 personal laptop computers, portable gaming systems, and tablets. Teachers and staff reserve the right to establish times during the school day when devices are not permitted to be used. Electronic devices are not to be used in the cafeteria during lunch periods, in the hallways, or during recess.

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, have the device confiscated and held in the school office, or have the device taken 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.

The Greenville Area School District does not require students to bring personal electronic devices to school. Owners of personal electronic devices assume all risks of damage, theft, loss or misuse of such devices when the item is brought onto school property. The bringing of a personal electronic device 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 electronic 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 automated calling system. If you are not receiving these messages, please contact the elementary school office at (724) 588-2500, x1000. Students and parents may visit the district website at [www.greenville.k12.pa.us](http://www.greenville.k12.pa.us) for updated information or listen to or watch one of the TV stations listed below. This announcement may be made as early as 6:00 A.M. for your convenience. **PLEASE DO NOT TELEPHONE THE SCHOOL TO ASK IF SCHOOLS ARE CLOSED.**

WFMJ-TV  
Youngstown

WKBN-TV  
Youngstown

WYTV-TV  
Youngstown

Please note that on days when the start of school is delayed breakfast will not be served.

## **ENGLISH AS A SECOND LANGUAGE (ESL)**

In accordance with federal law and state regulations, the Greenville Area School District must identify all students who are English Learners (ELs). These students typically have a primary language other than English that is used in their homes. Students identified with a limited English proficiency are eligible for ESL instructional services to help them attain proficient skills in their use of the written and spoken English language. All students must have a Home Language Survey completed by their parents prior to admission into the school district. This survey allows the Greenville Area School District to identify possible English Learners. The ESL teacher will screen any student identified as possibly having a limited English proficiency and will provide direct services to students based on their level of need.

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. Parents or guardians who feel their child may have a limited English proficiency should contact

## **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) 588-2500 ext. 2300 to begin the enrollment process. Enrollment documentation can be found on the district website at [www.greenville.k12.pa.us](http://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.*

### **FLEXIBLE INSTRUCTION DAYS**

Flexible Instruction Days (FIDs) may be used in place of a school day that has been cancelled because of inclement weather or another emergency situation. On a FID, students will complete learning activities and assignments provided by their teachers at home on the day that otherwise would have been cancelled. Students will receive learning activities and assignments for each subject that would have originally taken place during a regular school day.

Students and Parents/Guardians will be informed of a FID through the district's automated communication system in the same way that school closings and delays are announced. Notifications will be distributed via phone, email, and text and will be posted on the district's website at [www.greenville.k12.pa.us](http://www.greenville.k12.pa.us)

### **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) 588-2500, ext. 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) 588-2500, ext. 2175 or accessing your child's account at [www.myschoolbucks.com](http://www.myschoolbucks.com)

### **Breakfast Program**

Breakfast is served each day from 8:20 A.M. to 8:45 A.M. 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](http://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.

### **FOSTER CARE**

County Children & Youth agencies are responsible to make the designation of students who enter foster care. The Greenville Area School District's Director of Special Education is in contact with multiple CYS agencies and participates in Best Interest Determination (BID) meetings chaired by the CYS agencies. The goal of a BID meeting considers the following multiple factors to ensure a student's continuity of instruction: their age and grade placement; academic strengths; social and emotional state; the distance of the commute and its' impact on the student education and/or special needs; the personal safety of the student; consideration of a student's siblings; their history of transfers; the student's need for special instruction; the length of anticipated stay in temporary or permanent location; their academic performance ranking; and the preference of the student's parent(s) or Educational Decision Makers. These factors are considered to determine whether it is best for the student to remain in their school of origin or transfer to the school of placement. The Greenville Area School District strives to maintain a contact with an individual in the student's school of origin, and at the county CYS agency. For additional information, please contact Connie Timashenka, Director of Special Education at (724) 588-2500, ext. 1402 or [ctimashenka@greenville.k12.pa.us](mailto:ctimashenka@greenville.k12.pa.us)

## **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.

The definition of giftedness comes from the Pennsylvania Department of Education Special Education Rules and Regulations under Chapter 16 and states that a student who is mentally gifted demonstrates outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program. This term includes a person who has an IQ of 130 or higher or when multiple criteria, as set forth in Chapter 16 and in Department Guidelines, indicate gifted ability. Determination of gifted ability will not be based on IQ score alone. Deficits in memory or processing speed, as indicated by intellectual ability subtests, cannot be the sole basis upon which a student is determined to be ineligible for gifted special education. A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability. Determination of mentally gifted must include a full assessment by a certified school psychologist.

