

Greensburg Community Schools

"All About Learning"

GREENSBURG ELEMENTARY SCHOOL

STUDENT HANDBOOK 2015-2016



Greensburg Elementary School
900 North Big Blue Avenue
Greensburg, IN 47240
Phone: 812-663-8112 Fax: 812-662-6516
Web Page: www.greensburg.k12.in.us

Indiana Department of Education

Grade A School for 2013-14

MISSION STATEMENT

The mission of Greensburg Elementary School is to provide a safe, caring, learning environment while fostering responsibility, cooperation, and respect. Networking students, faculty, families, and community will create life-long learners.

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GREENSBURG COMMUNITY SCHOOLS SCHOOL CALENDAR 2015-2016

JULY	20	Monday	School Registration at GHS (All grades)
JULY	21	Tuesday	School Registration at GHS (All grades)
JULY	31	Friday	Professional Day, Staff Only (No Students)
AUGUST	3	Monday	Professional Day, Staff Only (No Students)
AUGUST	4	Tuesday	First Day of School for Students
SEPTEMBER	7	Monday	Labor Day No School
OCTOBER	5-16		Fall Break October 5 thru October 16 No School
OCTOBER	29	Thursday	Parent/Teacher Conferences 10:00 AM-6:00 PM No School
NOVEMBER	1	Sunday	Daylight Savings Time ends, set clocks back one hour
NOVEMBER	25-26-27	Wed/Thurs/Friday	Thanksgiving Break No School
DECEMBER	18	Friday	Last Day of 1 st Semester
DECEMBER	21-JAN.4		Christmas Break (December 21 thru January 4) No School
DECEMBER	21-22*		No School (Possible Make up Day)
JANUARY	4	Monday	Professional Day, Staff Only No School
JANUARY	5	Tuesday	Classes Resume for Students
JANUARY	18*	Monday	Martin Luther King Jr. Day No School (Possible Make up Day)
MARCH	13	Sunday	Daylight Saving Time begins, set clocks forward one hour
MARCH	14-18		Spring Break March 14-18 protected vacation days No School
MARCH	21	Monday	No School (Possible Make up Day)
MARCH	22	Tuesday	No School (Possible Make up Day)
MARCH	23	Wednesday	No School (Possible Make up Day)
MARCH	24	Thursday	No School (Possible Make up Day)
MARCH	25	Friday	No School (Possible Make up Day)
MAY	30	Monday	Memorial Day No School
JUNE	2	Thursday	Last Day for Students
JUNE	3*	Friday	Professional Day, Last Day for Staff (Possible Make up Day)
JUNE	4	Saturday	Graduation 9:00 AM
			SUMMER SCHOOL June 8 – July 10

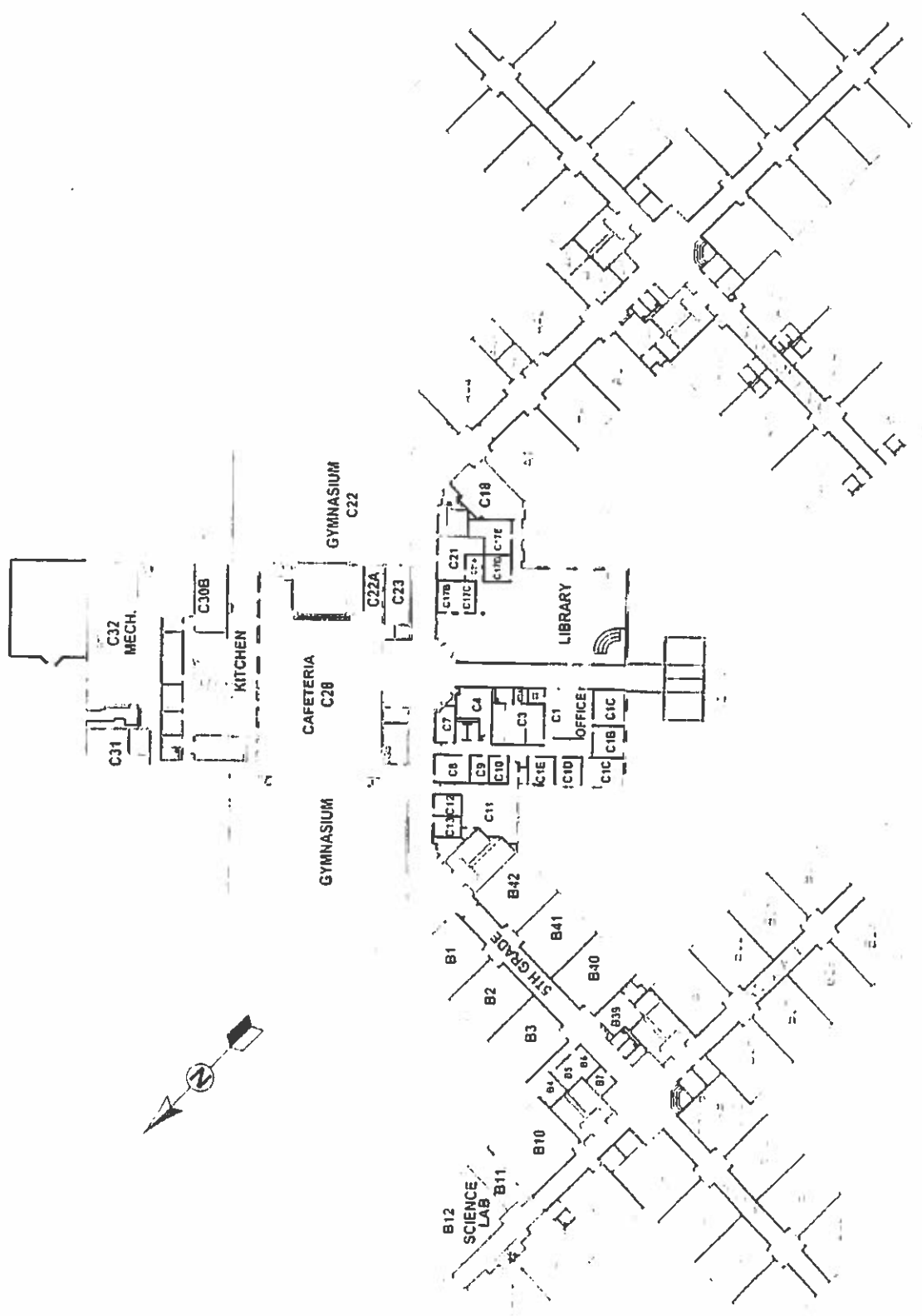
*** Make-Up Days:**

December 21, December 22, January 18; March 25, March 24, March 23, March 22, March 21, June 3

