



# **Elementary Student/Parent Handbook**

Baldwin Heights Elementary

Cedar Crest Elementary

Lincoln Heights Elementary

Walnut Hills Elementary

Revised: 8/2/23

## **Introduction**

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

Please be advised that the parent-student handbook is not intended to be all-encompassing and does not create a contract between the school and parents or students. School officials may revise the handbook to implement the education program and ensure student wellbeing. School officials are also responsible for interpreting the handbook and, if a situation is not specifically addressed, will make decisions based upon staff discretion, applicable board policies, and state and federal statutes and regulations, consistent with core values of Greenville Public Schools.

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

## **Greenville Public Schools Core Values**

We all live by these core values:

- INTEGRITY
- COLLABORATION
- COMPASSION
- RESPONSIBILITY

## **Baldwin Heights Mission Statement**

Every Student, Every Day!

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## Greenville Schools Directory

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

## Daily Schedule

- 8:40 - Students enter building.
- 8:50 - School Begins - Universal Breakfast begins in each student's classroom.
- 3:45 - School Ends (*½ Days = 11:50am*)

### **2-HOUR DELAY**

- 10:40- Students enter building.
- 10:50- School Begins – No Universal Breakfast when there is a 2-hour delay

# Attendance

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

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

## **Absences**

When a child is absent from school, please call the school's **Absentee Call In line, 754-9931**. When you call this number please leave your name, your child's name, the class they are in and the reason for their absence. This policy is imperative to the safety of our children and eliminates the need for staff to call about absent students. If you do not call in your child's absence, we will call you to find out where your child is. We do this to make sure that each child is accounted for and not lost somewhere between your home and the school.

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

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

## Excused Absences

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

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

## Unexcused Absences

Absent students will be considered unexcused until notification of the absence, and the reason for the absence, is given to the school by a parent. Notification of absences can be given through a note or a phone call to the school. In a case of excessive absences, an absence will be considered unexcused without a doctor's note. Parents will receive written notification if this is the case.



## **Tardiness**

Students coming to school late need to first stop at the office before going to their classroom. A pass will be issued by the office to take to the classroom teacher. Students who arrive after 8:50a.m. will be marked tardy. FIVE or more instances of tardiness or early releases will exclude students from receiving a perfect attendance award.

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

## **Students picked up during the day**

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

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

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

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

## Attendance Guidelines

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

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

**Five (5)** accumulated **unexcused** absences, the school refers the case to the MAISD Truancy Officer for follow up.

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

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

## **Student Code of Conduct**

Good citizenship in school, as well as elsewhere, includes respect for the rights of others. Students are expected to respect the rights and privileges of each person in the school. This includes respect for the property of individuals and of the school. (Cross-Reference: Board Policy po5500: *Student Conduct*)

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

### **Quality of Work**

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

### **Homework**

Homework, defined as a lesson in addition to the day's work, may be assigned to students and may vary depending on the child's needs and the teacher's classroom philosophies. Students may be required to complete work that was not finished during allotted class time. Work completed at home, which was not done in the allotted class time, is not regarded as a homework assignment. Helpful homework hints:

- Set a specific study time and adhere to that time each night at home.
- Provide a chair and a table or desk at which your child may work.
- Make sure work area is well lit.
- Work away from television, radio and other distractions.
- Be available to students if help is needed.

### **Telephone Usage**

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

### **Lockers and Personal Items**

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



## **Personal Communication Devices**

Students may use personal communication devices (PCDs) before and after school as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other District-provided vehicles or on a school bus or District-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Board Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the

number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal. Students are personally and solely responsible for the care and security of their PCDs. The District assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day. (Cross-Reference: Board Policy po5136 *Personal Communication Devices*)

### **Elementary Cell Phone Policy**

Greenville Public School has a cell phone policy that requires all phones to be stored away and not in use during school. At the elementary level, lockers do not have padlocks so the safety of a cell phone in a locker can not be guaranteed. Monitoring of the content viewed and shared with other students can not be fully monitored. Due to these factors, **please have your child keep their cell phone and other personal items at home**. If your child has a cell phone out to use at school, it will be held in the office and will require a parent to pick it up. If your child needs to contact you during the day, we are happy to call you from the office.