Once a student meets the screening requirements, a Gifted Multidisciplinary Evaluation (GMDE) is conducted. The GMDE must be sufficient in scope and depth to investigate information relevant to the student's suspected giftedness, including academic functioning, learning strengths and educational needs. The Gifted Written Report (GWR) brings together the findings from the evaluation or reevaluation concerning the student's educational needs and strengths. The GWR must make recommendations as to whether the student is gifted and in need of specially designed instruction, which are considered by the GMDE Team in the development of the Gifted Individualized Education Plan (GIEP). At the conclusion of the GIEP meeting, a Notice of Recommended

Assignment (NORA) is issued. For additional information, please contact Connie Timashenka, Director of Special Education at (724) 588-2500, ext. 1402 or [ctimashenka@greenville.k12.pa.us](mailto:ctimashenka@greenville.k12.pa.us)

**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**

<b>For Grades K - 1</b>		<b>For Grades 2-6</b>	
4	Outstanding – Performance exceeds required expectations	A	100% - 90%
3	Satisfactory – Performance is at grade level expectations	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 P.M. - 3:15 P.M. 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](http://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**

### **Morning Drop Off**

Parents who transport their children to the elementary school are to enter the parking lot through the parent entrance in the front of the building. Following the directions of the security personnel, two to three lanes of traffic are to be formed upon entering the parking lot. Parents are not to pass other vehicles while in the parking lot. **No students are permitted be dropped off prior to 8:20 A.M.**

Parents are to proceed through the parking lot to the corner of the cafeteria. Students are not permitted to be dropped off before this point. A security officer will be monitoring this entrance. After reaching the corner of the cafeteria, the student being dropped off is to exit their vehicle and walk to the lobby entrance to enter the building. Parents are not permitted to walk their students into the building and must remain in their vehicles. The security officer will signal to parents when it is safe for them to exit the parking lot.

Students dropped off prior to 8:45 A.M. must use the lobby entrance of the building. Students arriving to school after this time must use the main entrance.

### **Afternoon Pick Up**

Parent pick up time begins at 3:15 P.M.

### **Pick up Tags Required**

Parents who desire to transport their child from school are required to pick up a car tag in the school office prior to the start of the year. The tag contains a unique number for your child and includes a matching number to be attached to your child's backpack. Each family will be given two car tags.

The tag must be displayed on the rear view mirror of the vehicle picking up the child that day. A child will not be released to a vehicle which does not have the appropriate car tag. The matching of a car tag with a child's number replaces the signing out process previously used during dismissal.

**Parents are to remain in their vehicles during student pick up.**

### **Dismissal Split by Grade Levels**

Students will be dismissed for parent pick up by grade level spans. Grades K-2 will be picked up in the front of the building, while grades 3-6 will be picked up near the gym entrance. For families with children in both grade spans their children will follow the procedures for the grade level of their oldest child. All siblings of that child will be sent to the same area of the school for parent pick up. For example, if a family has a sixth grade student, a second grade student and a Kindergarten student to be picked up. All of those students would go to the dismissal point for grades 3-6

### **Dismissal for Grades K-2**

Parent pick up for students in grades K-2 will take place in the front of the building. Parents are to enter the parking lot through the parent entrance in the front of the building. Following the directions of the security personnel, three lanes of traffic are to be formed upon entering the parking lot. All vehicles entering the parking lot must display their pick up tag on the rear view mirror of their vehicle. **Parents are to remain in their vehicles during student pick up.**

Parents are to proceed to the far end of the parking lot and stop at the corner of the cafeteria where a security officer will be located. Students will be released through the doors located near the corner of the cafeteria in groups of three. Once the vehicles in the first row of cars has been safely loaded, the security officer will permit those vehicles to leave the parking lot. After this, the next three cars will pull forward and their children will be released to them. The security officer will check to see that all students are safely in their vehicle and then release these cars from the parking lot. This pattern will continue until all students have been dismissed.

### **Dismissal for Grades 3-6**

Parent pick up for students in grades 3-6 will be completed near the gym entrance. Parents are to enter the gym parking lot on the west side of the building. A single lane of traffic is to be formed until directed by a security personnel to create two lanes. All vehicles entering the parking lot must display their pick up tag on the rear view mirror of their vehicle. **Parents are to remain in their vehicles during student pick up.**

Parents are to proceed to the far end of the parking lot and stop near the back corner of the building where a security officer will be located. Students will be released from the gym to their parents in groups of two. Once the vehicles in the first row of cars has been safely loaded, the security officer will provide directions for exiting the parking lot. Vehicles

may be asked to turn left or right to exit the parking lot. For the safety of all parents and students it is critical that the directions of the officer be followed.