SUMMER SCHOOL JUNE 8-JULY 10 (HIGH SCHOOL STUDENTS ONLY)
8:00 AM – 11:00 AM

9 WEEKS GRADING PERIOD

BEGINNING DATE	ENDING DATE	REPORT CARDS DISTRIBUTED	STUDENT DAYS
AUGUST 4	OCTOBER 2	OCTOBER 29	43
OCTOBER 19	DECEMBER 18	JANUARY 7	41
JANUARY 5	MARCH 11	MARCH 31	48
MARCH 28	JUNE 2	JUNE 9	48
		* Report cards will be mailed June 9	180 days



GREENSBURG ELEMENTARY

GREENSBURG ELEMENTARY SCHOOL

CORPORATION MISSION STATEMENT

The mission of the Greensburg Community School Corporation is to provide and promote lifelong learning through its commitment to quality educational programs that prepare the students to be effective, successful and responsible citizens. This is to be accomplished in a financially prudent manner.

BELIEF STATEMENTS

- GES staff members build relationships with each of their students by creating environments where they feel safe, cared for, and comfortable to try new things and make mistakes.
- All students have the capability and right to learn at their own rate in order to achieve their maximum potential.
- Students are supported and encouraged to do their personal best.
- Treating student fairly is not the same as treating them equally.
- GES staff members encourage families and the community to be active in student learning.
- Every day is a new day.

WELCOME

The faculty, staff, and administration welcome you to the Greensburg Community Schools. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, perceptive listening skills, the practice of regular attendance and reading nightly for 20 minutes each day.

The goal of the Greensburg Community Schools is for each student to achieve his/her greatest potential. To reach this goal, a cooperative effort must exist on the part of students, teachers, administrators, parents and the community. We urge your cooperation in this venture and assure you the results will be well worth the effort.

It is generally recognized that participating in school activities increases student academic success. For this reason, the Greensburg Community Schools encourages you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates a sense of loyalty and pride. Remember, this is YOUR school. Plan to attend extracurricular events, Family Fun Nights, and show your school spirit.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school corporation. Each student should read this handbook and be knowledgeable of its contents.

Please allow your parents to read this handbook as well. If you or your parents have questions or concerns about the procedures outlined in this handbook, please contact a teacher, counselor, or administrator for an explanation.

ABSENCES

Parents must call the school office, 663-8112 and press 9 to report their child absent from school by 8:30 a.m. School absences may be reported 24 hours a day.

*Please report the student's name, the child's teacher, the parent calling, and the reason for being absent. We will contact you A.S.A.P. if you do not call to report your child's absence. We will call your home, your place of employment, or your emergency numbers to verify the absence with an adult.

You can request that we send your child's homework home with another student or you can pick it up in your child's classroom after 3:00 pm.

We do ask that you send a note to the office explaining the absence on the day he/she returns to school along with a signed statement from the doctor, if applicable.

Perfect attendance will be recognized for students who are in attendance from 8:20 A.M. 2:50 P.M. every day. Outstanding attendance will be recognized for students who are absent less than 2 days of school.

Please remember that when a child is absent from school, it is impossible to make up all that has taken place. Material read and written work often can be made up, but a student who is absent also misses out on class presentations including directions, examples, and explanations. Students also miss out on class discussion, as well as multimedia presentations. The opportunity for assistance by a teacher is lost during a day of absence.

Treatment and Emergency Transportation

The school system employs two full-time nurses to provide required student testing and emergency treatment of students.

The school is not responsible for the cost of transportation to the hospital or for the costs of treatment at the hospital should that be necessary.

Students will only be transported with permission or in a life-threatening situation.

GREENSBURG ELEMENTARY SCHOOL

ARRIVAL and DISMISSAL

School hours - students may arrive after 7:30am. The instructional day is 8:20 am to 2:50 pm for grades K-5. Kindergarten students will attend all day, every day.

Skateboards, skates, roller blades, and scooters are not permitted on the school grounds during the school day.

Students are not permitted to ride bikes to and from school. Walking is permitted only from the Lee subdivision immediately south of Greensburg Elementary. Students are to walk on the designated easement area and not in the neighbor's lawns.

All bussed students will be entering the back of the school. Students being dropped off by car will enter the front of the building. The entrance to the school off of NW 80 is restricted to school buses and school personnel between the hours of 7:30 am and 3:00 pm.

ASBESTOS

In compliance with public law 99-159, an annual statement of asbestos content is to be disclosed for each school building. If you have questions regarding asbestos at schools in the Greensburg Community School Corporation, please contact the Administrative Office for information.

ATTENDANCE

Regular and prompt attendance is necessary for success in school. Parents should not send a child to school when his/her attendance might be detrimental to his/her own health or that of others.

Please schedule doctor and dentist appointments after school hours or before school hours. Students must be signed out at the office by an adult whenever they leave school before regular dismissal. Students must be signed in at the office by an adult whenever students arrive late to school.

Students are marked tardy if they arrive between 8:20 - 8:50 a.m. If arrival is after 8:50 a.m., it counts as ½ day absence. If the student leaves prior to 2:20 p.m. it counts as ½ day absence. Leaving between 2:20 - 2:50 p.m. will be marked as early dismissal.

