



Greenwood Elementary School Student Handbook

2023-2024

Please read the handbook and return the last page to your child's
classroom teacher.

A Message from Mr. Lilly, Elementary Principal

Dear Parents and students,

Greenwood Elementary School is an amazing place for your students to attend with our commitment to small class sizes and engaging content. We have a culture rich in strong family involvement and connection to our community. We are proud of the hard work our students and staff apply daily to being better than we were yesterday. Our motto of Pride, Passion, and Excellence is seen in the growth of our students and the size of our summer school attendance by our students.

A walk around our unique school, you will see our students and staff engaged in many different levels of learning. The open concept of our school offers our students the opportunity to learn in a different environment than others students around the state or nation. Our staff is committed to “meet the needs of every student, every day” which is our mission statement.

Starting my second year here in Greenwood, I am grateful for the opportunity to serve your community to the best of my ability. I look forward to many accomplishments and experiences this upcoming year. I am honored to be given the opportunity to assist in the growth and encouragement of your students.

Fostering the growth of our students is part of our mission here at Greenwood Elementary School. I am looking forward to working with you to continue to keep our school a safe and positive learning environment. Please stop by or contact me at any time to discuss our elementary school and how we can serve you!

Sincerely,

Mr. Shane Lilly
Greenwood Elementary Principal

2023-24 GREENWOOD ELEMENTARY SCHOOL STAFF

| | |
|---|-------------------------------------|
| Mr. Shane Lilly, shlilly@greenwood.k12.wi.us | Principal |
| Mr. Joe Green, jogreen@greenwood.k12.wi.us | Superintendent |
| Mrs. Maddi Nikolai, manikolai@greenwood.k12.wi.us | School Counselor |
| Mrs. Katie Brand, kabrand@greenwood.k12.wi.us | School Psychologist |
| Ms. Lindsey Schubert, lschubert@cesa10.org | Director of Special Education |
| Mrs. Rebecca Kohnert, rekohnert@greenwood.k12.wi.us | Secretary |
| Mrs. Camille Baehr, cabaehr@greenwood.k12.wi.us | 4 Year Old Kindergarten |
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| Mrs. Julie Plautz, juplautz@greenwood.k12.wi.us | First Grade |
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| Mrs. Rebekah Dorwaldt, redorwaldt@greenwood.k12.wi.us | Second Grade |
| Ms. Stacia Jacoby, stjacoby@greenwood.k12.wi.us | Second Grade |
| Mrs. Tera Horvath, tehorvath@greenwood.k12.wi.us | Third Grade |
| Mrs. Amanda Kosar, amkosar@greenwood.k12.wi.us | Third Grade |
| Mrs. Kim Kolano, kikolano@greenwood.k12.wi.us | Fourth Grade |
| Ms. Marissa Klein, maklein@greenwood.k12.wi.us | Fourth Grade |
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| Ms. Michelle Blohm, miblohm@greenwood.k12.wi.us | Special Education Teacher |
| Mrs. Maureen Reinhardt, mareinhardt@greenwood.k12.wi.us | Speech/Language |
| Mrs. Amanda Schlough, amschlough@greenwood.k12.wi.us | Title 1 |
| Mrs. Michele Green, migreen@greenwood.k12.wi.us | Library/Media Technology Specialist |
| Mrs. Shauna Eilts, sheilts@greenwood.k12.wi.us | 4K-6 Vocal Music |
| Mrs. Carey Bryhn, cabryhn@greenwood.k12.wi.us | Physical Education |
| Ms. Shaylee Croxall, scroxall@loyal.k12.wi.us | 6-12 Grade Band |
| Mrs. Deb Englebretson, deenglebretson@greenwood.k12.wi.us | K-12 Art |
| Mrs. Julie Denk, judenk@greenwood.k12.wi.us | SPED Educational Assistant |
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| Mrs. Jeri Lynn Haase, jehaase@greenwood.k12.wi.us | Food Service Director |
| Mr. Shane Rasmussen, shrasmussen@greenwood.k12.wi.us | Day Custodian |
| Ms. Kathy Johnson, kajohnson@greenwood.k12.wi.us | Night Custodian |



GREENWOOD ELEMENTARY SCHOOL DAY 4K - 6TH GRADE DAILY SCHEDULE

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| 7:40 | Students are allowed in the building, Breakfast is available in the cafeteria |
| 8:05 | Students report to classrooms, Breakfast ends |
| 8:10 | Academic Classes Begin |
| 9:40-9:55 | Morning Recess A |
| 10:05-10:20 | Morning Recess B |
| 11:05 - 11:30 | Lunch A |
| 11:30 - 11:55 | Lunch Recess A |
| 11:35 - 12:00 | Lunch B |
| 12:00 - 12:25 | Lunch Recess B |
| 12:05 - 12:30 | Lunch C |
| 12:35 - 1:00 | Lunch Recess C |
| 1:00 | Academic Classes Continue |
| 3:05 | Academic Classes Conclude |
| 3:10 | Dismissal |
| 3:15 | Busses Dismiss |
| 3:17 | Walkers/Bikers Dismissed |

ATTENDANCE

Students are required by law to attend school (see Section 118.15 below). Once a student uses 10 excused absences due to illness, a reminder letter will be sent home about the importance of good attendance and a doctor's note will be required for any future absence to be excused. Absences without a doctor's note will be considered unexcused. Once 5 unexcused absences are accrued, the Greenwood Police Department will be notified of the truancy. All absences WITH a doctor's note are counted as excused absences.

Section 118.15 of the Wisconsin Statute requires attendance at some school regularly, to the end of the school term, quarter, semester, or other division of the school year in which the students are 18 years of age, unless the child has a legal excuse during the full period and hours that the public, parochial, or private school in which such child should be enrolled may be in session or the child has been excused from attendance, if age 16 or older, with the written approval of the parent.

Absence and illness: If your child is absent a parent's signed and dated statement must be sent to school upon the child's return, or a parent may call the elementary school explaining the absence. Absences should be held to a minimum. The student's first obligation is to their schoolwork. Too many absences may result in poor work and then failure.