After this, the next two cars will pull forward and their children will be released to them. The security officer will check to see that all students are safely in their vehicle and then release these cars from the parking lot. This pattern will continue until all students have been dismissed.

### **Missing or No Pick Up Tag**

Parents who enter the pick up line without a pick up tag on their vehicle will be asked to leave the line and go to the school office to verify their identity and ability to pick up a child from school. Following this verification of identification and approval to pick up a child, the student in question will be called to the office for dismissal.

### **PARENT & FAMILY ENGAGEMENT POLICY**

Greenville Elementary School and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education Act agree that this plan 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.

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.
2. Hold parent-teacher conferences annually and offer morning, afternoon, and evening meeting times for parents to discuss their child's needs or to receive input regarding the services and programs funded by Title I, Part A of ESEA.
3. Provide parents with frequent reports on their children's achievement using report cards and progress reports. Informal reports of student progress will be reported as necessary. As appropriate, the school will provide materials and training to help parents work with their children. This reporting may be completed through, but not limited to, mailings, email and assignment book correspondence.

4. Provide parents reasonable access to staff. All staff members are available for parent conferences in person or by phone. The school will educate its teachers and staff on the importance of working with parents, addressing their concerns and building connections between home and school.
5. Provide parents opportunities to volunteer in their child's classroom. Volunteers must complete the district volunteer approval process before being permitted in a classroom. When feasible, the district will coordinate parent involvement programs with local education entities that encourage parent participation in their child's education.
6. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs.
7. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and to the extent practicable, in a language that parents can understand.
8. Include parents in the review, revision and development of the parent and family engagement policy, schoolwide plan and school-parent-student compact through annual Title I and other meetings as necessary.
9. Provide to each parent an individual student report about the performance of their child on the state assessment in math, English language arts and science, when applicable.
10. Provide assistance to parents of children served by the school in understanding topics such as: the Pennsylvania Core Standards, the Pennsylvania System of School Assessment (PSSA), state and local academic assessments including alternate assessments, the requirements of services funded by Title I, Part A of ESEA and how to monitor their child's progress.
11. As appropriate, provide materials and training such as literacy training and using technology to help parents work with their children to improve their children's academic achievement and to encourage parental involvement.

## **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, ext. 2406.

## **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, PARENT, STUDENT COMPACT**

Greenville Elementary School and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the Elementary and Secondary Education Act agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibilities for improved 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.

### **School Responsibilities**

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State's academic standards
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
  - parent-teacher conferences in elementary schools, at least annually,
  - frequent reports to parents on their children's progress;
  - reasonable access to staff, opportunities to volunteer and participate in their child's class; and
  - Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand. (ESSA, Section 1116(d)(1-2))
- Treat each child with dignity and respect
- Strive to address the individual needs of the student
- Acknowledge that parents are vital to the success of child and school
- Provide a safe, positive and healthy learning environment
- Assure every student access to quality learning experiences
- Assure that the school staff communicates clear expectations for performance to both students and parents

### **Parent Responsibilities**

- Supporting their child's learning
- Participate at school in activities such as school decision making, volunteering, and/or attending parent-teacher conferences
- Communicate the importance of education and learning to my child
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.

- Encourage their child to show respect for all members of the school community and school property
- Respect the school, staff, students, and families.
- Review all school communications and respond promptly
- Regularly monitor my child's progress in school
- Read to my child or encourage my child to read every day (20 minutes grades 1-3 and 30 minutes for grades 4-6).
- Effectively communicate with the teacher or the school when I have a concern

### **Student Responsibilities**

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules
- Ask for help when I need it
- Respect the school, classmates, staff and families
- Study or read every day after school

### **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**

Every school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and related services because of their disabilities (Chapter 14, Pennsylvania Regulations 14.121; Part 300 Federal Regulations 300.125). Furthermore, Federal regulations under Individuals with Disability Education Act require child find from birth to 21 years of age. This notice is to help find these children, offer assistance to parents and describes the parents' rights with regard to confidentiality of information that will be obtained during this process.

Child Find refers to activities undertaken by public education agencies to identify, locate and evaluate children residing in the state, including children attending private schools, charter schools and county jails, who



are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities to cause a child to need services are: autism, deaf, blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness, and in the case of a child that is of preschool age, developmental delay. Each school district is required to annually provide notice describing the identification activities and the procedures followed to ensure confidentiality of personally identifiable information.