When a student has been absent from school 10 days excused or unexcused, the parent will receive a warning letter informing them of how many days their child has been absent from school and that the student's attendance will be monitored closely by the school Administrators.

When a student has been absent from school 20 days excused or unexcused, a certified letter will be sent and signed by Mr. Hunter,

Superintendent, Greensburg Community Schools. This letter will inform parents of how many days their child has been absent from school and any further absences will be considered truant and unexcused if not excused by a doctor.

If the school sees no improvement in a student's attendance after receiving the certified 20 day attendance letter, then the responsible party for the student will be in violation of Indiana's Compulsory Attendance law and will be referred to the Prosecuting Attorney's office for possible criminal prosecution.

IC 20-33-2-27

Compulsory attendance; parent's responsibility

Sec. 27. (a) It is unlawful for a parent to fail to ensure that the parent's child attends school as required under this chapter.

(b) Before proceedings are instituted against a parent for a violation of this section, personal notice of the violation shall be served on the parent by the superintendent or the superintendent's designee:

- (1) having jurisdiction over the public school where the child has legal settlement; or
- (2) of the transferee corporation, if the child has been transferred.

(c) Personal notice must consist of and take place at the time of the occurrence of one of the following events:

- (1) The date of personal delivery of notice.
- (2) The date of receipt of the notice sent by certified mail.
- (3) The date of leaving notice at the last and usual place of the residence of the parent.

If the violation is not terminated not more than one (1) school day after this notice is given, or if another violation is committed during the notice period, no further notice is necessary. Each day of violation constitutes a separate offense.

As added by P.L.1-2005, SEC.17.

Our attendance policy is based on studies that prove regular attendance is important for academic success. We understand that there are occasions where extenuating circumstances prevent a student from good school attendance, and we are sure that you also want what is best for your child. Cooperation between home and school is essential. Let us work together to ensure your child attends a regular school schedule for continued educational success.

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BIRTHDAYS/CELEBRATIONS

Cake will be provided the 1st Friday of each month during lunch to recognize student birthdays. **Do not send treats to school.** This is for safety and other health related reasons.

Do not send balloon or flower bouquets to school. These are a safety hazard on the school bus. **To avoid hurt feelings, please do not send any party invitations to school.**

TECHNOLOGY LEASE and SUPPLIES

Technology devices are leased through the school. **Payment is due and payable at the time of registration.** Textbook assistance is available for families who qualify for free and reduced lunches.

Grade level supply lists are sent home at the end of each school year. The supply lists will also be available during registration.

BREAKFAST & LUNCH

Breakfast and lunch are available every day. Money may be paid yearly, monthly, weekly, or daily. We encourage you to pay for several days at a time. You may send money any day of the week. **Please put lunch money in an envelope marked with the student's name and the words "lunch money".** Money is paid in the classroom and credited to your child's account. Your child will receive a receipt to be returned to you. You may also utilize *My School Bucks* (located at www.greensburg.k12.in.us, click on the GES link) to make lunch and/or textbook payments. If students are absent or do not eat a tray lunch on a given day, their account will not be charged. Account balances are sent home with students at the end of each week.

Students are given the opportunity to make choices for their tray. Students have the choice of the main entrée, peanut butter and jelly sandwich, salad, or lunchable. Nutrition and a balanced meal are very important. One carton of milk is served with a school lunch. An additional carton of milk may be purchased.

NO outside food (fast food, take out food, and soft drinks/carbonated beverages) will be allowed in the cafeteria. Our cafeteria provides a government approved-Grade A lunch. Students are allowed to bring a sack lunch from home.

****A cold breakfast will be served when we have a 2 hour delay.**

Breakfast and Lunch Assistance Forms

Free and reduced lunch application forms are available at the school office.

Unpaid Lunch Policy

A letter is sent home after the student account is \$10.00 negative. Prompt payment is expected to return the account to a positive balance. A second letter is sent home after the student account is \$50.00 negative. A free and reduced lunch application will accompany notification of the negative balance. Upon return of the application, you will be notified if your child qualifies for free or reduced lunch prices. If no attempt is made to satisfy the debt, the debt will be settled in small claims court. This would include the unpaid balance and court fees.

CELL PHONES/ELECTRONIC DEVICES

Cell phones or any other electronic devices are not to be used during the school day. They should be turned off and not seen and not heard. Students who have cell phones or electronic devices seen or heard during tests may have their test invalidated. (This is for regular classroom tests as well as standardized tests issued by the state or testing agency.) It could be viewed as cheating. Going to your cubby and getting your phone or using your phone during the school day for any reason must be cleared by your child's teacher. Disciplinary Action Taken for Cell Phone/Electronic Device Offense.

Step 1: Cell phone will be sent home with student at the end of the day.

Step 2: Parent/Guardian will pick up phone for the second offense.

Step 3: Any offense thereafter, parent conference.

Greensburg School Corporation is not responsible for any damages to or loss of electronic devices.

CHANGE OF ADDRESS/PHONE NUMBER

If at any time during the school year a student moves to a different address in the county, the change must be reported to the main office. Also, a change in home/cell or emergency telephone numbers must be reported.

CHILD CUSTODY

Greensburg Community Schools utilize the following procedures concerning child custody. Any questions concerning documents need to be directed to the main office.

1. In case one parent asks that the children not be allowed to leave the school with the other parent, custody papers, restraining order, or some other legal document should be in the child's permanent record at school.
2. Legal opinion states that either parent has equal rights to the child unless one of the above-mentioned legal documents has been issued.
3. In the event that a parent says he/she has such a document at home, it becomes most imperative that the document or notarized copy be brought in within a short period of time to be included in the permanent record.

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DISCIPLINE

Definition:

Discipline is the demonstration of responsible behavior academically, socially, physically, and ethically.