Excused absence: Absence from school for the following reasons are classified as excused absences:

- a) **Illness:** If your child is ill please do not send them to school. Call and let the office know that your child will be at home.
- b) Impassable roads or inclement weather.
- c) Emergency such as illness, an accident, funeral, etc.
- d) Death or marriage in the immediate or close family relationship.
- e) Other absence for which arrangements are made in advance with the principal such as:
 1. Observance of religious holidays or activities within reasonable limits.
 2. Family being out of town and being unable to make reasonable arrangements at home for proper care of the children.
 3. Other times, where in the judgment of the principal, it is within the best interest of the student to be absent from school.

Disposition: Students away from school for any excused absence will be expected to make up a reasonable amount of the work missed and without other penalty.

What happens if the absence is unexcused: When a student is absent without good reason or because of disciplinary action, he/she is considered “Unexcused”. Special work assignments can be arranged with your child’s teacher. If such arrangements are not made, a zero will result for the work missed.

Student absence: If a student will be absent for some activity, it is the responsibility of the student (parent) to get permission from the office for such absence prior to the absence. In the case of an absence such as religious meetings, court appearances, travel with parents, funerals in the family, doctor or dentist appointments, etc., it is the responsibility of the student (parent) to clear it with the office as far in advance as possible before the intended absence.

Tardiness: If a student is tardy they need a written excuse just as they do for being absent. Parents may call the office in advance to inform the secretary that their child will be late. Morning and noon tardiness for good reasons will be excused and treated the same as absences.

Truancy means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. It also applies intermittent attendance carried on for the purpose of defeating the intent of the state attendance statute 118.15.

Habitual Truant means a student who is absent from school without an acceptable excuse, based on the district attendance policies, for part or all of five (5) or more days on which school is held during a school semester.

When a student is determined to be truant, a referral will be made to the Greenwood City Police Department.

REPORTING AN ABSENCE TO BE EXCUSED

In order for an absence to be coded as excused, students and parents/guardians must follow the following reporting procedure.

Parent/guardian must notify the school office by 8:30 a.m. the morning of the absence (calls can be made 24 hours a day by calling **715-267-7211** to leave a message) or parent/guardian must provide a signed note to the school office the following day. The note must include the reason for the absence and the date(s) that is/are to be excused.

Absences that are not reported by 9:00 a.m. the morning of the absence with a phone call or are not followed up with a valid note the following day, will be automatically coded as unexcused – no matter what the reason for the absence and will not be permitted to be changed.

Excused Absence

If the absence is excused, the student will be allowed the number of days absent plus one to complete all make-up work (assignments, tests, quizzes, projects, etc.). Example: A student absent for 3 days has 4 days to complete coursework. Assignments that were due on the day of an absence or tests/quizzes that were taken on the day of an absence should be handed in or taken on the day the student returns to school.

Note: The time allowed for make-up work begins when the student returns to school, not when a note is presented. Exceptions to this provision may be granted at the discretion of the individual instructor.

Unexcused Absence

In the case of unexcused absences, a student may not receive credit for classwork handed in or completed on the day the student was absent. Whether credit is awarded or not, missed work is to be handed in according to the days absent plus one (timeline stated above). Major tests (chapter, unit, and grading period) can be made up for credit in accordance with the same timeline. Tests not made up according to the timeline will be recorded as zeros.

Behavior Plan (Positive Behavior Intervention System)

PBIS schools across Wisconsin have created a more positive environment for students and staff by establishing clear expectations for their students and taking active steps in teaching, modeling and reinforcing appropriate behaviors school wide. The Greenwood Way will continue to provide guidelines for our expectations.

Bicycles

Students may ride their bicycles or scooters to school. Students should ride their bikes along the angled sidewalk as well as the west (playground) and north (bike racks) sidewalks. Student should avoid the sidewalk near the parent pick up line and bus line. They are to be placed in the bike racks at the beginning of the school day. A bike rack is provided on the north side of the building. Students may not ride freely once at school. For the safety of all students, privileges may be revoked for students who do not follow our safety guidelines.

Birthday Celebrations (Students)

One of the wonderful traditions of our Elementary School is the celebration of student birthdays. We wish to hold on to this tradition, but we will be careful to remember student's possible allergies to foods. It is very important that you contact your son/daughter's teacher to see if his/her classroom has any food restrictions. If there is a restriction it will be understood that we will follow the store/bakery label policy for birthdays and other festive occasions. The most helpful measure that you can take before sending treats to school is to read the label. Thank you for your understanding in this matter. A list of treat ideas can be requested from the teacher.

BREAKFAST/LUNCHES

Breakfast is served every morning from 7:40am - 8:05am. Students that arrive late may still receive breakfast but will need to eat in the office. Please see the daily schedule for lunch times. More information regarding meal costs is located in the Food Service section.

CELL PHONE POLICY

*Parents and students are encouraged to read the full text of the Board of Education policy governing Personal Communication Devices 5136 available on the District website or by contacting the district office.

Elementary School - Students are encouraged to not have cell phones at school. Students may not use their cell phone at any time during the school day. If phones are brought to school, they are to remain in backpacks which are stored on an unsecured coat rack. If a phone is seen out by any staff member at any time in the school day or at Kids' Club, it will be confiscated and brought to the office for the remainder of the day. The School District of Greenwood is not responsible for lost, stolen, or damaged cell phones.

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.

CHILD ABUSE (Suspected)

Wisconsin Law under section 48.981(2), Stats. requires that teachers, counselors and administrators "who [have] reasonable cause to suspect that a child seen by the person in the course of professional duties has been abused or neglected or who has reason to believe that a child seen by the person in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect will occur shall, except as provided under sub. (2m), report as provided in sub. (3)."

The personnel listed above are required by law to report any suspected abuse or neglect or threatened abuse or neglect. Please be advised that this is one of our responsibilities under Wisconsin state law.

DISCIPLINE

Please see the definitions below regarding minor problem behaviors and major problem behaviors. Every student at GES has the right to an education. Therefore, students displaying behaviors that take away the learning opportunity of other students will receive disciplinary actions. Once a minor behavior (listed below) has been reported three times in a trimester, it moves to the major behavior and will be disciplined as such. Minor behaviors will result in disciplines like missing recess time, eating lunch in the office or other disciplinary actions. Major behaviors will result in disciplinary actions up to and including, in-school suspension, out of school suspension and possible expulsion, or other disciplinary actions. Students that engage in the disruptive behavior that violates The Greenwood Way or another students right to an education will be dealt with at the discretion of the building principal.