This notice is intended to meet this requirement. Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called screening activities. Each school district shall establish a screening system for this purpose. The activities include: review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents is also an information source for identification. After a child is identified as a suspected child with a disability, he or she is evaluated, but not before parents give permission for their child to be evaluated. Parents may obtain additional information regarding special education services, programs and parental due process rights by contacting Connie Timashenka, Director of Special Education at (724) 588-2500, ext. 1402 or [ctimashenka@greenville.k12.pa.us](mailto:ctimashenka@greenville.k12.pa.us)

### **Services for Protected Handicapped Students**

A protected handicapped student is a student who is school age with a physical or mental disability that substantially limits or prohibits participation in or access to any aspect of the school program. In compliance with State and Federal Law, the Greenville Area School District provides to each protected handicapped student without discrimination or cost to the student or family, those related aides, services, or accommodations 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 services and protections for "protected

handicapped students” are different from those applicable to all eligible or exceptional students. The Greenville Area School District will provide ongoing screening services throughout the school year. For further information about the evaluation procedures and provision of services to protected handicapped students contact by contact Connie Timashenka, Director of Special Education at (724) 588-2500, ext. 1402 or ctimashenka@greenville.k12.pa.us

### **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, Director of Special Education at (724) 588-2500 ext. 1402 or ctimashenka@greenville.k12.pa.us

## **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	1402	ctimashenka@greenville.k12.pa.us
Deanna Curtis	Secretary	1000	dcurtis@greenville.k12.pa.us
Jeanna Green	Secretary	1001	jgreen@greenville.k12.pa.us
Sarah Pilolli	School Counselor	1403	spilolli@greenville.k12.pa.us
Colleen DeJulia	Behavior Specialist	1405	cdejulia@greenville.k12.pa.us
Beth Schaller	School Psychologist	1404	bschaller@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
Deanna Grantham	Kindergarten	1505	dgrantham@greenville.k12.pa.us
Scott Stringert	Kindergarten	1504	sstringert@greenville.12.pa.us
Briana Bowen	1st Grade	1310	bbowen@greenville.k12.pa.us
Kelly Hittle	1st Grade	1316	khittle@greenville.k12.pa.us
Jodi McErlane	1st Grade	1312	jmcerlane@greenville.k12.pa.us
Amanda Schneider	1st Grade	1320	aschneider@greenville.k12.pa.us
Caitlyn Bleggi	2nd Grade	1142	cbleggi@greenville.k12.pa.us
Samantha Faler	2nd Grade	1143	sfaler@greenville.k12.pa.us
Danielle Hill	2nd Grade	1139	dhill@greenville.k12.pa.us
Garrett Shaw	2nd Grade	1141	gshaw@greenville.k12.pa.us
Jenna Arthur	3rd Grade	1144	jarthur@greenville.k12.pa.us
Ashley Beers	3rd Grade	1205	abeers@greenville.k12.pa.us
Cindy Besic	3rd Grade	1145	cbesic@greenville.k12.pa.us
Nita Glassman	3rd Grade	1147	nglassman@greenville.k12.pa.us
Brook Truby	3rd Grade	1145	btruby@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
Nicole Cianci	5th Grade	1209	ncianci@greenville.k12.pa.us
Joslyn Shimoloens	5th Grade	1210	jshimoloens@greenville.k12.pa.us
Laura Sonney	5th Grade	1208	lsonney@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
Mary Beth Bauer	Special Education	1501	mbauer@greenville.k12.pa.us
Phylicia Cooper	Special Education	1502	pcooper@greenville.k12.pa.us
Kayla Hibbard	Special Education	1319	khibbard@greenville.k12.pa.us
Amanda Hoban	Special Education	1212	ahoban@greenville.k12.pa.us
Jackie Nehlen	Special Education	1308	jnehlen@greenville.k12.pa.us
Emily Skebo	Special Education	1410	eskebo@greenville.k12.pa.us
Heidi Smith	Special Education	1407	hsmith@greenville.k12.pa.us
Duncan Wingard	Special Education	1202	dwingard@greenville.k12.pa.us
Kristen Wingard	Special Education	1207	kwingard@greenville.k12.pa.us
Gage Gladysz	Speech Therapist	1121	ggladysz@greenville.k12.pa.us
Renee Schilling	Speech Therapist	1119	rschilling@greenville.k12.pa.us
Janine Yager	Speech Therapist	1120	iyager@greenville.k12.pa.us

