



Elementary School
Handbook

405 East Sunbury Street

Millerstown, PA 17062

589-3115

www.greenwoodsd.org

FORWARD

This handbook will answer many of your questions regarding the policies and procedures of Greenwood Elementary School. Please take time to review the information and then keep the handbook for future reference throughout the school year. Additional information can also be found on the Greenwood School District website: www.greenwoodsd.org. All students are expected to return the Handbook Notice, stapled to the front of the handbook, stating that parents or guardians have received this handbook.

GREENWOOD SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Greenwood School District is to provide enriching, educational experiences for each individual student. We believe the foundation of these experiences is a partnership among the family, school, and community.

The learning environment will develop the skills necessary to produce responsible citizens in a rapidly changing, diverse world.

It is the school policy of Greenwood School District that every student, regardless of race, sex, creed, handicap, age, national origin, and beliefs be guaranteed equal access to all school-related programs and activities or employment as required by Title IX.

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Message from the Principal

Welcome to Greenwood Elementary School and the start of another exciting school year. I look forward to another year serving you and your students. Education is a partnership that includes you, your children, and our staff. We will provide outstanding teachers, a caring and supportive staff, and a safe and fun learning environment for your children. As our partners, we need you to instill in your children the value of education. Some of the best ways to do this are: making sure your child arrives each day on time and ready to learn, helping them with homework, and talking with them about ideas and topics that they're studying in school. I also strongly encourage you to read to and with your children, regardless of their age, every day. Greenwood is your school. I want you to feel that you are a welcome part of the learning community and your student's most important role model for learning.

Jeff Kuhns

Principal

Greenwood Elementary School



Parent Visitation

The administration and faculty of Greenwood Elementary wish to acknowledge your cooperation and to encourage you to visit the school at any time that the need or opportunity arises. In order to make your visit more profitable to you and to us, we are instituting the following procedure:

1. When possible, schedule your visit in advance. A phone call to the office is all that is needed.
2. If you desire a conference with a teacher; make an appointment through the office. We cannot interrupt classes for this purpose.
3. Please report to the office upon your arrival at school. You are asked to sign in and pick up a Visitors badge to wear when going into the classroom areas.

ATTENDANCE AND REGISTRATION

School Attendance

- A. Original entry in school - A child must be five (5) years of age before September 1 of the school year for which he or she is being registered to attend kindergarten. For first grade, the minimum age is six (6) before September 1.
- B. Absences from school - Students who return to school after an absence will immediately upon their return be required to provide the homeroom teacher with a written statement from the parent or guardian explaining the cause of absence.

The student has five (5) school days after the return from being absent to return an excuse (either parent note or office excuse form) for the attendance file.

Failure to return the excuse within the five days will result in the day or days of absence to be counted as unlawful/unexcused.

After three (3) days of consecutive absence, the school secretary calls the home to verify the absence. A record is kept of each absence and when a student accumulates seven (7) days of absence, a letter is sent to alert the parents or guardian of the number of days missed. When a student reaches ten (10) days of absence, a second letter is sent informing the parents or guardian that future absences for that school year will require a doctor's excuse.

A doctor's excuse may be required for absence due to illness, for three or more consecutive days, or for a shorter period if requested by the school. Parents are urged to secure a doctor's excuse on any absence if such a visit has been made.

Excused Absence

Excused absence includes the absence of a pupil for any one of the following reasons: illness, medical appointments, quarantine, a death in the immediate family, impassable roads, or exceptionally urgent reasons. These do not include work at home or other absences for parent or pupil convenience, such as vacation trips.

Unexcused Absence

Unexcused absence is the absence of a pupil for any reason other than those classified above, and the term "exceptionally urgent reasons" shall be strictly interpreted.

After three (3) days of unexcused absence by pupils a legal notice is served on the parents. This constitutes a first offense. After the first offense is closed, one illegal absence constitutes a second offense. If a second offense occurs, the parent or guardian is subject to a fine or imprisonment in accordance with the compulsory attendance laws of Pennsylvania.

Tardiness

A pupil is tardy if not in the homeroom at 8:05 AM, when the bell signal for the opening of school session is given. In case of tardiness, the pupil will report to the office before going to homeroom or class.

A student will also be charged an early dismissal if they leave school after 1:27PM. A written excuse signed by the parent or guardian is required when a student is tardy or leaves after 1:30 PM. These are recorded on the student's report card.

Early Dismissal

No child may be dismissed early without a note from the parent/guardian. After this note is received, the secretary will have it signed from the office, then the teacher, and returned to the office when the child is dismissed.

If the student is not present by 9:05 AM he or she will be considered to be absent for ½ day. Likewise, if the student leaves before 1:30 PM he or she will be considered to be absent for ½ day.

Educational Trips

Parents may have their child excused from school for the purpose of taking an educational trip. Educational trips must be applied for in advance of the absence.

The form may be picked up in the school office and returned to the principal for approval. The student will be responsible for getting all assignments from the appropriate teachers before the trip, and he/she is responsible for making up any work missed during the absence. Excused educational trips are limited to two (2) weeks.

Student Make-up Work

When students are absent due to illness, their health says they are not ready to work; therefore, work will not be sent home for students who are absent for one day. Students will be given a reasonable amount of time to complete any missed work upon their return to school. Parents/Guardians should contact their child's teacher regarding homework for **extended** absences.

Withdrawal Procedure

Pupils moving from Greenwood should inform their teacher and the school office at least three days in advance. Test data, report cards and other information kept by the school system will be mailed to the pupil's new school when a request for the release of these records is received from the school to which the pupil transferred.

School Closing for Weather Conditions

Schools will be closed or delayed when weather conditions are such that it is too dangerous for the school buses to travel. Notice of school closings and/or delay will be announced over local radio and television stations: WGAL - Lancaster, Channel 8; WHTM - Harrisburg, Channel 27; WHP - Harrisburg, Channel 21, Radio 580, WKOK - Sunbury; WQKX - Sunbury; WJUN - Mexico;

WINK - Harrisburg; WQLV - Millersburg, (Love 99). This information will be announced as soon as a decision can be made, frequently by 6:15 AM. It is important in an emergency to keep the telephone lines open - please do not call the school office.