GES Office Discipline Referral Definitions

| Minor Problem Behavior | Definition |
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| Defiance/Disrespect/Non-compliance | Student engages in brief or low-intensity failure to respond to adult requests. |
| Disruption | Student engages in low-intensity, but inappropriate disruption. |
| Dress Code Violation | Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district. |
| Food/Drink/Candy | Student consumes food, drink, candy, ect. during class without permission. |

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| Inappropriate Hallway Behavior | Student engages in inappropriate behavior in the hallway. |
| Inappropriate Language | Student engages in low-intensity or unintentional instance of inappropriate language. |
| Not Prepared | Student came to class without required materials. |
| Physical Contact | Student engages in non-serious, but inappropriate physical contact. |
| Tardy | Student arrives at class after the bell (or signal that class has started). |
| Other | Student engages in any other minor problem behaviors that do not fall within the above categories. |

| Major Problem Behavior | Definition |
|---|---|
| Disrespect/Insubordination | Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions. |
| Dress Code Violation | Student wears clothing that does not fit within the dress code guidelines practiced by the school/district. |
| Fighting | Student is involved in mutual participation in an incident involving physical violence. |
| Harassment/Bullying | Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. <i>*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</i> |
| Inappropriate Language | Student engages in high-intensity or intentional instance(s) of inappropriate language. |
| Lying/Cheating | Student delivers message that is untrue and/or deliberately violates rules. |
| Physical Aggression | Student engages in actions involving serious physical contact where injury may occur (ex. Hitting, punching, hitting with an object, kicking, hair pulling, scratching, biting etc.). |
| Possession of Tobacco/Drugs/Alcohol/Weapons | Student is in possession of or is using tobacco, drugs, alcohol, weapons, or illegal substances. |
| Repetitive Minor Behavior | Student engages in repetitive minor behaviors (listed in the table above). Example: student continues to be disruptive during class time or student continues to use accidental inappropriate language. |
| Technology Violation/Cell Phone Use | Student engages in inappropriate (as defined by school handbook) use of cell phone, tablet, iPod, music/video players, camera, and/or computer. |
| Theft/Forgery | Student is in possession of, having passed on, or being responsible for removing someone else's |

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| | property or has signed a person's name without that person's permission. |
| Truancy/Repeated Tardiness | Student receives an "unexcused absence" for 1 day or more. Student is late to class or the start up of the school day three or more times per quarter. |
| Vandalism | Student intentionally abuses or damages school property. |
| Other Behavior | Student engages in problem behavior not listed. |

DRESS CODE

All students are expected to dress in clean, appropriate clothing. Hats, and other outdoor headgear, are not to be worn inside the building unless permission is granted from the principal's office. Responsibility for the personal appearance of students enrolled in the Greenwood School District normally rests with the students themselves and their parents/guardians. Student dress should not, however, disrupt the learning process within the school; or affect the health or safety of students or school personnel. Any article of clothing or accessory that administration perceives to be dangerous, distracting or offensive may be required to be removed, and/or stored in the office, or kept at home.

Shoes or sandals (not slippers) must be worn at all times. **All students MUST have a pair of rubber sole sneakers for inside the school building.** Inside shoes will not be allowed off the pavement on the playground.

Please keep in mind that the dress code outlined above is not so much about restricting what students can wear as it is attempting to make the school environment as conducive to learning as possible. Many of the items that are not appropriate in the school setting are acceptable for other occasions and settings. Any staff member has the authority to deem student dress as inappropriate and it is the responsibility of the building principal to interpret the intent of the dress code and to make final decisions regarding student dress. If determined to be dressed inappropriately, students will be asked to adjust their clothing (change, cover-up, etc.) before continuing to attend classes. Parents will be contacted if students refuse to comply with decisions made with respect to the dress code. The staff at Greenwood will attempt to enforce the dress code as consistently and fairly as possible.

The District may direct students, staff, parents/guardians and visitors to wear face masks or facial coverings while inside school district buildings and school vehicles, including those contracted by the District (school buses and vans) and/or in attendance at a District-sponsored event or activity during a health crisis as defined by the Centers for Disease Control, Wisconsin Department of Health Services, and/or the Clark County Health Department.

Face masks or facial coverings worn at school must adhere to the following guidelines.

- o The mask must fit each child appropriately and be worn properly covering both the nose and the mouth.
- o Any solid colored and/or patterned mask is acceptable. A mask featuring characters is acceptable.
- o If school administrators deem a mask inappropriate, extra masks will be available at each school for the student to wear if he or she is asked to change his or her mask.

Individuals who are otherwise required to wear a face covering may remove the face covering in the following situations:

- While eating or drinking;
- When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means;
- When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines; and
- Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering.

A student may be exempted from wearing a mask, if he/she provides a note from a medical physician indicating such. The district will then accommodate by providing a face shield.

NOTE: Parents may be notified if students continually violate the dress code.

DRUG-FREE SCHOOLS

The possession, distribution, or use of illicit drugs or alcohol will not be tolerated on district property, in district owned or rented facilities, in district owned or leased vehicles, at school activities, or at activities under the direction and/or supervision of district staff. The penalties may include suspension and expulsion from school.

- a) Information about drug and/or alcohol counseling will be available in the guidance office.
- b) Compliance with standards of conduct is mandatory.
- c) Prevention education will be systematically taught in health classes, science classes, social studies, and family and consumer education classes.

Tobacco/Nicotine/Vaping use: No one may use tobacco/nicotine in any district building on school property, or in district owned/leased vehicles. In addition, students are not allowed to use tobacco/nicotine at school sponsored and/or school supervised activities. Penalties may include suspension from school for up to three days.

Weapons: Any instrument judged by school personnel to be a weapon is forbidden from school buildings, property, vehicles, or activities. The penalty may be expulsion.

ELEMENTARY RECREATION

The School District of Greenwood does have an Elementary Recreation Coordinator that helps ensure equity in our programs. GES offers a variety of sports programs and registration information is sent home via Thursday folders. All students that participate in Elementary Recreation Programs must complete the GES Athletic Code before participating in any practices or games.

EMERGENCY CLOSING

The decision to cancel or delay school will be made in the interest of safety for our students. The district will make every effort to make this decision by 6:00 AM.

If school is canceled, or dismissed early due to inclement weather, ALL after school and evening school activities, practices, and games are also canceled. This would include Kids' Club.