### **Dress Code**

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

- Printed clothing must have appropriate language, design, theme, etc. for an elementary environment.
- Clothing that has objects that are dangerous to self or others, like spikes, chains, etc., should not be worn.
- Students will not be allowed to wear hats in the building, including bandannas and other head coverings, except for special occasions or circumstances.
- Students will not be allowed to wear halter-tops, cropped shirts or other apparel, which bares the midriff.

- Students are to be responsible for dressing appropriately for ALL weather conditions. Boots, mittens, hats, and other warm clothing are recommended for chilly, wet, cold and muddy conditions. Boots should be large enough so the child is able to put them on alone. Please tag or clearly mark for identification all boots, mittens, snow pants, jackets, hats and other articles brought to school.
- Students are expected to wear shoes in school. Wearing only socks, outdoor boots, or Heeleys (shoes with wheels) are not allowed. An extra pair of shoes may be kept in the student's locker. Gym shoes must be worn for physical education classes. Sandals and shoes with high heels are discouraged for playground safety reasons.
- Students should avoid wearing oversized or baggy clothing that would interfere with school activities or learning.
- Students are not allowed to use and apply any kind of makeup items at school, such as fingernail polish, lip stick, hair gel, glitter, etc.

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

### **Bullying, Harassment, and Hazing**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. Bullying or other aggressive behavior toward a student is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

The District will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information that are protected by Federal civil rights laws, and encourages those who feel aggrieved to seek assistance to rectify such

problems. The District will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the District will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action. (Cross-Reference: Board Policy po5516 *Student Hazing*, po5517 *Anti-Harassment*, po5517.01 *Bullying and Other Aggressive Behavior*)

## Parent Responsibilities

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

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

## Communication

All school communications will be done via the [GPS App](#) and live feed which contains announcements, important dates and general information for parents. Classrooms often

send home newsletters and/or update website information as well, and it is important that these items are read. Parents may also receive text messages and emails throughout the year.

Greenville Public Schools also maintains a web page with district and individual school highlights and information (i.e., school closings, calendar, menus, etc.). This website can be accessed 24 hours a day at [www.gpsjackets.org](http://www.gpsjackets.org).

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

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

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

### **Supplies**

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

### **PTO**

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

### **School Volunteers**

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

## Safety

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

### Child Drop Off and Pick Up

Parents who drop off children in the morning or pick up children after school are required to use only the Stacey Road parking lot. Vehicles approach from the east and join the drop-off/pick-up line.

Students should arrive at school between 8:40 and 8:50 a.m. Adult supervision begins at 8:40. The instructional day begins at 8:50. School dismisses at 3:45 p.m. and persons picking up students should be at school at this time. On days you plan to pick up your child, a note to inform the school avoids confusion. Otherwise, students will be placed on their assigned school bus. Students without notes from parents will not be permitted to wait after school.

### Building Security

All outside doors are locked at 8:50 a.m. for the safety and security of our students. If visiting a building after 8:50 a.m., please use the front main entrance and check in with our office staff so we can welcome you. Our students have been instructed not to open doors for people. Please do not put our students in an awkward situation by asking them to open doors.

### Video Surveillance and Electronic Monitoring

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. (Cross-Reference: Board Policy po7440.01 *Video Surveillance And Electronic Monitoring*)

### Safety Drills

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct a minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

(Cross References: Board Policy po8420 *Emergency Situations At Schools*, MCL 29.19)

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

Tornado Watch - School will continue as usual.

Tornado Warning - Students will take cover according to school procedures. Appropriate precautions will be taken to insure the greatest safety for each individual. After school events will not be held if a tornado warning is in effect.