If an emergency situation causes an early dismissal, it is practical for the student to have a prearranged place to go should their parents not be home.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's educational record. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the School receives the request for access. Parents or eligible students should submit to the School principal a written request that identifies the records they wish to inspect. The principal will then notify the parents or student of the place and time where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe to be inaccurate or misleading. They should write the principal and clearly identify the part of the record that they want changed and specify why it is inaccurate or

misleading. If the School decides not to amend the record, the principal will notify the parent or student of the decision and advise them of their right to a hearing regarding the request for amendment.

3. FERPA requires that the Greenwood School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Greenwood may disclose appropriately designated "directory information" without written consent, unless you advised the district to the contrary in writing. The primary purpose of directory information is to allow the Greenwood School District to include this type of information from your child's education record in certain school publications. Examples include:

- A playbill, showing your child's role in a drama or musical production
- The annual yearbook
- Honor Roll or other recognition lists
- Graduation programs
- Sports programs or activity sheet

Directory information can also be released to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to the following:

- Class ring or graduation announcement companies

- Yearbook publishers
- Military recruiters (This falls under federal law governing the Elementary and Secondary Education Act of 1965)

You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy and Compliance Office

U.S. Department of Education

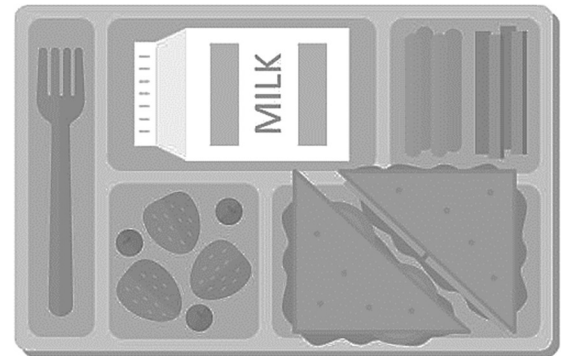
400 Maryland Avenue, SW

Washington, DC 20202-4605

If you do not want the Greenwood School District to disclose directory information from your child’s education records without your written consent, you must notify the District in writing. The Greenwood School District has designated the following information as directory information:

- Student Name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of all team members
- Electronic mail address
- Photograph
- Degrees, honors, awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Current grade level

Breakfast/Lunch



School Café Cashless Cafeteria System

Greenwood Elementary School Cafeteria is using a computer debit system called School Café (schoolcafe.com). Every student is assigned a cafeteria account and receives a personalized **PIN**. This **PIN** must be used each time money is added to your child's account. You are encouraged to work with your student in helping him or her learn their PIN as they will be required to enter this number as they go through the lunch line.

Elementary lunch prices are \$2.20.

Student Reduced lunch \$.40.

Adult lunch \$3.25.

Elementary breakfast prices are \$1.45.

Student Reduced breakfast \$.30.

The School Café system is designed to be cashless, so parents are encouraged to **pre-pay** for lunches as far in advance as they wish by depositing money into the student's account. This is done by sending cash or a check payable to "Greenwood School District" to the school. The money must be placed in an envelope and marked with the student's name and PIN and given to the homeroom teacher any morning prior to the start of the school day. If depositing money for more than one student and paying by check, it is only necessary to write one check; however, the envelope must indicate the amount to be deposited into each student's account. When a student purchases a lunch, the cost is automatically deducted from his or her account. Account balances may also be used to purchase milk on days a student packs or for extra menu items.

The operator will alert students when the account reaches a low or negative balance, a letter will be sent home with the student indicating the low or negative balance requesting additional money be deposited. As in the past, elementary students will be permitted to charge a maximum of three lunches.

Students eligible for free lunches merely enter their PIN when they receive a lunch. The system will alert the operator and no money will be requested. Students eligible for reduced price lunches are required to deposit a minimum of \$2.00 to cover the \$.40 lunch charge. To maintain

confidentiality, students eligible for reduced price lunches may not pay the operator on a daily basis. Students eligible for free or reduced-price lunches may deposit money into their account to allow for milk and extra lunch item purchases.

Students are encouraged to reach an account balance of zero at the end of the year. Any funds in a student's account at the end of the year will be carried over to the next year in the individual student's account. Money will not be refunded annually.

****Procedure for the first day of school –** Students will report to their homeroom and have their lunch account money (Cash or Check) in the designated envelope. Information on the envelope must include name, amount of payment, and PIN. Envelopes will be collected by the homeroom teacher and forwarded to the cafeteria. When students report to the cafeteria for lunch, they will need to enter their PIN. Assistance will be provided for Kindergarten and First grade students for the first few weeks of school. Adult supervision will be in place to assist all students in entering their PIN.

Should you have any questions about School Café please do not hesitate to contact the school cafeteria or the Greenwood Elementary School Office at 589-3115.

PUPIL SERVICES

Directory of Programs and Services

1. Student Services:

Health Services - Mrs. Patty Becker, School Nurse and Mrs. Allison Ross, Nursing Assistant

Counseling/Psychological Services – Mrs. Jamie Rickenbach, School Counselor & District Psychologist

Library Services – Mrs. Jennifer Koishal, Librarian

2. Instructional Support for School Personnel:

Peer Support and Exchange

Instructional Consultation

Classroom Training

3. Supplementary Instructional Support Services and Programs (as appropriate within required eligibility):

Title I Reading – Mrs. Emily Trout

Speech & Language Services - Mrs. Sarah Heisey,
Speech & Language Clinician

Instructional Support Services - Mrs. Patricia
Schwarz, Support Teacher

Special Education - Mrs. Jennifer Haefner, Mrs.
Alison Bratton, Miss Amy Polcha and Mrs. Melissa
O’Toole, Learning Support Teachers and Mrs.
Michele Comp, Gifted Support

Adaptive Physical Education – Mrs. Amber Smith,
Physical Education Teacher

English as a Second Language – Mrs. Patricia
Schwarz, ESL Certified

Instructional Support Services

Students experiencing academic, behavioral difficulty in regular education will have access to the Instructional Support Team. The instructional support process is composed of assessment and intervention procedures. These are used to assure that students receive an effective instructional program that will meet their needs. The Instructional Support Team (IST) meets on a regular basis to assist classroom teachers in planning and implementing

strategies that are designed to produce success for the referred students. The team is aided by an instructional support teacher, specially trained to assist other teachers in meeting the goals set by the team. Requests for assistance can be made by classroom teachers, other school staff, parents or students.