Information regarding school closings, late starts and early dismissal will be shared with the public in several ways:

- 1) SkyAlert Message Center-our automatic phone message system.
- 2) Skyward Family Access will generate email messages to households with email setup.
- 3) TV Stations-WEAU TV 13, WSAW TV 7, WAOW TV 9.

Radio Stations-WDLB AM 1450, WCCN AM 1370, WCCN FM 107.5, WAXX FM 104.5, I-94 FM 94.1

- 4) The District's web page and Facebook page will also post any closings, delays or dismissals.

EMERGENCY DRILLS

GES practices 3 different types of emergency drills throughout the school year; fire, tornado and ALICE drills. Staff and students will practice at least one drill per month during the school year. Please contact the elementary office for more information regarding our drill procedures and practices.

FIELD TRIPS

Students benefit greatly from experiential learning. Students need to bring home a field trip permission form if the trip is out of town or on public transportation.

Due to the small nature of our community and the opportunities that sometimes arise spontaneously, students may go on walking field trips with their classroom without parent permission forms being completed.

A complete list of all students being transported shall be prepared prior to each trip and a copy shall be given to the adult chaperone in charge and one copy filed in the office.

The chaperone will take roll call of students on the bus before the bus leaves the school. Another roll call shall be taken before the bus leaves to return to the school.

Students who are transported on special trips by bus must return by bus without exception unless the principal gives prior approval. Students will be given permission to return with parents from bus trips if a written request is filed with the principal and approved.

All chaperones must be on the approved volunteer list to attend any portion of a school field trip. Please fill out the volunteer form if you are interested in volunteering in your child's classroom.

FUNDRAISING

Greenwood Elementary does one fundraiser in February. This fundraiser allows GES to do fun things like Popcorn Fridays, Reading Incentives, Turkey Challenge, and more. Each student is responsible for the items sold and money collected. All funds must be turned into the office by the designated deadline.

FOOD SERVICE

The Nutrition Program is a vital part of the education services provided to the children of the School District of Greenwood. We offer the following services for students: breakfast and lunches. We are proud of the high quality of food provided for the children.

Parents may buy any number of meals in advance and are encouraged to pre-pay rather than sending cash with students every day. Families may apply at any time for the free or reduced lunch program. Send checks payable to the School District of Greenwood with your child or mail payment to the school. Please send one check per family. Please refer to the School Lunch Program newsletter which is mailed out to each family, or pick one up at either school office at the

beginning of the school year for complete details on the food service program. This form will be available during student registration or can be picked up in the office throughout the school year.

Every effort will be made by the School District of Greenwood to keep parent(s)/guardian(s) informed regarding their family meal account. However, it is ultimately the responsibility of the parent(s)/guardian(s) to maintain a positive balance in their account so that the district can provide meals to their children. All families will be asked to make an initial deposit of at least \$25 to activate their family accounts. The maximum amount that a family account will be allowed to go in the negative is \$50.

- **Family Access:** Through this online program parents have the ability to track student activity/usage, and view their family balance.
- An automated courtesy phone call will be made on Wednesday and Sunday evenings to families with a balance of less than \$25.00.
- **When a family meal account becomes negative:** Notifications to parents/guardians will be made thru an automated courtesy phone call.
- **When a family meal account becomes -\$25.00:** A letter will be mailed to the parent(s)/guardian(s) letting them know that they need to deposit funds into their account so that their children can continue to participate in the meal program(s). An automated phone call will be made on Wednesdays and Sundays to families with a balance that is -\$25.00.
- **When a family meal account becomes -\$50.00 -** A personal call will be made by a school representative to let parents know that they will need to provide meals from home for their child(ren) until sufficient funds are deposited in their account to bring it back to a positive balance. A follow up letter will also be sent to remind parents/guardians that the school meal account is deactivated.

A student may pay for a daily meal, even if their account is negative.

Students eligible for free meals will not be denied a meal because of a negative account balance, however they will not be allowed to charge a la carte items, including milk to have with a cold lunch.

Any families having difficulty with maintaining accounts in good standing are requested to contact the district bookkeeper to make a payment plan. Payment plans must cover current monthly charges plus an amount agreed upon by both parties.

FOOD & DRINK

Snacks and beverages in the classroom are at the discretion of the classroom teacher. Students are permitted to have clear water bottles with only water in them. This prevents damage due to spilling and gives the staff an opportunity to know that the water in the bottle is just water. If there is a need for a student to have something other than clear water, please contact the principal.

HARASSMENT AND/OR BULLYING OF STUDENTS

Harassment and/or bullying of students will not be tolerated in the School District of Greenwood , which includes any property or vehicles owned, leased or used by the school. The School Board considers these actions to be detrimental to the health and safety of students, and disruptive to the educational environment.

The educational environment is defined as consisting of every activity under the supervision of each school. For purposes of this policy, harassment and/or bullying are defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment.

Harassment and/or bullying could include acts motivated by, but not limited to, hostility toward the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, gender identity, social, socio-economic or family status, physical attributes, disability/handicap or any other basis protected by state or federal law. Examples of acts of harassment and/or bullying include physical intimidation, force or assault, humiliation, bigoted epithets, vandalism, extortion, oral or written threats, taunting, put downs, name calling, threatening looks or gestures, false accusations, social isolation, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating hostile or offensive school environment.

All forms of harassment in cyberspace, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy. Cyberbullying includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs or any other messages via cyberspace. For purposes of this policy, "cyberspace" is defined as a global domain within the information environment consisting of the independent network of information technology infrastructure, including the Internet, telecommunications networks, computer systems, and embedded processors and controllers.

In situations in which cyberbullying originated off school property or from a non-school computer or telecommunications device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly impedes the day to day operations of school. Such conduct includes, but is not limited to harassment, bullying or making a threat off school grounds through cyberspace that is intended to endanger the health, safety or property of others at school, a District employee or a school board member.

Any student who believes he/she has been subject to harassment and/or bullying may file a complaint in accordance with established complaint procedures or may complain directly to the building principal or designee or the District Equity Coordinator. Filing a complaint or otherwise reporting harassment and/or bullying in good faith will not reflect upon the individual's status nor will it affect his/her grades or benefits provided by the District. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective and/or disciplinary action when this conduct has occurred.