Parents may come to the school to pick up their children if they prefer to have them at home. Children will be released only to parents or other designees indicated on school records. There will be NO general dismissal of students during a tornado watch or warning.

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

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

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

WZZM-TV13

WKZO-TV3

WOTV-TV8

WGRD – 97.9 FM

WLHT – 95.7 FM

WBCT – 93.7 FM (B93)

Information can also be obtained through our school website, [www.gpsjackets.org](http://www.gpsjackets.org).

### **Playground**

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

### **Hallways**

For the safety of our students, please stop by the office first to let us know you are here. If you are picking your child up after school, please do so in the parent pick-up line.

# Health

## Illness and Communicable Diseases

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

Greenville Public Schools follows the recommendations for communicable disease management at school from the Mid-Michigan District Health Department. These guidelines can be accessed at [www.mdpd.gov](http://www.mdpd.gov) Follow the link to download a copy of "Guidelines for Keeping Sick Kids Home".

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

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

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

## Recess

If your child is well enough to come to school, it is generally assumed that the child is well enough to go outside for recess. Students staying inside for health reasons must have a daily note and if they are to stay inside for more than two days, a note from a doctor must be supplied. Students staying inside must report to the appropriate area with study material.



## Medication

School personnel may administer medication only under certain conditions. If possible, plan your child's medication schedule so all medication can be given at home. Important components of our district's medication policy include:

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

## Transportation Policy

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

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

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

## Building and Playground Rules

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

Our philosophy is to teach, monitor, practice, and acknowledge positive behaviors. Our school expectations are to be SAFE, RESPONSIBLE, RESPECTFUL, and GOOD LEARNERS. There are posters in each area of the building to specifically address HOW students can meet these expectations in those settings. The Lincoln Heights Behavior Matrix is on page 25.

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

1. Hands and feet to self.
2. All snacks should be eaten at the picnic tables or benches before playing.
3. Keep rocks, sticks, and snow on the ground.

4. Swings – may swing on bottoms or tummies. Slides – bottom only/feet first. Use steps or ladders to get to slide.
5. Merry-go-round – keep body and feet on the equipment and off of the ground
6. When bell rings, take care of equipment and line up quickly.
7. Avoid playing near the streets or parking lots.
8. Shed – get the materials needed and exit quickly.

## **Special Classes**

### **Physical Education**

Elementary children will receive physical education instruction 1-2 times per week for 45 minutes per session. In order for children to safely participate they must wear proper shoes that are free of excessive dirt/mud to avoid slipping on the gymnasium floor. Students should dress appropriately for class on their scheduled days. Your child may be asked to remove jewelry that could pose a safety hazard – this is per the discretion of the PE teacher. Motor skills, coordination and physical development are stressed. A health form may be required.

### **Art Education**

Elementary children will participate in art class 1-2 times per week for 45 minutes. Students learn the fundamentals of art, artistic concepts and art appreciation. Many opportunities to use various materials are provided. Lessons and projects often connect with grade level themes and topics while providing meaningful and challenging experiences.

### **Vocal Music**

Elementary children will participate in vocal music classes 1-2 times per week for 45 minutes per session. Music education is designed to develop musical knowledge, understanding, and appreciation of music. Fifth grade students are offered the opportunity to participate in orchestra and choir which meets before the elementary school day at the middle school.

### **Media Center**

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

### **Technology**

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

## Special Services

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

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

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

## Field Trips

Field trips may be taken as a part of classroom studies. Parents will be notified when each field trip is planned and may indicate if they do not wish their child to attend the trip by contacting their child's teacher and the office in writing. Parental permission will be obtained before any student leaves the district on a trip.