Strategic Goal:

G. E. S. has an educational climate that is safe, secure, and orderly.

Rationale:

Learning occurs more effectively in a safe, secure, and orderly climate.

Strategies:

To accomplish this goal, G.E.S.:

1. Created and adopted a school-wide definition for discipline, understandable by staff, parents, and students.
2. Developed a K-5 code of conduct that will provide clear expectations.
3. Developed a discipline guide that defines and delineates a range of consequences for violations of the students' Code of Conduct.
4. Actively involves parents in the student/school discipline process.
5. Requires students to demonstrate responsible behavior academically, socially, physically, and ethically.
6. Developed and maintains a school-wide character education program.
7. Established a set of community expectations relating to the staff's role in creating a safe, secure, and orderly educational climate.

CODE OF CONDUCT

Parents and students are to read and follow the Code of Conduct for Greensburg Elementary School. Parents need to be supportive and assist the school in dealing responsibly with students who violate this code.

1. Have a positive attitude toward learning.
2. Show respect for every person.
3. Take responsibility for your learning by doing your personal best.
4. Enter the building, classrooms, cafeteria, library, and convocations quietly.
5. Walk in straight, quiet, orderly lines.
6. Keep your hands and feet to yourself.
7. Refrain from language that is inappropriate, degrading, or causes disruptive behavior.
8. Have a hall pass when going to the restroom, library, office, clinic, or computer lab and wear student picture I.D. above your waist.
9. Take pride in our building and show respect for all property.
10. Leave all non-school items at home.

ABSOLUTES (guidelines for office referrals)

- Threats or intent to hurt themselves or others
- Illegal or illicit behavior
- Inappropriate language with meaning directed towards others
- Destruction of school property

“Bullying” means overt, repeated acts or gestures, including: 1) verbal or written communications transmitted; 2) physical acts committed; or 3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other students (Sec. 6 IC 20-33-8 0.2).

GCS working definition of Bullying:

Aggressive behavior that involves an imbalance of power or strength and occurs repeatedly over a period of time.

“Hazing” is defined as forcing or requiring another person, with or without consent of the other person, as a condition of association with a group or organization, to perform an act that creates a substantial risk of bodily injury.

Our School's Anti-Bullying Rules

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Corporation Procedure for Bullying

- GCS Bully Report Form is located on the GCS website at www.greensburg.k12.in.us
- 1. An administrator, counselor, or SRCO investigates the accusation.
- 2. The parent/guardian of the victim is contacted by a school official. Being the number one advocate of the child intake information is critical on the history, sequence of the events, and the severity of the problem.
- 3. If accusation is found to be valid/accurate: then the parent/guardian of the bully is contacted by a school official about the determination of: the sequence of events and the number of and severity of offenses(s).
- 4. At the conclusion of the investigation the administration will determine punishment assessed and communicate the resolution to the victim's parent/guardian as soon as possible.

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Discipline may include: Determined by severity and number of offenses.

- a. Warning with instruction about tolerance, diversity, and sensitivity
- b. Mandatory school counseling
- c. Out of School Suspension
- d. Expulsion from School
- e. Student is arrested

School Corporation Consequences

These may be applied as needed and facilitated by a counselor.

1. Monthly meeting (Group or individual) for students who have been suspended for bullying. (This is mandatory for student and optional for parent/guardian)
2. Monthly meeting (Group or individual) for students who are victims of bullying
3. Monthly parent support meeting on:
 - a. Cyber Bullying
 - b. Exclusion from a group or sense of loss of belonging (Grades, attendance, apathy, attitude adversely affected)
 - c. Warning signs of suicide
 - d. Warning signs of drug use
 - e. Other concerns

Conditions of Participation in Special Events

So that all students can enjoy special programs and events, we expect all students to follow school rules and conduct themselves with respect and responsibility prior to and during the activity. This includes field trips, convocations, special programs, and any type of activity provided outside the classroom setting.

DRESS CODE REQUIREMENTS

The way one dresses has an effect on behavior and quality of school work, and that is a reflection upon GCS. Students should dress and groom themselves in keeping with a sense of appropriateness, cleanliness, decency, pride and safety. Following is the GCS dress code:

1. **Dress should reflect personal pride.** Clothing worn by students should be in good taste, in good repair and clean. It should not be revealing, disruptive to the educational process, distracting or suggestive. Clothing will be considered inappropriate and disruptive to the educational process if it exposes the midriff, back or chest (Example: tank tops, tube tops, crop tops, spaghetti straps and camis). Also, shorts or culottes that are revealing (Example:

spandex biker shorts, short shorts, running shorts) are not acceptable.

2. Dress should reflect respect for others. Clothing that advertises tobacco, alcohol and or drugs, clothing that is lurid, vulgar, profane or sexually suggestive or clothing that is demeaning to race, religion or sex is not permitted. If there is a question as to whether or not you should wear it - DON'T!
3. Dress should reflect pride in the school facility. Generally, any article of clothing that may cause damage to school property may not be worn (Example: cleats on boots or shoes; long, heavy chains; roller shoes and spiked apparel).
4. Dress should reflect concern for safety. Appropriate footwear (Example: shoes, sandals, etc.) must be worn at all times.
5. Dress should reflect a sense of what is socially proper. Sunglasses, hats, caps, or hoods, etc. are not to be worn during the school day and if brought to school are to be placed in the student's cubby.
6. A student who wears inappropriate clothing to school will be sent to the office and the clothing problem will be corrected before the student returns to class. A student will be issued a warning for the first dress code violation and parents/guardians may be contacted. If the problem persists further the penalty will escalate!

DRUG-FREE SCHOOL PLAN

The use of any mood-altering substance (such as alcohol, amphetamines such as that found in some diet and caffeine pills, etc.) that results in negative effects on behavior in the learning environment is prohibited. Greensburg Community Schools have made a commitment to drug and substance abuse education and to offer a supportive environment that encourages healthy lifestyles. Through our efforts to know our students, and to work cooperatively with community resources, we will continue to have a school environment that is safe, drug free, and that provides a resource for students who may have a substance abuse problem.