Psychological Services

The decision to refer for a psychological evaluation is usually made when considerable evidence exists that the pupil has a behavioral or academic exceptionality. Among other duties, the school psychologist serves as a diagnostician; assists teachers to better understand and provide for the social, emotional and intellectual needs of children; and assists in the development of psychological and educational strategies to improve learning. Rarely will the school psychologist become involved in providing individual therapy or continuous counseling. Initial referrals require written parental consent. Findings are shared with parents and appropriate staff members. Individual reports are retained at the Elementary Administrative Office in a confidential folder.

Counseling Services

An Elementary Counselor is available to students in grades K-5. Services provided by the counselor include small and large group counseling and short-term individual counseling. Other services provided include consultation with parents and teachers on academic and social/emotional concerns.

Referrals are made to the Elementary Counselor by students, parents, and/or teachers. Coordination with outside agencies is made by the counselor if the referral presented is more appropriately addressed by an outside agency.

designated school personnel to assist pupils and staff to make appropriate educational decisions.

Standardized Testing Program

The Greenwood Elementary School uses a series of standardized tests to measure readiness, aptitude and academic achievement. The results of these tests provide a continuing record for immediate and future educational planning. They are also invaluable aids in helping teachers identify strengths and weaknesses for the purposes of providing more effective instruction. Testing is a valuable educational tool. It helps the school to compare the performance of its students to national norms to detect strengths and weaknesses in its programs. It helps the student whose needs and talents can be identified, and who can be guided into the best educational program to meet these needs. It helps the parents who can get a better understanding of their child's ability and performance in school. The district's standardized testing program includes:

Pennsylvania System of School Assessment (PSSA)

The State Assessment provides a broad measure of school performance with information from a systematic and uniform base about selected aspects of the curriculum. School district administrators, teachers and principals will be able to use the results to improve curriculum for their schools. The areas assessed are mathematics and English/Language Arts (ELA) in grades 3 – 5, and science in grade 4. In addition to the curriculum data generated, information about the school and the community which may assist in improving performance is collected and reported.

Please check the District website for testing dates.

<u>Name of Test</u>	<u>Grade Level</u>
<u>Purpose</u>	

Terra Nova	2
Measure achievement in reading, language arts and math	

Test of Cognitive Skills	2
Aptitude Testing	

Aptitude refers to the ability to do schoolwork. Different tests exist to test a student's ability in different areas (math, language, etc.). This test provides a Language, Non-Language, and total aptitude score. Aptitude scores can change from year to year, depending on a variety of factors.

The results of these tests become part of the pupil's school record. Additional tests may be given by

Pupil Records

Pupil records are an inherent part of one's education in a public setting. Reasons for collecting information vary from pupil identification and accounting purposes required by State laws for reimbursement and tax purposes, to providing parents, pupils and professionals appropriate data in which to monitor and/or when necessary define more clearly causes for individual problems. Therefore, the pupil's record may include, but is not limited to, personally identifiable information (such as name, address, phone numbers of parents), pupil's school grades, date of birth, attendance record, test results, progress reports, and health and dental records. All information is collected and maintained under such confinements of privacy as may be obtained through informed consent, verification of accuracy, limited access and appropriate use.

Should your child transfer to another school district, his/her permanent record, cumulative folder information, testing record and health record will be forwarded to the new school upon receipt of written notification of admission.

Homeless Students

Greenwood School District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Districts Homeless Liaison along with school staff shall identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations.

Policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school for homeless students, may be waived.

Homeless students are defined as individuals lacking a fixed, regular and nighttime residence, which include the following conditions: living in hotels, motels, campgrounds; living in emergency shelters either transitional or domestic violence; unaccompanied youth and run-away children; families temporarily doubled up due to loss of housing (fire, eviction, etc.); living in cars, parks, public spaces.

Resident families are encouraged to contact the District Homeless Liaison, Nicholas Guarente, 717-589-3117 or nguarente@greenwoodsd.org to discuss their situation.

Notice of Special Education Services and Programs - Child Find

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice

is to help find these children, to offer assistance to parents, and to describe the parents' rights with regard to confidentiality of information that will be obtained during this process.

Identification Activity

Child Find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities that, if found, may cause a child to need services are: autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language impairment, traumatic brain injury and visual impairment including blindness. In the case of a child that is of preschool age, developmental delay.

The following are potential signs of developmental delay and other risk factors that could indicate disabilities:

(Developmental areas - Cognitive, communicative, physical, social/emotional and self-help.)

Developmental delay - A child who is less than the age of beginners and at least 3 years of age is considered to have a developmental delay when one of the following exists:

(i) The child's score, on a developmental assessment device, on an assessment instrument

which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas.

(ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests.

Each school district is required to annually provide notice describing the *identification* activities and the procedures followed to ensure confidentiality of *personally identifiable information*. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected as having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called *screening* activities. The activities include: review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of the student displaying difficulty in behavior, and determining the student's response to attempted remediation. Input from parents is also an information source for *identification*. After a child is identified as a suspected *child with a disability*, he or she is evaluated, but is not evaluated before parents give written permission for their child to be evaluated. Regardless of screening activities, parents who think their child is a child with a disability may request in writing, at any time, that an evaluation be conducted to determine if the child is eligible to receive special education services. Written requests should be sent to the school district/charter school Special Education Contact Person, as listed in this notice.

Early Intervention Identification

In Pennsylvania, a child between 3 years of age and the school district's age to begin school who has a developmental delay or one or more of the physical or mental conditions as listed on page 1 is identified as an "eligible young child." The parents of these children have the same rights described previously in this document.