Any student or parent/guardian who becomes aware of or witnesses harassment and/or bullying has an obligation to report and will be supported by involved staff members in reporting the bullying/harassment to the proper authorities. Any District employee who becomes aware of or witnesses harassment and/or bullying has an obligation to intervene and report.

Students who engage in harassment and/or bullying in violation of this policy and/or retaliating against an individual for reporting harassment and/or bullying shall be subject to school disciplinary measures consistent with District policies and procedures up to and including suspension and/or expulsion.

The superintendent will develop administrative rules to implement this policy.

Notice of this policy will be circulated to all school levels and departments in the district on an annual basis and incorporated in employee and student handbooks. It will also be distributed to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement.

LEGAL REF: Sections 118.13 Wisconsin Statutes 120.13(1), 120.44, 895.77(2), 947.0125, 947.013, 948.51(2)

PI 9, Wisconsin Administrative Code

Title IX, Education Amendments of 1972

Title VII, Civil Rights Act of 1964

Purpose: This policy is to ensure that all individuals employed, enrolled, or active at Greenwood Schools have a right to be free from harassment / bullying and a legal right to a life free from harassment /bullying of any kind. Thus, the purpose of this policy is to provide, as far as possible, a safe, pleasant, and humane atmosphere for learning and working.

Defined: Harassment / Bullying is any unwanted activity directed at an individual by another individual.

WISCONSIN STATUTE 947.013

(a) "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

(b) "Credible threat" means a threat made with intent and apparent ability to carry out the threat.

CROSS REF: Sexual Harassment Policy 512

Methods: May include but is not limited to the following:

A. Verbal abuse or name-calling, of a demeaning, derogatory or threatening nature.

B. Verbal, physical (touch), written, graphic, or gesture (unspoken) reference of a demeaning, derogatory or threatening nature concerning another pupil's capacity.

C. Defacing of school property with written or graphic materials of the nature set forth in paragraph B above.

D. Theft, damage or destruction of another's control such as school texts, library materials, and athletic equipment.

E. Physical assault on another student, or threatening to do so.

F. Bullying - Creating an atmosphere, which tends to establish a hostile environment, for another student.

G. Any other conduct, whether intentional or unintentional, which results in harassment/bullying of the nature set forth above in paragraphs A-F, inclusive.

Harassment /Bullying Complaint: If any person believes they are being harassed as defined in the district policy or in another manner they have the right to inform their immediate supervisor, administrator, counselor, teacher, or any board member and file a complaint as outlined in the Harassment/ Bullying Complaint Procedure.

Harassment/Bullying Complaint Procedure

Level 1

Step1 Report any incident of harassment/bullying within two (2) school/business days to your immediate supervisor, administrator, counselor, teacher, or any school board member by completing a Level 1 Complaint Form. The district administrator or building principal shall investigate the alleged incident and determine the appropriate consequences.

Level 2

Step 1 If there is no change in the behavior of the person, the complainant may file a Level 2 Harassment/Bullying Complaint Form with the building principal or district administrator. Within five (5) school/business days of receipt of the written complaint, the District Complaint Investigation Team, listed below, shall investigate the alleged incident and report its findings to the district administrator or building principal. The district administrator or building principal shall reply to the plaintiff within ten (10) school/business days regarding any action taken or not taken.

Step 2 If the complainant is dissatisfied with that result, he/she may appeal to the District Human Fairness Committee through a signed written statement. The District Human Fairness Committee shall consist of the district administrator or building principal, guidance counselor, and up to three additional staff members for equity balance. The District Human Fairness Committee shall reply to the plaintiff within ten (10) school/business days.

Step 3 If the complainant is dissatisfied with that result, he/she may appeal to the Greenwood School Board through a signed written statement. The school board shall review the complaint and respond to the plaintiff within thirty (30) school/business days.

Step 4 Any further appeals shall be directed to the State Superintendent, Department of Public Instruction.

Note: The current Complaint Investigation Team members are: District Administrator, counselor, principal, a school board member, an employee mutually agreed upon by the certified and non-certified staff members. In case(s) of conflict of allegations the president of the Board shall excuse said committee member and appoint an alternate for the interim of the investigation.

LEGAL REF: Section 974.013, Wis. State Statutes

CROSS REF: Policy 512 Sexual Harassment

- Complaint forms are located in the office.

Inclement Weather

Greenwood Elementary recognizes the importance of physical activity for our students. We plan to send students outdoors for recess each day. As a general guideline, heavy snow, rain, or temperatures/wind chills below 0 degrees F will assist in making these decisions. These decisions are made with the safety of our students in mind.

It is important that parents send weather appropriate clothing to school. The items the students wear to school will be their recess clothing. It will be expected that they wear these items outside during recess.

Reminder: It is expected that all students have boots or an extra pair of shoes to be worn as outside shoes. As weather conditions can change outside quickly it is important that students have dry shoes inside throughout the day. The office has limited extra gear for students to borrow.

KIDS' CLUB

Greenwood Elementary offers an after school care program for our students. During this time, students will enjoy a healthy snack, complete homework and reading steps, and participate in other various activities. Kids' Club runs until 5:30 each day that school is in session. Registration forms are available in the office and this can be started and stopped anytime throughout the school year.

LIBRARY MEDIA CENTER

The library provides materials to meet the needs of the students and staff and a full range of media to support and enrich the curriculum. As an integral part of the school, the library media

program will provide resources, instruction, and enrichment for students and staff. Through the use of a variety of media resources, the library media program will encourage students to seek information, thus continually expanding their knowledge while satisfying the differing needs and interests of individuals. Fines or replacement costs will be charged for lost or damaged books.

LOST AND FOUND

Please plainly mark all boots, mittens, hats, coats, etc. with your child's name. A lost and found location is kept by the pupil services office. Please check the lost and found frequently. Items remaining in the lost and found will be donated at the end of the school year.

MEDICATIONS

No medication will be given without a signed medication form from the students' parent or guardian. A written note or physician's note, with the amount to be given, time of day, and type of medication to be given must be in the office before any prescription medications can be given. All medications must be given out by office staff. Medication must be in a labeled "school bottle" from the pharmacy. Inhalers may be kept in students' backpacks and available for immediate use.

PETS - ANIMAL VISITS

Approved pets may be brought to school for visits when classes are on a particular unit or for some special reason. These visits must be cleared by the building principal to ensure consideration of the safety and well-being of all students.