A student shall not use or consume, have in his or her possession buy, sell or give away any controlled substance.

For policy regarding medication prescribed by a physician, see Health Services Policy on page 11.

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EMERGENCY INFORMATION

Emergency School Closings

It may be necessary for the school to close or have a delayed opening time during the school year because of weather conditions or unsafe driving conditions. GCS One Call Alert, WTRE (1330 AM), WRZQ (107.3 FM) radio and television stations 6, 8 & 13 will broadcast school delay and closing information. Information is also posted on the Greensburg Community Schools website at: www.greensburg.k12.in.us.

Parents or students should not call the principal, teachers, or the school to request this information.

Cancellation Policy

In the event of severe weather or other emergency conditions the superintendent or his designee, is authorized to cancel school, delay the starting time, or release students early.

The normal practice is for notification of school cancellation to be made by approximately 6:00 a.m. using the GCS One Call Alert. Radio and television stations will be contacted as appropriate and feasible. Sometimes conditions may indicate that a two-hour delay would be advisable to provide for both safety and school attendance. In case of a delay, pupils who are bussed will be picked up two hours later than the regular pick-up time and begin school at 10:20 a.m. Students arriving to school by car are not to arrive before 9:30 a.m. Morning preschool classes will not meet when we have a two hour delay, but afternoon preschool classes will attend. Regular school ending times will be used for all students. **A cold breakfast will be served in the event of a two-hour delay.*

When an early release is necessary, you will receive a call from the GCS One Call Alert. Any extra curricular activities at GES will be canceled for that school day.

Both the delay in starting school and early release will be done very reluctantly. Similarly, canceling or postponing school is also done only sparingly.

EMERGENCY PROCEDURES

Procedures are available in each building classroom as per State Guidelines.

ENROLLMENT OF NEW STUDENTS

To enroll a new student in the Greensburg Community School Corporation a parent/guardian must provide the following documentation: Immunization Records, Birth Certificate, Custody Papers, and at least two (2) Emergency Telephone Numbers.

GCS enrollment policy stipulates that any student living in the Greensburg Community School District who is under the age of 18 should be enrolled for classes prior to the first day of school. Any student who transfers from another school district should make arrangements to enroll for classes immediately upon moving into the Greensburg school district.

Any student who is expelled from a public or nonpublic school in Indiana or from a school in a state other than Indiana (or who withdraws to avoid expulsion) may not enroll in GCS during the actual or proposed expulsion period.

TRANSFER OF OUT-OF-DISTRICT STUDENTS

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as "transfer students") will be enrolled in compliance with I.C.20-26-11-32 and the following procedure:

- A. By *June 1*, the Board will establish the number of transfer students that can be accepted in each building and grade level.
- B. The Board will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website. The date is *June 1*.
- C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:
 1. has been enrolled in the Corporation in the prior school year;
 2. Is a member of a household in which any other member of the household is a student in the transferee school; or
 3. Has a parent who is an employee of the Corporation

If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

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An application to transfer to the Corporation may be denied if the student has been suspended (as defined in I.C.20-33-8-7) or expelled (as defined in I.C.20-33-8-3) during the twelve (12) months preceding the student's request to transfer for:

- A. ten (10) or more school days;
- B. possession of a firearm, deadly weapon, or a destructive device as described in I.C. 20-33-8-16;
- C. causing physical injury to a student, a school employee, or a visitor to the school; or
- D. a violation of a school corporation's drug or alcohol rules.

For purposes of computing the number of days of discipline of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25(b)(7) for a violation described in subdivisions (2) through (4) shall be included in the calculation of the number of school days that a student has been suspended.

No transfer student shall be accepted for enrollment for athletic reasons.

I.C. 20-18-2-11 (legal settlement defined)
I.C. 20-33-2-12 (transfer to another accredited or non-accredited school)
I.C. 20-33-8-17 (expulsion for lack of legal settlement)
I.C. 20-26-11-1 (residence defined)
I.C. 20-26-11-6(e) (option to not charge transfer tuition)

I.C. 20-26-11-32 (lottery selection of student transfer requests. HEA 1381-2013)

EXPECTATIONS

The STUDENT has the right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. He/she is responsible for knowing and complying with school rules, for respecting and submitting to the authority of the school staff, and for being diligent in his/her studies.

The TEACHER is expected to conduct a well-planned and effective classroom program, to establish and enforce classroom regulations that will facilitate learning and to maintain written records. The teacher has a right to obedience and to take corrective measures to improve the learning atmosphere for students.

The ADMINISTRATOR is responsible for maintaining discipline, for being alert to correcting situations likely to promote poor citizenship, for notifying parents of serious student offenses, and for suspending students

when necessary. He/she has the right to impose detention on a student, to deny school privileges, to remove a student from class, to suspend the student, to enlist parental support, and to recommend expulsion.

FIELD TRIPS

Educational field trips will be taken during the school year. Students must have signed, written permission slips on file before being allowed to go on a field trip. Parent volunteers on field trips must undergo a Criminal History Check three weeks prior to the field trip. **Tobacco Policy** – The use or possession of any tobacco products by parents and/or chaperones on school property or on/and during any field trip where Greensburg Community Schools' students are present is **PROHIBITED**.

FREE/REDUCED LUNCH AND TEXTBOOK ASSISTANCE

Free Reduced lunch and textbook assistance forms are available for students when they register at the beginning of school. A school official will review forms and determine if families qualify for this assistance. Families are encouraged to apply, if they feel that they may qualify for these services.

GRADING POLICY

The grading standards are the same for students in grades 1-5.

100 = A+	99-93 = A	92-90 = A-
89-87 = B+	86-83 = B	82-80 = B-
79-77 = C+	76-73 = C	72-70 = C-
69-67 = D+	66-63 = D	62-60 = D-
59 and below = F		

Kindergarten students will receive a Progress Report Checklist each nine weeks.