The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. Screening for preschool children is available from the Capital Area Intermediate Unit (CAIU). To schedule an appointment for screening, or for additional information, please call Eric Bostick, CAIU Preschool Program Supervisor, at 717-732-8400 ext. 8619.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age

with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for “protected handicapped students” may be distinct from those applicable to exceptional or thought-to-be exceptional students. The school district or the parent may initiate an evaluation if they believe a student is a protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact the Special Education Contact in the accompanying listing.

For any additional questions, please contact:

Barbara Sheaffer

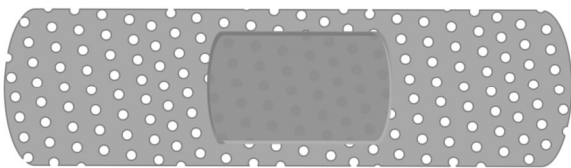
Special Education Coordinator

Greenwood School District

(717) 589-3117 ext. 1303

bsheaffer@greenwoodsd.org

SCHOOL HEALTH PROGRAM



Medication Policy and Procedure

No medication is administered by school personnel unless specific instructions are received from a physician. This includes both prescription and over the counter medications. Written parental permission is also required.

1. All medication containers must be labeled with the child's name, instructions for administration, content identification, and name of physician.
2. The school nurse, or in her absence, the building principal or his/her designee, shall arrange to administer the medication.
3. Medication should be brought to the school by a parent/guardian. If medication is sent to school (with the student) it should be in a sealed envelope. Medication not removed from the health room (within 2 weeks at the end of the school year) by the parent/guardian, will be discarded.

Emergency Care and Illness

There is a health room in the school. The school nurse provides emergency care for illness and injuries occurring in school or while the pupil is under jurisdiction of the school.

Treatment of injuries or illnesses occurring at home is not the responsibility of the teacher or school nurse.

Please do not send a child to school if he/she is ill. If he/she has had a fever, he/she should remain at home until his/her temperature has been normal for 24 hours.

The school should always be notified in writing of any change in home or work telephone numbers. If an emergency situation should arise, valuable time can be lost in trying to locate a parent. It is highly

recommended that you have a family physician and list that telephone number as well.

Communicable Diseases

The policy for recommended length of absence for specific diseases and infectious conditions is as follows:

1. Acute contagious conjunctivitis (pink eye): 24 hours from institution of appropriate therapy.
2. Chicken pox: Six days from the last crop of vesicles.
3. Impetigo: Until judged non-infective by the nurse in school, or by the child's physician.
4. Measles: Four days from the onset of rash.
5. Mumps: Nine days from the onset or until subsidence of swelling.
6. Pediculosis capitis (head lice): Until judged non-infective by the nurse in school, or by the child's physician.
7. Pediculosis corporis (body lice): Until judged non-infective by the nurse in school, or by the child's physician.
8. Respiratory streptococcal infections, including scarlet fever: Not less than seven days from the onset if no physician is in attendance or 24 hours from an institution of appropriate anti- microbial therapy.
9. Ring worm - all types: Until judged non-infective by the school nurse, or the child's physician.
10. Rubella (German measles): Four days from onset of rash.
11. Scabies: Until judged non-infective by the school nurse, or by the child's physician.

12. Tonsillitis: 24 hours from institution of appropriate therapy.

(A doctor's excuse may be required in certain cases)

Children showing symptoms of a communicable disease or condition transmissible to others are not permitted to attend school and will be excluded until not communicable or until the child presents a physician's certificate of recovery or non-infectiousness.

Required Medical Examinations

A medical examination is required for all pupils upon original entry to school, sixth grade and eleventh grade. Parents are encouraged to have the physical done by their family physician because they are familiar with the pupil's medical history. Private physician report forms are provided at the appropriate times. Pupils not examined by the family physician will be scheduled for examination. Physical problems discovered or suspected by the examining physician are reported to parents.

Immunizations

Pennsylvania Law requires that every child entering school for the first time must be properly immunized against diphtheria, tetanus, polio, measles, mumps, rubella, and Hepatitis B. In addition, every child must have proof of varicella (chicken pox) immunity via vaccine or documentation of disease. Guidelines are as follows:

- (1) *Diphtheria* - Four or more properly spaced doses of diphtheria toxoid, which may be administered as a single antigen vaccine or in a combination form. The fourth dose shall be administered on or after the 4th birthday.

(2) *Tetanus* - Four or more properly spaced doses of tetanus toxoid, which may be administered as a single antigen vaccine or in a combination form. The fourth dose shall be administered on or after the 4th birthday.

(3) *Poliomyelitis* - Three or more properly spaced doses of either oral polio vaccine or enhanced activated polio vaccine, which may be administered as a single antigen vaccine, or in a combination form. If a child received any doses of inactivated polio vaccine administered prior to 1988, a fourth dose of inactivated polio vaccine is required.

(4) *Measles (rubeola)* - Two properly spaced doses of live attenuated measles vaccine, the first dose administered at 12 months of age or older, or a history of measles immunity proved by laboratory testing by a laboratory with the appropriate certification. Each dose of measles vaccine may be administered as a single antigen vaccine or in a combination form.

(5) *German measles (rubella)* - One dose of live attenuated rubella vaccine, administered at 12 months of age or older or a history of rubella immunity proved by laboratory testing by a laboratory with the appropriate certification. Rubella vaccine may be administered as a single antigen vaccine or in a combination form.

(6) *Mumps* - Two properly spaced doses of live attenuated mumps vaccine, administered at 12 months of age or older or a physician diagnosis of mumps disease indicated by a written record signed by the physician or the physician's designee. Mumps vaccine may be administered as a single antigen vaccine or in a combination form.

(7) *Hepatitis B* - Three properly spaced doses of hepatitis B vaccine, unless a child receives a vaccine as approved by the Food and Drug Administration for a two-dose regimen, or a history of hepatitis B immunity proved by laboratory testing. Hepatitis B vaccine may be administered as single antigen vaccine or in a combination form.