PLAYGROUND

All students shall play outdoors during the supervised recess unless excused for health reasons. We encourage all children to go outside. The air inside the school gets very dry during the winter months. Students who must remain indoors will be expected to pursue quiet activities. Please send a medical note to the teacher if your child is to stay indoors. Students entering the building during recess and noon hour must have permission of the supervising teacher.

The school furnishes necessary playground equipment. Personal toys and trading cards are not permitted at school. If a student brings a toy from home, it will be confiscated by a staff member and returned with a note home. If it continues to be a problem it will be addressed by the principal. Teachers that use these as a classroom incentive will send a note home after clearing it with the building principal (example: bring a stuffie day or pajama day with your favorite stuffed animal.) If students wish to bring sports equipment from home they should mark it to avoid loss. The school is not responsible for lost equipment. School equipment is not to be taken home for personal use.

Students are to report all accidents or problems to the supervisor in charge at the time of the occurrence. This is especially important when an injury requires prompt medical treatment.

VISITATIONS

If a student's friend or relative wishes to visit the school with them they may visit only one-half day, with the prior approval of the principal. It is not always convenient to have visitors in the classroom. Classes do not necessarily have room for a visitor. Some days may be better than others so be sure to get approval first.

Parents are always welcome to visit the school! Please check in at the office before going into the classroom. If you would like to have school lunch with your child, please let the school office know before 9:00 that day so we can plan accordingly.

Non-Discrimination Statement And Complaint Procedure

The Greenwood School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, learning disability, or handicap in its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex or handicap.

The district encourages informal resolution of complaints under this policy. If any person believes that the Greenwood School District or any part of the school organization has failed to follow the law and rules of s.118.13, Wis. Stats., or in some way discriminates against pupils on the basis listed above, he/she may bring, or send a complaint to the District Office at the following address: District Administrator of the Greenwood School District, 306 W Central Avenue, Greenwood, Wisconsin 54437.

Step 1. A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator. The administrator shall send written acknowledgement of receipt of the complaint within 45 days.

Step 2. A written determination to the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis., Stats. Complaints under 20 USC. 1231e-3 and 34 CFR ss. 76.780-76.78s2, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3. If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgement within 45 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

Non-Discrimination Statement For Student Conduct

All student behavior should be based on respect and consideration for the rights of others. Students have a responsibility to know and follow the rules and regulations of the school.

Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Greenwood School Board in all district employees, for the educational purpose underlying all school activities, and for the widely shared use of school property.

The School District of Greenwood shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

PUBLIC NOTICE

In compliance with state statutes 118.125 (1) and (2) (j), the School District of Greenwood will routinely publish and make available information which it considers directory data such as names and/or pictures of students on honor rolls, in student organizations, athletic or extra-curricular teams, or in school activities. Directory data is further defined as pupil records, which include names, addresses, telephone numbers, and participation in activities and sports. A parent or guardian may inform the school that all or part of such information may not be made available by calling the principal of the school in which their child is enrolled.

SCHOOL DISTRICT OF GREENWOOD TECHNOLOGY/INTERNET USE POLICY

The School District of Greenwood Acceptable Use Policy supports the use of technology and recognizes the importance of technology education for all GSD students, staff, and community members. The primary mission of the GSD in providing technology opportunities is to improve the technology literacy of our students and staff while addressing the Wisconsin Model Academic Standards for Information and Technology Literacy (ITLS) Wisconsin Technology and the 21st Century Information Literacy Standards. Therefore, priority of the use of technology will be given to GSD students and staff.

For purposes of clarification, the use of the word “technology” is defined as all electronic devices used in the School District of Greenwood. This includes, but is not limited to, stand-alone computers, local area network computers, telecommunication systems, and the Internet.

The GSDAUP reserves the right to log network use, to monitor file server space utilized by users, and to have access to all files maintained on the network. The district reserves the right to refuse use for what it considers unlawful or inappropriate use.

Students under the age of 18 are presumed to have parental permission to utilize the technology provided by the GSD just as they might use any other educational tool within the curriculum. Any parent wishing to restrict use, after signing the GSDAUP, must indicate their desire in writing to the building principal. Such restrictions will only cover individual use. Classroom use under the direct supervision of a member of the Greenwood School District staff is considered part of the school’s mission; parental restriction under such supervision will be honored to the best of the district’s ability.

In accordance with requirements of the Children’s Internet Protection Act (CIPA), all equipment connecting to the Internet from within the GSD’s buildings will be filtered. The GSD will prevent, to the best of its ability, users from accessing or transmitting visual depictions of material deemed as obscene, pornographic, or harmful to minors, as defined in CIPA.

The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The GSD shall not be responsible for information that may be lost, damaged or unavailable while using the district network.

The following are guidelines for acceptable use; they are not meant to be all inclusive.

1. Students have the responsibility to respect and protect the rights of every user in the GSD. Users will access their own files and accounts only. Users may not access, copy or modify the files or data of another user. This includes, but is not limited to, the following:
 - Not revealing passwords to others,

- Impersonation of another user, anonymity, and pseudonyms for the purpose of subverting the appropriate use of technology,
 - Not logging-in under another person, and
 - Logging-off individual workstations in a timely manner.
2. Students are expected to act in a responsible, ethical, and legal manner in accordance with the GSD AUP, acceptable rules of network etiquette, and federal/state law. Information, either uploaded or downloaded with permission, shall be subject to “fair-use” guidelines. Network access may not be used for commercial purposes, nor for any illegal or offensive activities exemplified by, but not limited to, the following:
- Use of technology for fraudulent copying, modifying or circulating of copyrighted materials, including the illegal use of copyrighted software,
 - Use of technology for non-educational activities, and
 - Use of technology for product advertising or political lobbying.
3. All who access the Internet through the GSD network are responsible for appropriate behavior as determined by an immediate supervisor. Cyber bullying will not be tolerated. The administration shall fully investigate all reports of cyber bullying. In situations where cyber bullying originated from a non-district computer but was brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy. Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety, or property of others at school, a district employee, or school board member. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.
4. Users will not access areas that contain “adult” or “obscene” materials or other inappropriate information. If such sites are accessed accidentally, the user is to exit immediately. This includes, but is not limited to, messages, files or data that contain:
- Pornographic or erotic images,
 - Sexual implications,
 - Racial slurs,
 - Derogatory comments designed to cause harm to other people or organizations, including comments that offensively address age, sexual orientation, beliefs (political or religious), gender, national origin, disability, or, in any way, defames, slanders, or libels another,
 - Comments intended to frighten, intimidate, threaten, abuse, annoy or harass other people or organizations, and
 - Activities that invade the privacy of others.
5. Users are expected to help maintain the integrity of the system. Modifications, additions to, or abuses of hardware or software will not be allowed. There will be no uploading of any materials from the GSD’s system including, but not limited to, personal web pages, software or data files, without the prior permission of the immediate supervisor. Because of potential for viruses, hostile programs, unauthorized software, and limitation on hard disk space, files from the Internet are not to be downloaded into GSD’s system. Individuals will be personally liable for any virus or destructive acts that cause damage to any portion of a computer or the