S-Satisfactory and U-Unsatisfactory may be used for Special Education per the I.E.P. and for students with English as a second language.

HEAD LICE GUIDELINES

Any child identified with active head lice infestation will be sent home. Parents will be contacted by phone and/or letter to notify them, and treatment for the child will be required before returning to school. Treatment guides and health information about lice will be sent home with the child. Medicated shampoo will be available through school or through the Department of Health for those not able to afford it. Parents must contact the school for this to be arranged. If the school is providing the medication, parents must come to the school to pick it up. Medication will not be sent home with the child. All others will be allowed to stay

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in the classroom, but will be discouraged from head to head contact with other children. The student's siblings will be checked for head lice. The school will continue to encourage daily home head checks/treatments until the child is clear of all signs of head lice. The child will continue to be checked by the school nurse until he/she is clear of any signs of head lice. A note from the school will be sent home with all children in the affected classroom suggesting that parents check their child's head for lice. Periodic education about lice diagnosis, treatment, and prevention may be given to the school families during the school year.

Rationale for change in Lice Guidelines: When a case of lice is identified, the person has likely had the lice for a month or more by the time it is found. Lice do not cause disease or illness. Lice are mainly a nuisance. Lice do not fly or jump; they crawl. Most times lice are spread from one person to another by head to head contact. Lice can rarely be spread by shared hats, combs, or brushes. Healthy lice do not leave their food source (a scalp) unless another warm scalp is present. Adult lice survive for less than one day away from their food source. An egg (nit) cannot hatch at temperatures less than the body temperature of the scalp. "No nit" policies have been found to cause children to miss valuable school time. Classroom head lice screening programs have not been shown to be effective in reducing lice incidence in schools and they are not cost-effective. (Based on guidelines from the American Academy of Pediatrics and the National Association of School Nurses)

HEALTH SERVICES POLICY

Greensburg Elementary School maintains a clinic facility in case of student illness or injury. The school nurse has office hours in this clinic every school day.

The clinic is to be used for legitimate illness or injury and the procedures are as follows:

1. A student must obtain a pass from his/her classroom teacher unless extenuating circumstances exist.
2. A student who becomes ill or injured must check in through the main office secretaries. Elementary students report to the school nurse.
3. Repeated use of the clinic facilities will be monitored.
4. The office secretaries are the point of check out for injured or ill students who are leaving school. Parents/Guardians will be notified in situations where the student must leave the school grounds.

5. A student must register all prescription and non-prescription medications with the school nurse. If the following guidelines are not met, medication will not be given at school.

- a. Written instructions by the physician must be on file and the parent/guardian must send a daily permission slip requesting the medication be given, the amount to be given, and the time to be given.

- b. All medications prescribed must be kept in the original container with pharmacy label, name and address of patient, the name and strength or sizes of the drug or device, the amount to be dispensed, adequate directions for the proper use of the drug or device by the patient and the name of the practitioner. The druggist will usually provide an identical container when requested to do so.

- c. If a prescribed medication is to be given for longer than 2 weeks, a special medication form is required and must be completed by both physician and parent. This form is available at school. The medication must be kept in its original container with the same information listed previously. The form and the container must be updated if changes are made in the medication and must be renewed yearly.

- d. There will be no standing order for medications (i.e. aspirin, Tylenol, cough syrup, antacid, inhalants, etc.) to be brought to school and kept there to be given as needed without proper authorization from the physician and parent and following instructions previously listed.

- e. Over-the-counter medication must be sent in the original container which is labeled with the student's name and accompanied each day with a permission note from the parent/guardian including the name of the medication, the amount to be given, and time to be given.

- f. A written order of a practitioner is needed for off-the-shelf medication when it is not advisable for children (i.e. adult strength aspirin, certain cold elixirs, etc.).

Pertinent health/special needs information which may affect a student in the school environment will be shared with appropriate staff.

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HOMWORK

Homework is an important tool in the educational process. Homework reinforces what is taught in the classroom during the school day. Parents need to stress the importance of completing homework daily. Parents can help by encouraging students to read at home daily for 20 minutes.

Homework is the responsibility of the child. This helps develop an important lifelong skill.

RIGOR

The new Indiana state assessments will be much more rigorous than in the past in order to prepare our students for college and career readiness as required by the federal law. The way test items are created is by looking at each task individually and determining the level of rigor, or complexity that is required in order to complete the task. In order to assist you child in preparing for the new test, our homework assignments will mirror some of the tasks students will be asked to perform this spring.

Parents you can help.

1. Encourage your child to watch, listen, and do his or her best.
2. Listen to your child practice reading.
3. Be sure your child reads the pages assigned.
4. Written work will be assigned several evenings each week. Please be sure your child completes this at home. It is important to complete homework regularly.
5. Help your child study spelling words and math facts at home.
6. Please read all school notices.
7. Check your child's work for completeness and accuracy.
8. Read for pleasure.
9. Check your child's book bag and agenda daily for important papers and teacher notes.

Study Tips

It is very important to have good study habits. There is no magical way to learn. It takes time and work. Here are some tips to help the students study.

1. Get plenty of rest.
2. Eat a good breakfast each day. It's difficult to learn on an empty stomach.
3. Develop a positive attitude.... **Tell yourself "I can do this"**.
4. Study in a quiet place away from distractions such as radio, TV, and brothers and sisters. Have a special place for your school materials and supplies at home.
5. Develop a regularly scheduled time to do your homework. Include in your schedule a time to read 20 minutes daily for pleasure.
6. Follow study plan.

- a. Be sure you write down your homework assignment in your assignment book before leaving school.
 - b. Look over the lesson.
 - c. Look for key points in the lesson.
 - d. Look over pictures, illustrations, and maps.
 - e. Outline the main ideas for the next day.
7. Review often.