(8) *Chickenpox (varicella)*. One of the following:

(i) *Varicella vaccine* - Two properly spaced doses of varicella vaccine, the first dose administered at 12 months of age or older. Varicella vaccine may be administered as a single antigen vaccine or in a combination form.

(ii) *Evidence of immunity*. Evidence of immunity may be shown by one of the following:

- a. Laboratory evidence of immunity or laboratory confirmation of disease.
- b. A written statement of a history of chickenpox disease from a parent, guardian or physician.

Annual Screening

Every pupil is screened for visual acuity, weighed and measured once each year. In addition, a BMI (body mass index) is determined and an informational letter stating the results is sent home to the parent/guardian. All pupils in grades K-3, 7 and 11 are given hearing tests. Pupils in other grades who are known to have a hearing loss or show evidence of hearing difficulty will be tested. Pupils who demonstrate vision or hearing problems are referred for further follow-up.

All sixth and seventh grade students are screened for scoliosis by the school nurse and/or the Department of Health physical therapy consultant. Parents are notified if a curvature of the spine is detected.

Parent-Nurse Conferences

Parents are urged to report any health problems to the school nurse. Every consideration will be given to the health needs of each child. Certain information may be shared with other staff members when the school nurse deems it necessary for the health and safety of the pupil. Otherwise, information shared with the school nurse will be considered confidential.

Dental Health Program

The school dentist performs dental health evaluations at grades one, three and seven. This is

only a visual exam. Upon the completion of the evaluation, a report to parents is made and referral to the family dentist is recommended if dental care is indicated.

Fluoride tablets are offered daily for grades K-6. Parental permission is required for all services involving the use of fluoride. Parents are encouraged to have regular dental examinations made by the family dentist. All children attending the dentist should request a report from him for the school dental record.

Allergy Guidelines

The Greenwood School District recognizes the increasing number of students who have life threatening food allergies within our schools. In an effort to provide a safe environment for all of our students, the district has adopted the following guidelines.

1. Classroom parties for all grade levels, regardless of food allergies, will be kept to a **maximum of three (3) per year, excluding winter holiday party.**
2. Food items brought into school on non-specified party days will not be allowed.
3. Any food item brought into a classroom, **on designated classroom party days, must have the ingredients listed and be prepackaged.**
4. Food allergies need to be documented by a physician, nurse practitioner, or physician assistant.

5. Any medication needed to treat your child's allergies, should come to the health room in the original container with a written physician order and signed parent permission.

If your child has a known food allergy, encourage them to not share food or take food without knowing the specific contents. Providing the school with the necessary documentation, treatment plans, and physician ordered medications, will allow us to treat your child quickly.

CHAPTER 12 PROVISIONS

Student Responsibilities

- a) Student responsibilities include regular school attendance, conscientious effort in classroom work and homework and conformance to school rules and regulations. Most of all, students are responsible to share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- b) No student has the right to interfere with the education of fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- c) Students should express their ideas and opinions in a respectful manner.
- d) It is the responsibility of the students to conform to the following:

- 1) Be aware of all the rules and regulations for student behavior and conduct themselves in accordance with them. Students should assume that until a rule is waived, altered, or repealed in writing, it is in effect.
- 2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- 3) Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes.
- 4) Assist the school staff in operating a safe school for the students enrolled therein.
- 5) Comply with Commonwealth and local laws.
- 6) Exercise proper care when using public facilities and equipment.
- 7) Attend school daily and be on time at all classes and other school functions.
- 8) Make up work when absent from school.
- 9) Pursue and attempt to complete satisfactorily the courses of study prescribed by local school authorities.
- 10) Report accurately in student media.
- 11) Not use obscene language in student media or on school premises.

12.10 Flag Salute and the Pledge of Allegiance

It is the responsibility of every citizen to show proper respect for his country and its flag.

- 1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
- 2) Students who choose to refrain from such participation shall respect the rights and interests of classmates who do wish to participate.

12.11 Confidential Communications

- a) Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding. See, for example 42 Pa.C.S. 5945 (relating to confidential communications to school personnel).
- b) Information received in confidence from a student may be revealed to the student's parents or guardians, the principal or other appropriate authority when the health, welfare or safety of the student or other persons is clearly in jeopardy.

HOMEWORK POLICY AND PROCEDURES

The Greenwood School Board has established a policy on homework. It states that homework is any work planned or approved by the teacher to be completed by the student outside the regular

classroom without the immediate and direct supervision of the teacher. The objectives of the policy are as follows:

1. To promote good study habits.
2. To develop self-direction and responsibility for working independently.
3. To aid in the mastery of a skill.
4. To provoke creativeness.
5. To act as a stimulant towards learning.
6. To reinforce knowledge.
7. To inform the parents of the work going on in the classroom.
8. To help students learn to budget their time at home and at school.

Homework Guidelines for Students

1. The student should make sure that the assignment is understood - its purpose, when it is due, how it should be done.
2. Finding time for homework is often a matter of budgeting the time that is available. When study time is provided during the school day, the student should take advantage of it. Long-term assignments should be planned so they do not have to be all done at once.
3. The student should develop a pattern for effective study skills.
4. It is the responsibility of the student to do all assigned homework and to contact the teacher on the matter of making up work missed during an absence.

Homework Guidelines for Parents

1. Provide an environment conducive to study: a quiet, well-lighted place, ample workspace, and necessary basic materials.
2. Help in development of a satisfactory study schedule.
3. Motivate toward neat work and completion of assignments.
4. Accept each child's own best work and avoid undue comparison with that of the other children.
5. Attempt to understand the values of various types of homework.
6. Parents are encouraged to give only assistance that will enable a child to learn how to do the assignment; not to do the assignment for the child.

GRADE REPORTING

Report Cards

Report cards are issued every nine weeks to students in Grades 1 - 5 as a way of sharing the progress of pupils with parents. Letter symbols are used and reflect the many variables that are considered to reach each grade earned. Each report card has an evaluation key to explain the letter symbol used to indicate a student's grade. Teachers have developed slightly different report cards to reflect curriculum guidelines at their particular grade level.