network system. Downloading/uploading is prohibited except under the specific direction of the room supervisor. Again, information, either uploaded or downloaded with permission, shall be subject to “fair-use” guidelines. Problems should be immediately reported to the room supervisor. Maintaining the integrity of the GSD’s system includes, but is not limited to, the following:

- Not accessing unauthorized services or attempting to circumvent security measures, and
 - Not circulating files which may corrupt the integrity of the network (e.g. viruses).
6. Users are expected to limit their printing to that which is absolutely necessary.
 7. As a personal safety issue, users are cautioned not to reveal personal information including, but not limited to, an individual’s name, address, phone number, location, password, age, or gender over the Internet. Additionally, users are cautioned not to arrange face-to-face meetings with other users they meet over the Internet.
 8. Social networking sites including, but not limited to, blogs, e-mailing, and chat rooms can be potential learning tools for students. These sites and other Web 2.0 tools will be used at school with the permission and under the direct supervision of the classroom teacher.
 9. Users are reminded that all electronic communication systems and all information transmitted by, received from, or stored in the systems are the property of the School District of Greenwood. Users have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment. The District reserves the right to access files in the course of normal maintenance, or when there is cause to suspect misuse of the system.
 10. Users are reminded that Internet access is a shared resource, and it may be necessary to limit access time or put priorities in place for equipment use.
 11. Users are expected to follow all additional rules that are posted in the access area, and follow the directions of the supervisor.
 12. Internet access is provided at the school as an educational tool as defined within the curriculum. Use of the Internet is a privilege for staff and students, not a right.

Violations to the GSD AUP will result in the following disciplinary actions.

- First Offense – Loss of all computer privileges for two weeks/ or in accordance with current discipline policy and a letter will be sent to the parents/guardians.
- Second Offense – Loss of all computer privileges for the remainder of the school year/ or in accordance with current discipline policy and a letter will be sent to the parents/guardians.
- Extreme cases may result in action taken by the Greenwood Board of Education.

Electronics Policy

Students are permitted to possess electronic devices such as cell phones, ipods/ipads, video games, cameras or other personal electronic devices with communications functions for use in the school setting. Students may use their technology devices to support instructional activities occurring in the classroom. **Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.** All students must adhere to the Student Code of Conduct, Student Handbook, Acceptable Use Policy (AUP), and all Board policies. Electronic devices must be shut off in a school bathroom, locker room or other dressing

area AT ALL TIMES (note *Privacy in locker rooms/restrooms and other designated dressing rooms section of the handbook for more information.*

Students need to understand and follow the proper etiquette and acceptable guidelines that come with possession of these devices.

Electronics Privilege Guidelines -

- Electronics may be used for educational purposes at the discretion of each classroom teacher
- Students are expected to practice proper etiquette/netiquette when using electronic devices. i.e. silenced ringers during class
- Students who possess an electronic device do so at their own risk to possible loss, damage or liability.
- Student devices will be allowed to use the “Guest Wireless Network” and under no circumstances should privately owned devices be physically plugged into the school network connection points.
- Students are **NOT** permitted to use their own personal network (hotspot).
- Use of electronic devices for field trips, sporting events, or other activities during or after school hours will be at the discretion of the advisor/coach/teacher.
- iPod use for music only will be allowed at the discretion of instructor and shall not impede learning
- Reasonable suspicion that the electronic device has been used for an inappropriate act or in violation of a school policy may constitute a basis for searching the contents of an electronic device by administration. Examples that would be considered as criteria for reasonable suspicion include, but are not limited to the following:
 - a) Refusing to immediately allow confiscation of an electronic device.
 - b) The removal of the battery of an electronic device before confiscation.
- Students may use electronic devices before and after school, during lunch and passing periods.

Any student who uses an electronic device in a manner that violates board policy or any other policy or school rules shall be subject to consequences.

Consequences for violating the electronics policy include but are not limited to:

Device will be confiscated by school personnel and taken to the principal. Device will be held until the parent/guardian picks up. Detention or suspension may be assigned as determined by the principal.

Locker Room/Bathroom/Changing Area Offenses. Penalties for use in the above areas may result in suspension, expulsion or criminal charges may be filed depending on severity.

The Greenwood Way

EXPECTATIONS

| | HALLWAY | CAFETERIA | RECESS | BATHROOM | ASSEMBLY | LIBRARY | BUS | VIRTUAL |
|-----------------------|---|---|--|---|---|---|--|--|
| BE RESPECTFUL | <ul style="list-style-type: none"> Walk on the right side Give a friendly reply when spoken to Level 1 Voice | <ul style="list-style-type: none"> Level 2 Voice Clean up after yourself Say "thank you" and "please" | <ul style="list-style-type: none"> Be Fair Take Turns Share | <ul style="list-style-type: none"> Flush the toilet after use Give privacy | <ul style="list-style-type: none"> Clap and laugh at appropriate times Give your attention to the speaker | <ul style="list-style-type: none"> Be polite to others Treat books with care Level 1 Voice | <ul style="list-style-type: none"> Greet Your bus driver Level 2 voice Follow directions given by any adult | <ul style="list-style-type: none"> Share or post positive things Log out when finished |
| BE RESPONSIBLE | <ul style="list-style-type: none"> Keep the school clean Get to your place quickly | <ul style="list-style-type: none"> Clean up any mess Empty tray and put in window Keep your hands off of others' trays | <ul style="list-style-type: none"> Line up when ball rings Return all equipment to proper place Listen for instructions | <ul style="list-style-type: none"> Use 2 pumps of soap to wash hands Use 2 paper towels to dry your hands Place garbage in the trash can | <ul style="list-style-type: none"> Be engaged with the speaker | <ul style="list-style-type: none"> Return books on time Return books to proper place on shelves | <ul style="list-style-type: none"> Keep hands and feet to yourself Place all garbage in trash | <ul style="list-style-type: none"> Keep passwords to yourself |
| Be SAFE | <ul style="list-style-type: none"> Keep hands and feet to yourself | <ul style="list-style-type: none"> Use hand sanitizer Walk Stay in one spot Keep your own food Food stays in cafeteria | <ul style="list-style-type: none"> Dress for weather Play in assigned areas Keep hands and feet to yourself | <ul style="list-style-type: none"> Get In, Get Out, Get Back Keep water in sink Keep feet on the floor | <ul style="list-style-type: none"> Stay seated Walk in and out quietly Keep hands and feet to yourself | <ul style="list-style-type: none"> Walk at all times Use safe web sites | <ul style="list-style-type: none"> Behaviors must allow bus driver to focus Keep hands / feet inside bus at all times Stay in seat Walk to/ from bus | <ul style="list-style-type: none"> Keep personal information to yourself |