IMMUNIZATION

Whenever a student enrolls in any Greensburg Community School, the parents must furnish a written statement of the student's immunizations, accompanied by a physician's certificate or other documentation of immunization records. This requirement applies to all students unless such documents are already on file with the school corporation.

This requirement may be enforced by suspension or expulsion from school.

LOST and FOUND

Lost and found items are located outside the cafeteria. Parents are encouraged to have names in personal items and to report losses as soon as possible. Students are discouraged from bringing valuable items or money to school.

NON-SCHOOL OFFICIALS

A law enforcement officer, Child Protection Services, or other public or private professional service agencies may confer with a student on school premises.

PARENT LUNCHES

Monday and Friday will be designated days for parents to sit/eat lunch with their child. We ask that parents call by 9:00 a.m. to reserve a seat. Big Brothers/Big Sisters AIM volunteers are here on Tuesday, Wednesday, and Thursday. **NO outside food (fast food, take out food, and soft drinks/carbonated beverages) will be allowed in the cafeteria.** Parents may bring a sack lunch from home. Our cafeteria provides a government approved-Grade A lunch. Students are allowed to bring a sack lunch from home. When your child's class is dismissed from the cafeteria, you should exit through the front doors after signing out at the office.

Non-custodial parents need to have permission from the custodial parent prior to visiting their child at school.

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***Parent lunches will not begin until the Monday after Labor Day. We will not have parent lunches during the following times:

- 1st week back after 9 week breaks
- Week of Star Lab
- Week prior to Christmas break
- On a 2 hour delay unless a reservation had already been made

Parent lunches will be served through the 2nd week in May.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held after the 1st nine week grading period. Hours will be from 10:00 am to 6:00 pm. There is no school for students that day.

PIRATE BOOSTERS

The Pirate Boosters Advisory Board will be made up of two parents from each grade level as well as teacher representatives and the school administrators. The Pirate Boosters consists of all parents of students enrolled in the school and all school staff members. Meetings will be held throughout the school year. The Pirate Boosters will have an annual fundraiser. Funds are used to supplement the various programs and projects of the school. The success of this project depends on the participation of all.

REPORT CARDS and PROGRESS REPORTS

Report cards and progress reports are completed for each nine weeks grading period. A mid-term report will be sent home at the half-way point each nine week grading period. Kindergarten will receive a mid-term progress report starting with the 2nd nine weeks. The first report card and progress report will be shared at the October Parent/Teacher Conference.

RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

The parent or guardian of any child enrolled in the Greensburg Community School system is entitled to inspect any instructional materials, which will be used in connection with a survey, a personal analysis, or an evaluation, which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, and video tapes.

Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints. 20.U.S.C. 1243h(a).

RULES OF CONDUCT

Substitute Teachers

Our schools are fortunate in having capable people to help us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our schools will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate as you would be to your regular teacher.

Authority of Adult School Employees

All of the adult employees of the Greensburg Community Schools have certain responsibilities to the schools and in order to carry out these responsibilities they have certain authority granted to them. Included in this authority is the authority to correct students when the need arises. If any student is corrected by an adult employee, whether the employee is faculty, clerical, cafeteria, or custodial, the student is expected to accept such correction as though the principal were giving such correction.

RULES OF STUDENT TRAVEL TO AND FROM SCHOOL

It is not the purpose of the school to dictate the path or mode of travel a student chooses in getting to or from school. However, the following rules are designed to aid in the safe and educational functioning of our school for all students. In an effort to reduce student involvement in fighting, school truancy, school tardiness, illegal use, possession, or sale of alcohol, non-prescription drugs, tobacco products and fireworks by students under 18 years of age, the school system will enforce a policy which requires students to come directly to school or go directly home without stopping to loiter along their chosen path. Penalties for violating this policy will be addressed by the school discipline plan and/or administrator's discretion.

SCHOOL INSURANCE

School insurance is available for students who may not have adequate family insurance plans. If interested, please contact the main office at your school.

INTERNET POLICY (STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT)

Internet access is provided to all students of Greensburg Community Schools. Use of the Internet is a privilege, not a right. The Corporation's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in cancellation of this privilege.

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The parent/guardian and student are required to read and sign the Student Network and Internet Acceptable Use and Safety Agreement. Any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, the student agrees to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

SEXUAL HARASSMENT POLICY/HARASSMENT

Harassment is, by definition, comments or conduct that is disturbing to a person/persons. Reasonably, said comment or conduct should be known to be unwelcome. Whether physical, verbal or visual, it is behavior that disrupts the educational setting, interferes with learning and is demeaning to the individuals involved. Sexual harassment involves any form of harassment with sexual overtones.

The policy of Greensburg Community Schools is preventive in nature and is intended to provide an environment that is free of sexual or any type of harassment. All individuals associated with the school shall conduct themselves in such a manner that guarantees an atmosphere free from sexual harassment and conducive to learning, growth, productivity and self-esteem.

Sexual harassment includes, but is not limited to the following types of behavior:

1. Sexual advances that are known, reasonably, to be unwelcome.
2. Requests for sexual favors that are known, reasonably, to be unwelcome.
3. Sexually-oriented remarks that are known, reasonably, to be unwelcome.
4. Sexual advances or requests made by a person in a position to grant or deny favors, when that person knows that the advances or requests are unwelcome.
5. Retaliation or threat of retaliation for the rejection of sexual advances or requests.
6. Display of pictures, cartoons and graffiti that is sexually harassing or suggestive of sexual harassment.

(Also, see the following handbook section on *DRESS CODE REQUIREMENTS* on page 8).

Penalties for sexual harassment will be determined by the nature of the offense. They may include in-school suspension, and suspension out of school or suspension/expulsion. In addition, the offense

may necessitate notification and involvement of the law enforcement officials.