Reports of student progress will be sent home at the midpoint of each quarter.

Progress reports are issued to kindergarten students three times a year, in November, February, and June.

Power School and Schoology

Our two web-based parent portals affording family access to student grades are available. Once passwords are obtained, they are sufficient for the duration of the student's academic career at Greenwood. When students earn a grade for a test or assignment, the teacher enters the grade into the system. You should allow about one week for the teachers to enter a grade. Please refer requests to gain PowerSchool or Schoology access to Mrs. Julia Nye at JNye@greenwoodsd.org or 589-3116 ext. 1010.



Honor Roll Guidelines

Greenwood Elementary has two honor rolls, the Distinguished Honor Roll and the Regular Honor Roll.

1. The honor roll will be in place for students in grades 4 - 6.
2. Students must have all A's and B's (O's and S's in special subjects) for honor roll.
3. Students must have all A's (O's and S's in special subjects) for distinguished honor roll.

A list of students gaining Honor Roll status is published following the issuance of report cards.

Parent - Teacher Conferences

Official Parent-Teacher Conferences will be held in November at the Elementary School. Parents will be

asked to come at a prearranged time. These conferences are allotted 15 - 20 minutes. Although we try to be flexible to meet your schedule, dropping in and expecting to see a teacher on a moment's notice is often impossible. Additional conferences with the Elementary Staff may be scheduled throughout the year by prior arrangement.

PARENT COMMUNICATIONS

In order to protect the privacy of our families, Greenwood Elementary has established the following guidelines for participation in communication about students:

1. Teachers and staff will not discuss a student with any individual except the custodial parent or guardian.
2. Teachers and staff may communicate with other individuals or parties only if they receive written permission and the permission is on file in the office.
3. No other individuals may be present at parent conferences other than the custodial parents or guardians. An exception may be made if all custodians agree in writing.

DISCIPLINE

Generally, discipline is handled by the classroom teacher. If, however, a student continues to exhibit inappropriate behavior, he/she is sent to the office. Each time a student is sent to the office, the incident is kept on file and the parents will receive a written notice of the incident. In order to guarantee your child and all other children in our school the excellent learning climate they deserve, the following discipline plan is in effect:

from the classroom and brought to the office area to complete his/her assigned work.

Level 1 Behaviors: Level I student behavior impedes orderly classroom procedures with the learning process. These misbehaviors are generally handled by individual faculty or staff members. After 6 Level I behaviors are recorded, the student will meet with the principal. Every additional 3rd incident will require a meeting with the building administrators. After 6 Level 1 behaviors the consequence will be lunch and/or recess detention.

Level 2 Behaviors: Level II student behaviors are those that are frequent or serious enough that they tend to severely interfere with orderly classroom procedures and the learning process. These infractions will require the immediate intervention of the principal. Level 2 consequences may be lunch/recess detention, removal from preferred activity, or ISS.

Level 3 Behaviors: Level III student behaviors are those that are directed against others or property. The consequences of the behaviors put the health or safety of others in the school at risk. Level III infractions require the intervention of administrative personnel.

Field Trips

Field trips are an important part of the school curriculum and every effort will be made to have all students participate in field trips. In some instances, if the student is a risk to his or her own safety or the safety of the group, field trip permission may be denied.

In-School Suspension (ISS)

In the Elementary grades rather than suspension or expulsion from school, we use an in-school suspension. This means that a student is removed

Temporary Suspension

If in-school suspension does not successfully modify a student's behavior, a temporary suspension may be assigned. Temporary suspension shall mean exclusion from school for an offense of a period of up to three days, by the principal, without a hearing, in accordance with policies by the board of school directors.

Tobacco, including Smoking, Snuff, Chewing, etc.

The possession or use of tobacco by pupils on school property, in school vehicles, or in school buildings is prohibited. The possession of a cigarette or other smoking object lit or unlit, in the hands or mouth of a pupil shall be prohibited, and shall subject the student to the same disciplinary action as smoking. Pupils caught will be subject to disciplinary action as determined by the elementary principal, in accordance with the following guidelines:

- 1st offense – 1-day out-of-school suspension
- 2nd offense – 2 days out-of-school suspension

Controlled Substances, Including Alcoholic Beverages

Any pupil in possession or control of drug paraphernalia or in possession or control of or selling a controlled substance or alcoholic beverage on school property, in school vehicles, or in school buildings shall be suspended from school and

subject to expulsion. The provision of this policy shall also include:

1. Any substance represented by the pupil to be a controlled substance.
2. Any substance of whatever form or texture which may adversely affect the health, safety or welfare of any pupil including, but not limiting to stimulants or depressants.

Weapons

Act 26 states that students cited for bringing a weapon onto any school property or school sponsored activity shall be expelled for a period of not less than one year.

Formal Hearing

- A. Education is a fundamental right and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
- B. A formal hearing may be held before the board of school directors or a duly authorized committee of the board, preferably composed of no fewer than three members of the school board. The hearing committee's decision is advisory to the school board where expulsion is recommended. A majority vote of the entire school board is required to expel a student.
- C. At the formal hearing, the following due process requirements are to be observed:

1. Notification of the charges in writing, sent to the parents/guardian by certified mail and to the student.
2. Sufficient notice of the time and place of the hearing.
3. The right to an impartial tribunal.
4. The right to be represented by counsel.
5. The right to be presented with the names of witnesses against the student and copies of the statements and affidavits of those witnesses.
6. The right to demand that any such witnesses appear in person and answer questions or be cross-examined.
7. The student's right to testify and produce witnesses on his/her own behalf.
8. A record must be kept of the hearing either by a stenographer or by tape recorder. The student is entitled at the student's expense to a copy of the transcript.
9. The proceeding must be held with all reasonable speed.
10. If requested by the student or the student's parent, the hearing will be held in private.
11. When the student is dissatisfied with the results of the hearing, recourse can be had at the appropriate state court. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate federal district court.

Informal Hearing for Full Suspension

A full suspension is any suspension greater than three days.