Chad Gongaware	Intervention Specialist	1300	cgongaware@greenville.k12.pa.us
Eric Hart	Intervention Specialist	1317	ehart@greenville.k12.pa.us
Kristin Thurber	Gifted Support	1005	kturber@greenville.k12.pa.us
Leah Winans	Intervention Specialist	1321	lwinans@greenville.k12.pa.us
Ben Brunetta	Physical Education	1600	bbrunetta@greenville.k12.pa.us
Kailen Fiedler	Library	1409	kfiedler@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
Chantelle Beilstein	Instructional Aide	1407	cbeilstein@greenville.k12.pa.us
Savannah Boylan	Instructional Aide	1501	sboylan@greenville.k12.pa.us
Deb Frerotte	Instructional Aide	1317	dfrerotte@greenville.k12.pa.us
Missy Fuoco	Instructional Aide	1300	mfuoco@greenville.k12.pa.us
Rachel Gaus-Crothers	Instructional Aide	1501	rcrothers@greenville.k12.pa.us
Linda Giddings	Instructional Aide	1407	lgiddings@greenville.k12.pa.us
Chris Kroynovich	Instructional Aide	1202	ckroynovich@greenville.k12.pa.us
Mary Kroynovich	Instructional Aide	1319	mkroynovich@greenville.k12.pa.us
Breanna Peterson	Instructional Aide	1410	bpeterson@greenville.k12.pa.us
Phyllis Semroc	Instructional Aide	1212	psemroc@greenville.k12.pa.us
Bobbie Stefanowicz	Instructional Aide	1411	bstefanowicz@greenville.k12.pa.us
Emma Straub	Instructional Aide	1501	estraub@greenville.k12.pa.us
Ginny Strock	Instructional Aide	1317	gstrock@greenville.k12.pa.us
Sarah Stubbs	Instructional Aide	1407	sstubbs@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 8:20 A.M. 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.

## **SUN PROTECTION MEASURES FOR STUDENTS**

Act 105 of 2018 was signed into law by the Commonwealth of Pennsylvania on October 24, 2018. This law allows students to self-carry and self-apply FDA approved, non-aerosol, over-the-counter sunscreen with parental permission. If your child is unable to self-carry and self-apply the sunscreen product, then the school district will need a physician's order along with parental consent in order for a district employee to apply the sunscreen.

The law states “the school entity is NOT responsible for ensuring that the non-aerosol topical sunscreen product is applied to the student”. Best practice is to make sunscreen application part of your morning routine at home prior to school so that your child is ensured to have sunscreen protection during the day. Also, you can send sun-protective clothing to school with your child; such as, a hat and/or long sleeved clothing items to wear outdoors. If you have any questions, please contact the elementary school nurse’s office at (724) 588-2500, ext.1138.

## **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.



## **TITLE IX: SEXUAL HARASSMENT AND SEXUAL ASSAULT**

Title IX of the Education Amendments of 1972, often referred to as Title IX, is a Federal civil rights law. Title IX, which began with a focus on discrimination and ensuring equity in sports, includes a major focus on prevention of and response to incidents of sexual harassment and sexual assault.

### **Sexual Assault**

Sexual assault is any unwanted, non-consensual sexual contact against any individual by force (against a person's will) or when a person cannot give consent (under the age of consent, intoxicated, developmentally disabled, mentally/physically unable to consent, etc.).

### **Sexual Harassment**

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

1. A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
2. The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

### **Know Your Rights**

Title IX prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities receiving any Federal funds must comply with Title IX. For a statement describing the rights and responsibilities of victims of sexual harassment or those who are the subject of complaints, contact your school office or visit the district's Title IX tab on the district webpage.

### **How to Get Help or File a Complaint**

If you are not sure whether you should make a formal complaint, you can consult the Title IX coordinator at (724) 588-2500, ext. 2310. The Title IX coordinator can help you decide if any action needs to be taken and how best to address your situation. If you believe that you or a Greenville Area School District student or staff member has been sexually harassed or sexually assaulted, you can report the incident(s) to any school staff member or the district's Title IX coordinator.

## **Title IX Coordinator**

The Greenville Area School District's' Title IX coordinator should have knowledge of all Title IX requirements, the district's policies and procedures on sex discrimination, and of all complaints throughout the district that raise Title IX Issues.

The Title IX coordinator's core responsibilities include:

1. Tracking the district's response to reports and complaints of sexual harassment
2. Determining the appropriate response and remedial actions
3. Identifying and addressing any patterns or systemic problems revealed by such reports and complaints

## **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 are not 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](http://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.