SMOKE-FREE SCHOOL PLAN

Tobacco Use In Any Form Is Prohibited On All Greensburg Community School Properties. School Board Adopted Policy May 2005

STUDENT RECORDS

Student records are governed and controlled by adopted policy to comply with provisions of the "Family Educational Rights and Privacy Act of 1974" (20 U.S.C. 1232g) and the regulations of Departments of Education and Health and Human Services. Student records are accessible to parents upon request.

STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, OR EVALUATIONS OF SCHOOL CURRICULUM

No student shall be required, without parental consent, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

1. political affiliations, religious beliefs or practices
2. mental or psychological conditions that may embarrass the student or his/her family
3. sexual behavior and attitudes
4. illegal, anti-social, self-incriminating or demeaning behavior
5. critical appraisals of other individuals with whom the student has a close family relationship
6. legally recognized privileged or confidential relationships
7. income (except as required by law to determine eligibility for participation in programs or financial assistance)

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation.

THE HATCH ACT

Students are prohibited from bringing firearms to school buildings or property. The penalty for disregarding this is expulsion for a minimum of one year. Modification of the expulsion penalty with respect to the violation of bringing a firearm to school is subject to consideration only by the hearing examiner, the Superintendent, or the school board in compliance with the Indiana Code requirements for student expulsion.

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ANTI-HARASSMENT POLICY

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation Community" means students, administrators, teachers, staff, and all other personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants, on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and the other individuals who come in contact with members of the School Corporation community at school related events/activities (whether on or off School Corporation property).

TRANSPORTATION CHANGES

Bus routes are assigned at registration. If your child needs to go home a different way the policy of GES requires the parent to first contact the bus driver of the alternate route to notify them of the change. If seating is not available the driver has the right to refuse transportation to any student not permanently assigned to his/her bus. After given permission from the bus driver parents must send a note to the teacher or call the main office prior to 12:00 noon.

VISITORS

All visitors are required to provide a valid driver's license or other state issued photo I.D. on their 1st visit. The I.D. will be scanned and entered into our Raptor visitor system. Once approved a photo I.D. badge can be printed each time you visit the elementary. A visitor name badge is to be worn at all times during their visit. Visitors are also required to check out at the Raptor kiosk in the office before they leave the building.

WITHDRAWAL FROM SCHOOL

In order for all necessary records to be completed, parents are requested to contact the main office two days prior to the date of withdrawal, stating their intention. Students are required to turn in all books the last day in attendance at school.

PESTICIDE NOTIFICATION

It is the goal of Greensburg Community Schools to have all pesticides applied during the school breaks throughout the school year. If by chance we would need to make an emergency application during normal school hours and you would like to be put on our Pesticide Notification Registry, please contact Mr. Tim Kane, Director of Maintenance at Greensburg Community Schools Administrative Office (812)663-4774 ext. 1917.

PRE-AHERA INSPECTION

Greensburg Elementary is asbestos free.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Mr. Tom Hunter
Superintendent
812-663-4774

GREENSBURG COMMUNITY SCHOOLS
Parent School Bus Transportation Information

Welcome to Greensburg Community Schools. We are looking forward to working with you and your child to make this a safe and successful school year, not only in the classroom but also on the school bus. Please discuss the following school bus rules with your child.

Stay in your seat, with hands to yourself.

Always respect others, the bus, and yourself.

Follow the directions of your bus driver all the time.

Eating and drinking are not allowed on the bus.

Talk quietly; Please do not shout; No hurtful words.

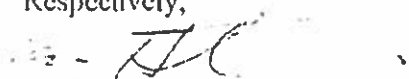
Your safety is our #1 concern; you are responsible for your actions.

School bus transportation is a privilege. Students who ignore safety rules or engage in disrespectful activities may receive a verbal warning, receive a written warning, be suspended from riding the bus, or be denied their bus riding privileges. In the event a student is suspended from riding the bus, the parent and/or guardian shall be responsible for arranging transportation for his or her child to and from school.

Please note: No adult, including parents or guardians are allowed to board a school bus for any reason at any time. If you have a concern, please contact your child's school bus driver, building administrator or the Greensburg Community School Administration Office.

For additional information regarding the Greensburg Community School Corporation Policies, Rules, and Guidelines for safe school bus transportation please refer to our school website at www.greensburg.k12.in.us or contact your child's building administrators.

Respectively,



Mr. Tom Hunter, Superintendent
Greensburg Community Schools

Practice Guidelines for Extra-Curricular Activities on Closed School Days

Travel Status RED (Warning): Travel is restricted to emergency service workers only. Buildings are closed and no events/ athletic practices/or personal are to be in the buildings. The only exception to this is the School Resource Officer, Superintendent of Schools, and Director of Maintenance and his staff when approved by the Superintendent.

Travel Status Orange (Watch): Travel is restricted to; only essential travel, such as, to and from work or in emergency situations.

If GCS is going to allow travel for buildings to be open, employees to come in, or athletic practices to take place this is only at the approval of the Superintendent of Schools. To assist GCS maintenance workers, facilities will not be opened before 12:00pm allowing crews to clear roadways, parking lots, and sidewalks and must be done by 5:30 pm or sunset (whichever comes first).

**Approval will only be granted by the Superintendent after the schools have been closed for at least one day. If there is an extenuating circumstance that would waive the one day rule then it must be approved by the Superintendent.

Travel Status Yellow (Advisory): Travel Advisory means that routine travel may be restricted and caution should be used while traveling. Practices will be at the discretion of the building principals.

Parking: parking at buildings during winter weather travel status should be limited to the following locations if all parking lots have not been cleared or if precipitation is continuing. The following parking lots and sidewalk areas will be cleared first by the maintenance department. (Note) Big Blue Ave. and Lehman Way are the first roadways to be cleared before parking lots are addressed.

High School – Front parking lot outside Entrance #1

Jr. High - Circle Drive parking area and Teachers parking lot on Central Avenue

Elementary – Back parking lot nearest Exits 5 through 12