The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended, and to provide the student the opportunity to demonstrate that there is a compelling reason why he/she should not be suspended. The informal hearing also encourages the student's parents/guardians to meet with the principal to discuss ways by which future offenses can be avoided.

At the informal hearing, the following due process requirements are to be observed:

- a. Notification of the reasons for the suspension in writing given to the parents/guardians and to the student.
- b. Sufficient notice of the time and place of the informal hearing.
- c. The right to cross-examine any witnesses.
- d. The student's right to speak and produce witnesses on his/her own behalf.

The following are examples of violations that may result in suspension or expulsion:

- Fighting
- Physical threats to others
- Terrorist threats
- Unauthorized use of fire alarm system
- Weapons violation
- Possession or use of an illegal substance

It is the intent of the School Board and Administration to maintain order and discipline in the Elementary School and at the same time, comply with all laws and regulations promulgated by higher authority. The understanding and cooperation of all parents will be appreciated.

Bullying/Harassment

To provide a safe and positive learning environment for students, it is the policy of the district that bullying and harassment in any form will not be tolerated. A bully is someone who repeatedly and over time intentionally inflicts or attempts to inflict injury or discomfort upon another student or group of students. Students should promptly report any incidents of bullying or harassment to the principal.

- A. Directed at another student or students
- B. Which occurs in a school setting
- C. That is severe, persistent, or pervasive
- D. Substantially interferes with a student's education
- E. Creates a threatening environment
- F. Substantially disrupts the orderly operation of school

Bullying and harassment include slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age or handicap/disability. Acts of bullying and harassment will result in disciplinary action as determined by the principal. False accusations by students will be subject to disciplinary action, also.

All acts of bullying and harassment should be reported to the building principal for investigation and documentation.

Searches and Lockers

School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary or juvenile proceedings. Such a search is not an "illegal" search under the Fourth Amendment to the Federal Constitution, but a reasonable exercise of board power in the interests of the health, welfare, and safety of all school students.

BUS RIDING CONDUCT

Any pupil involved in an act of misconduct which is detrimental to the health or safety of other students, bus driver, vehicle, or person(s) outside the vehicles shall have his riding privilege reviewed as indicated. A disciplinary referral shall be written up by the bus driver and submitted to the office.

After three notices, the student's riding privileges may be suspended for three days. Repair costs for damages caused by vandalism or misconduct shall be paid by the person(s) causing the damage.

Prior to Loading

1. Be on time at the designated school bus stop.
2. Stand on the side of the highway or sidewalk and in no way interfere with traffic. Bus riders must conduct themselves in a safe manner while waiting.

3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Be careful in approaching the bus stops.
5. Respect the property rights of people who reside at or near the bus stop.

While on the Bus

1. Behave as you would in the classroom
2. Remain seated when the bus is in motion.
3. Keep head, hands, and arms inside the bus.
4. Level 2 voices unless the driver indicates voices should be at Level 0 or 1.
5. Treat bus equipment as you would valuable furniture in your own home.
6. Never tamper with the bus or any of its equipment.
7. Keep the aisle clear.
8. Do not throw anything out of the bus window.
9. No animals or pets are allowed on the bus.
10. Scuffling, fighting, smoking and profane or indecent language are strictly forbidden.
11. Always assist in keeping the bus safe and clean. Eating on the bus is not permitted.
12. Be courteous to fellow pupils and the driver.
13. The school bus driver has the same authority on the bus as the teacher has in the classroom.

After Leaving the Bus

1. When necessary, cross the road at least ten feet in front of the bus, but only after

looking to be sure that no traffic is approaching from either direction.

2. Help look after the safety and comfort of small children.
3. Go directly home.



Bus Regulations

Students who plan to get off the bus at a stop other than their regular stop need to have a note from their parents. The note must be presented to the principal for approval and given to the bus driver.

Students who want permission to ride a bus other than their own must also have a parental note, which also must be stamped by the office and presented to the driver.

GENERAL INFORMATION

Fire Drill

When the fire alarm sounds, it is a signal for the pupils to line up and walk quickly and quietly to the exit which has been indicated for the room in which the pupil is located. It is also essential that all

windows and doors be closed, and lights turned off when leaving the room.

Pupils and their teachers will, upon leaving the building, form lines in the area provided and remain orderly. At a given signal, they shall re-enter the building. Fire drill guides shall be posted in each classroom.

False Alarms-The person or persons involved in this violation of safety will be subject to the penalties of the local district, state and federal government.

Telephone

School office telephones are intended for school business only. Pupils will not be called to the phone. Messages, if important, will be taken and delivered to the pupil.

Dress

1. Parents and students are reminded of the Federal regulations that require public buildings to set temperatures at 65 degrees in the winter months. It is recommended that sweaters and other warm clothing be provided.
2. A school board or school official may not impose limitations on dress in which fashion or taste is the sole consideration, even if a majority of students have approved a student dress code. A student may not be excluded from regular instruction because of his/her appearance if style, fashion, or taste is the sole criterion for such exclusion.
3. Students may be required, however, to wear certain types of clothing while participating

in physical education classes, or in extra-curricular activities, such as band.

4. Students have the responsibility to keep themselves, their clothes, and hair clean.
5. Students may not wear clothing with printing that is libelous or obscene. Clothing advertising alcohol or tobacco is not permitted, half-shirts, torn or ripped clothing, jeans or shorts with holes in them are not permitted. Parents and students are asked to be conservative when making a judgment on appropriate attire for school.
6. Students shall not wear hats in the school building during school hours.
7. Students must wear footwear in the school building. Because all grade levels participate in recess daily, students should wear footwear appropriate for outdoor activities and play.
8. A student wearing clothing that is deemed offensive will have to change to acceptable clothing, be assigned to the office, or return home.

Dress for Physical Education Classes

On the day your child is assigned physical education, he/she will be required to have sneakers (tennis shoes). Although these need not be new, we ask that they have adequate shoelaces and are sturdy enough to avoid accidents.