BEHAVIOR GUIDELINES:

Students are expected to obey the bus driver and the following rules:

1. Students will be held responsible for any damage done on the bus.
2. Students must remain seated when the bus is moving, keeping arms and legs inside the bus and out of the aisles.
3. Yelling, singing, swearing, and inappropriate language will not be tolerated.
4. Bus riders will not be allowed to transport any of the following on the bus: weapons, look-alike weapons, helium/Mylar balloons, pets, skateboards, lasers, squirt guns, and water balloons.
5. No food or drink is to be consumed on bus during regular bus routes, unless medically necessary.
6. When boarding and unloading, students are to walk around the front of the bus when it is necessary to cross the road. Never walk behind the bus.
7. Once a student is on the bus, he/she may not exit the bus except for an emergency.
8. Students who ride the bus to any school event must ride the bus back. Only written parental permission will be accepted for a change.

CONSEQUENCES:

1. Parents and the school will be notified of any misbehavior on the bus. Recommendations for resolution of the issue will be discussed.
2. If problems persist, parents will be expected to meet with the school principal and bus company representative.
3. If problems continue or are severe in nature, student(s) may be suspended from the bus for a specific period of time, including the rest of the school year.

THE SCHOOL DISTRICT OF GREENWOOD'S TRANSPORTATION POLICY, PROCEDURES, AND CONSEQUENCES HAVE BEEN ESTABLISHED FOR THE SAFETY OF ALL STUDENTS.

The School Board authorizes the District Administrator to install and operate video cameras on District buses or to require by contract, a transportation carrier to install and operate cameras on District Buses to enhance student safety, security and well-being.

SCHOOL BUS INCIDENT REPORT
School District of Greenwood

Date of Incident: _____

Dear Parents or Guardians:

Riding the bus is a privilege. The purpose of this report is to inform you of a disciplinary incident involving your child on the bus. This incident may have jeopardized the safety and well-being of the students on the bus.

_____ has been cited for the following infraction(s):
Student Name _____

- | | |
|--|---|
| <input type="checkbox"/> Refusing to obey driver | <input type="checkbox"/> Failure to remain seated |
| <input type="checkbox"/> Throwing objects in/out of bus or littering | <input type="checkbox"/> Use of profane or vulgar language |
| <input type="checkbox"/> Yelling or screaming | <input type="checkbox"/> Hanging out of a window |
| <input type="checkbox"/> Bringing banned items on the bus | <input type="checkbox"/> Other behavior relating to safety, well-being, and respect of others |

Address: _____ Grade: _____ Phone: _____

Route/Bus#: _____ AM _____ PM _____ Driver: _____

Specific Details: _____

SCHOOL RESPONSE

Reported Incidents: _____

DISCIPLINARY ACTION TAKEN:

- ☐ 1st Report: Please review bus rider rules with your child. Principal or designee may speak with student.
- ☐ 2nd Report: Principal or designee will call parents; student may be assigned to a seat.
- ☐ 3rd Report: Principal or designee will meet with parents and student to discuss corrective action.
- ☐ 4th Report: Student will be suspended from riding the bus for 3 days.
- ☐ 5th Report: Student will be suspended from riding the bus for 5 days.
- ☐ Any additional report after 5 reports will result in a minimum 5-day bus suspension up to the loss of transportation privileges for the remainder of the school year.

BEHAVIORS WHICH RESULT IN AN IMMEDIATE BUS SUSPENSION:

- | | |
|--|---|
| <input type="checkbox"/> Fighting, hitting, spitting, tripping, etc. | <input type="checkbox"/> Alcohol/drugs/smoking |
| <input type="checkbox"/> Destruction of property | <input type="checkbox"/> Possession of weapons |
| <input type="checkbox"/> Inappropriate physical contact | <input type="checkbox"/> Possession/Use of lighters/matches |

DISCIPLINARY ACTION TAKEN FOR SERIOUS OFFENSES:

- ☐ 1st Offense: 3-day Bus Suspension
- ☐ 2nd Offense: 5-day Bus Suspension
- ☐ 3rd Offense: YBD-Bus Suspension, Alternative Transportation, Loss of all bus privileges

Comments: _____

Principal or Designee

Date

White-Parent

Yellow-School

Pink-Bus Company

SCHOOL DISTRICT OF GREENWOOD

STUDENT HANDBOOK ACKNOWLEDGEMENT

I have read the Greenwood Elementary Student Handbook and acknowledge its content. I understand I am responsible for following the guidelines of this handbook. I also understand that should I have any questions, I should seek assistance from my teacher or the school office.

By signing below you also acknowledge that you have read the Elementary Student Handbook.

| | | |
|------------------------|-------|---------------------|
| _____ | _____ | _____ |
| STUDENT'S NAME (PRINT) | GRADE | STUDENT'S SIGNATURE |

| | | |
|-----------------------|-------|--------------------|
| _____ | _____ | _____ |
| PARENT'S NAME (PRINT) | DATE | PARENT'S SIGNATURE |

*****AFTER READING THIS HANDBOOK, PLEASE SIGN AND RETURN THIS PAGE TO YOUR CLASSROOM TEACHER OR ELEMENTARY OFFICE.****