Work in the classroom, before or after the field trip, makes it a meaningful, worthwhile and enriching experience for the child. All school rules and transportation policies are in effect on field trips. If parents chaperone they are agreeing to the responsibility of supervising students. For this reason, chaperones should not bring along children that are not a member of the class. All volunteers must complete a background check through the district and it is the district's discretion to allow or exempt volunteers from participating in the field trip based on the findings of the background check. The transportation for all field trips is to be by vehicles owned by the district, driven by approved drivers. All students and volunteers are expected to ride the approved school owned vehicle to and from each activity. District students not affiliated with the trip activity and non district students are not permitted to ride on the trip vehicle. (Cross References: Board Policy po2340 *Field and Other District-Sponsored Trips*, MCL 380.1282 & po8640 *Transportation for Field and Other District-Sponsored Trips*)

## Food Services

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

Our food service program is computerized so students may make deposits of any amount into their personal accounts. Students are encouraged to bring lunch money on Mondays. Please send food payments for each child separately in a sealed envelope clearly marked with the child's name and classroom teacher. Food or milk costs will be deducted from student accounts as they are used. Parents are notified if their child's account needs to be replenished.

Charges are discouraged and to be used only in emergencies. It is important that parents maintain a positive balance in their child's food and nutrition account. The charge policy only allows for students to charge up to three meals. Students who are no longer able to

charge a meal will receive a peanut butter and jelly sandwich and milk for lunch until their account balance has been rectified.

Applications for free and reduced priced school meals are sent home at the beginning of each school year, available in the school office or on our district website:

[www.gpsjackets.org](http://www.gpsjackets.org). Please notify the school if your financial status changes or fill out a new application. Food prices will be published in newsletters at the beginning of each school year and are subject to change.

## **Classroom Parties/Special Occasions**

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

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

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

## **School Pictures/Yearbooks**

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

## **Acceptable Use Policy**

Each year students and parents must sign and agree to the Greenville Public Schools Acceptable Use Policy (AR 409) in order to use school equipment to access the Internet. If you and your child have not signed an Acceptable Use Policy please contact the school office. (Cross-Reference: Board Policy po7540.03 *Student Education Technology Acceptable Use And Safety*) The policy is outlined/summarized below for your information:

### **Privileges**

**In order to facilitate learning and enhance educational information exchange when given instructional permission, users have the privilege to:**

1. Use all authorized hardware, software, and resources.
2. Access information from district and outside resources.
3. Use authorized personal equipment within the district's facilities. Personal technology used within the school/work day will fall under the same rules as technology provided by the district.

## **Responsibilities**

### **Users are responsible for:**

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

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

### **Users are prohibited from:**

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

## **Technology Protection Measures**

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

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

3. Prohibit disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

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

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

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

### **Consequences of Violations**

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

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

## **Student Information**

Parents have the right to inspect and review educational records relating to their child. Notify the building principals with requests.

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

## **Drug Free School Federal Law**

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

## **Weapons**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

(Cross References: Board Policy po5772 *Weapons*, 380.1311, 380.1312(1), 380.1313 20 USC 7151)

## **Tobacco Free Schools**

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

## **School-Wide PBIS**

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

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

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

A sample of our referral form is on page 24 which details the major and minor offenses they may occur along with examples of teacher and administrative action that may be taken to address behaviors. Our behavior matrix and behavior intensity levels with examples of supports are on page 25.

## **Student/Parent Rights**

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well. In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District. The District realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Parents also have rights in the school system to know about their student's educational experience. In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means



instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments. (Cross References: Board Policy po5780 *Student/Parent Rights*)

### **Due Process Rights**

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the District establishes guidelines for short-term and long-term suspensions including expulsions. These guidelines are outlined in Board Policy po5611. Appeals may be addressed to the Superintendent whose decision will be final. (Cross References: Board Policy po5611 *Due Process Rights*)

### **Non-Discrimination Provisions**

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students. Please refer to Board Policy 2260 for more information. (Cross References: Board Policy po2260 *Nondiscrimination And Access To Equal Educational Opportunity*)

# Signature Page

*Registering your child online requires a digital acknowledgement of this handbook as part of the enrollment and registration process.*

My child and I have read and understand the rules and procedures outlined in this handbook.

We understand the importance of school rules and guidelines for the safety and success of all children. By signing this form we agree to follow these rules and procedures.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_