4th, 5th, and 6th grade students are asked to bring appropriate gym clothes from home. This would include the following:

- a. T-shirt
- b. Shorts or Sweatpants
- c. Socks
- d. Sneakers

Six Day Cycle

The school district operates on a six-day cycle for schedules, rather than Monday through Friday. The first day of school is Day 1 in the cycle. Each school day thereafter is numbered 2-6 with the cycle starting over after Day 6. Holidays and vacations do not interrupt the days of the cycle. Example: If the last day before a vacation or snow day is Day 3 of the cycle, it will be Day 4 of the cycle the first day the students return. Then the six-day cycle continues.

Parent Teacher Organization

The PTO is an organization composed of parents and teachers interested in promoting the welfare of the youth of this community. The by-laws of this organization list further objectives as raising the standards of home life, securing adequate laws for the care and protection of youth, bringing about closer relations of the home and school, and uniting the general public and educators to secure the highest advantage in physical, mental and spiritual education for every child.

Field Trips

Chaperones for field trips are chosen by the classroom teachers randomly from a list of parents who have expressed an interest in helping. Since

many of our field trips are designed for a certain size group, please advise the classroom teacher if you would like to attend but are not attending as a chaperone. At times you may not be able to participate with your child's group due to size constraints. Students on field trips are required to ride the bus to and from the field trip.

Admission to Building

Children will not be admitted to the school building prior to 7:30 AM.

Procedure for Drop-Offs and Pick-ups

When dropping your child off in the morning, please pull into the bus lane to drop off your child in front of the building. If there are buses in the lane, proceed past the buses to the sidewalk beyond the playground.

Reminder - there is no parking or drop off along the island in front of the Elementary school.

If you are picking your child up after school, please park in the High School parking lot. Part of this parking lot will be designated for Elementary School Parking. We will instruct all students being picked up by parents or walking home to stay on the sidewalk until coming to the Safety Patrol person at the crosswalk. We ask for your cooperation in avoiding the dangerous situation of having children crossing the bus lane between buses and other vehicles to get to and from the school.

Leaving School Property

No pupil will be permitted to leave the school property during the school day without the permission of either the school principal or the school nurse. Leaving school property without permission may result in suspension.

Following special events, such as Track and Field Day, Spring Fling, etc., students are expected to return to their homeroom and be dismissed with their class - they are not free to go home early with their parents.

Safety Patrol

The safety patrol is composed of responsible children, normally on duty in enough time before and after school to help ensure that your child will arrive safely at school or home. All pupils are expected to obey the School Safety Patrol to help ensure their own safety. Parents should plan for their children to arrive at school during the time patrols are on duty.

Morning: 7:30 - 7:45 A.M.

Afternoon: 2:25 - 2:40 P.M.

Winter Recess Guidelines



Greenwood Elementary School has established the following guidelines for outdoor recess during the winter months.

***Feels like 25 degrees and above (considers wind chill factor) - Outdoor recess**

***Feels like 16 - 25 degrees** (considers wind chill factor) – Abbreviated Outdoor Recess to 10 or 15 minutes

***Feels like 15 degrees** or below (considers wind chill factor) - Inside recess

To access the current local temperature including wind chill...

1. Type www.weather.com
2. Type in our zip code (17062)
3. Look at the current temperature for Millerstown
4. Look right below that current temperature to get the “Feels Like” temperature.
5. That’s the temperature that we will use to determine outdoor recess.

Peer Mediation

Conflict is a natural and unavoidable part of daily life and can be used as an opportunity for growth and learning. The Peer Mediation program recognizes that students can learn to resolve their own conflicts peacefully.

Students often become overwhelmed by the conflicts they face with their peers. They are intimidated by those who are bigger, smarter, or faster. Conflicts often occur in classrooms, cafeteria, halls, or on the playground.

Although conflicts are common, students generally receive little guidance in how to manage conflict constructively. They may try threats or physical force to get their way. But violence breeds more violence

and the problems only escalate. Students need to learn positive ways to resolve the disagreements.

Peer Mediation is a process that trains students to assist in conflict resolution. The peer mediator does not solve the problem, but is trained to assist students in communicating with each other and solving their own problems.

The Peer Mediation process is confidential, and students who are referred must agree to work hard to solve the problem. If there is physical fighting, peer mediators do not get involved. The peer mediator's job is not to solve problems for other students, but to help other students think of ways to solve problems for themselves.

Child Custody

If child custody arrangements are part of your family structure, you need to be aware of our policies in this area.

1. All custody orders must be addressed directly to Greenwood School District.
2. In the absence of a custody order, the school assumes shared custody, which allows both parents to be involved in their child’s education.
3. Both parents, regardless of custody arrangements, have access to their child’s records unless a court order specifically prohibits access.
4. The parent of record is the parent with whom the child resides.
5. The parent of record must live in the Greenwood School District.
6. Enforcement of custody orders is a police responsibility, not one for the school.

Textbooks

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. A fine will be imposed based upon the principal or teacher's judgment for abuse, misuse or lost books. Charge will be based on replacement list price of the book.

Electronic Devices

Under no circumstances are radios, iPods, mp3 players, CD players, headsets, mobile phones, or electronic devices of any kind permitted to be used during the school day except as outlined in the BYOT agreement. The school is not responsible for the loss of personal property.

WILDCATS R.O.A.R.

Greenwood Elementary School's

School-Wide Positive Behavior Support

What is School-Wide Positive Behavior Support?

- A team-based approach to teaching behavioral expectations and preventing problem behaviors.
- Relies on research-validated practices.
- Teaches and encourages respectful and responsible behavior to all students.
- Uses facts and data to support decision-making.
- Creates a safe and effective learning environment by reducing discipline referrals and increasing instruction time.
- Is for ALL students and ALL staff members

Greenwood Elementary School Students Are:

R - Respectful

O - Organized

A - Achievers

***R - Responsible
and Safe***

Greenwood Students ROAR!

This motto will be used throughout the year. Students will be taught specific behavioral expectations for each area of the building as they relate to this motto. Positive behaviors will be reinforced throughout the building. As parents, we ask that you support your child, be encouraging, and model behaviors that are consistent with the Greenwood Elementary School Motto.