

DEAR STUDENTS AND FAMILIES,

Welcome to the 2018-2019 school year! It is my desire to make this your very best school year ever. You will be welcomed by a staff that will be friendly and courteous and will have students' best interests in mind. Our doors are always open! Parent participation at school and at home will lead to a very successful and positive school year.

I encourage you to read through this handbook with your child and review the policies that regulate our daily school activities. Please keep it handy, as this handbook will answer many of your questions.

During the school year, students will be learning about the **4 Habits of Mind** listed below. Practicing these important Habits will help your child to be successful at school. We encourage you to have your child practice them at home as well.

1. **Managing Impulsivity** – Thinking before acting; remaining calm, thoughtful, and deliberate
2. **Striving for Accuracy** – Always doing your best; setting high standards; checking and finding ways to improve constantly
3. **Persisting** – Sticking to it and remaining focused; looking for ways to reach your goals; never giving up
4. **Listening with Understanding and Empathy** – Devoting mental energy to another person's thoughts and ideas; making an effort to perceive another's point of view and emotions

If you do have questions, feel free to call the school at (937) 365-1271.

Sincerely,

Quincey Gray,
Principal

This handbook is subject to change following the printing process and prior to the 2018-2019 school year. Any changes will be communicated to our students and families.

School Closing:

Parents/Guardians will be notified of any school closing, delay or early dismissal by an automated call system. Parents/Guardians must keep the office updated of any change in their telephone number to remain current in the system. Local radio and TV stations will air these events as well.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

No student shall harass, intimidate or bully (including by electronic means) another person. A student that engages in this type of behavior will be subject to disciplinary probation (minimum of 30 days) and suspension (O.S.S.) from school. The Board will not tolerate any gestures, comments, threats, or actions which cause bodily harm or personal degradation. This policy applies to all activities in the district including personal degradation. This policy applies to all activities in the district including activities on school property, on a school bus and where students are under the schools control. These behaviors include but are not limited to the following:

- Using electronic means to harass another person,
- Making a false report regarding an incident or person,
- Persist in the effort to harass another person,
- Retaliation against another person for reporting a previous alleged incident.

The Greenfield Exempted Village School District staff will promptly investigate behavior that may violate District policy. You may view the complete Board Policy 5517.01 Bullying and Other Forms of Aggressive Behavior at www.greenfield.k12.oh.us.

Bullying, harassment, or intimidation means:

Any intentional written, verbal or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Deliberately making false reports about bullying, harassment, and bullying and/or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action. Retaliation against anyone who reports or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated.

To view the complete Board Policy go to the Greenfield Exempted Village School District website at www.greenfield.k12.oh.us.

MISSION STATEMENT

Our mission is to develop respectful, responsible, and educated citizens, while providing a safe and compassionate learning environment.

ADMISSION

When entering a child into school, you must have his/her birth certificate, a current inoculation record, proof of residency, and his/her social security card. If you have custody, the proof of custody must be on file with us. If your child is enrolling from another school district, the previous school address will be needed. You will then sign a release of records from the previous school.

Greenfield Exempted Village School District Attendance Policy

Under the Ohio compulsory school attendance law (Ohio Revised Code 3321) children between the ages of six (6) and eighteen (18) must attend school. A child under six years of age who has been enrolled in kindergarten also shall be considered of compulsory school age per Ohio Revised Code. The Greenfield Exempted Village School District believes success in school is directly related to attendance and has adopted policies to encourage and reward good attendance. Ensuring good attendance will require a strong partnership between the district and the parent(s). This policy spells out the district's student attendance expectation and procedures for absences.

Attendance is important to us:

The Greenfield Exempted Village School District requires that students enrolled in the District attend school in accordance with the laws of the State. The State of Ohio also ranks school districts on their attendance rate. One of the indicators of an excellent district is a 93% or higher attendance rate. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation to maximize its effectiveness.

Excused Absences

* Absences from school that may be excused are:

- Personal illness (parental note)
- Doctors, Dentists, etc. appointments (doctor's note)
- Death of a member of the immediate family (parental note)
- Observance of a religious holiday (parental note)
- Other circumstances as pre-approved by the principal or designee

Expectations from Parents:

Parents are expected to notify the school of their child’s absence on the first day of the absence. The parent should call the child’s school the day of the absence and send a signed and dated note stating the reason for the absence on the first day the child returns to school. Notes for excused absences will not be accepted if they are not submitted within three (3) school days of the child’s return to school.

Actions Taken by the District For Excessive Absences (excused and unexcused):

1. A letter is sent (with a list of absences) to the parent following the 5th (32.5 hours), 10th (65 hours) and 15th (87.5 hours) day of total absences. An additional letter from the truancy officer from the Southern Ohio Educational Service Center will also be sent at the 10th (65 hours) unexcused day of absence.
2. Habitual Truant is defined as 30 or more consecutive hours, 42 or more hours in a month, or 72 or more hours in a year without a legitimate excuse.
3. Parents of habitual truant students will be contacted to participate in an Absence Intervention Team to develop absence intervention plans. Failure of student attendance improvement within 60 days will result in a referral to the district’s designated truancy officer, which may result in an appearance in municipal and/or juvenile court.
4. Only professional notes will be accepted for an excused absence after the 10th (65 hours) day absent.
5. Ohio Revised Code (3321.13) requires the school administration to report any student who is absent 60+ unexcused hours in a month or 90+ unexcused hours of in a school year to the Bureau of Motor Vehicles to deny or suspend an Ohio driver’s license or instructional permit.

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Student Vacation Policy

Students are required to complete a vacation policy application if they are going to be out of school for three (3) or more days. This application must be picked up in the office, signed by the parent and student, and submitted to each of the student’s teachers for the listing of assignments. The completed form, with each teacher’s signature and assignments listed, must be submitted to the principal at least two (2) school days prior to the beginning of the absence. Vacation days must be approved by the principal to be an excused absence. Be aware that vacation days are included in the total number of days absent. As a reminder, any absence over ten days can only be excused through a professional note (doctor’s note, for example), and any vacation days will accrue as UNEXCUSED absences. Students are discouraged from taking vacations during exam days. However, if it cannot be avoided, it is the student’s responsibility to set SPECIFIC alternate times, with each teacher, to take the exam. In no case will a student have more than three (3) school days to make-up the exam after returning from vacation.

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Tardies

We ask parents to make punctuality a priority. The first few minutes of the school day are very important as tardiness disrupts classroom teaching and learning. Students

arriving to school up to sixty (60) minutes late or leaving sixty (60) minutes early will be counted as tardy. Students who come to school more than sixty (60) minutes late or leave more than sixty (60) minutes early will be counted one half (1/2) day absent. Students leaving early is discouraged as the last few minutes of the school day are devoted to instruction, review of homework assignments and announcements. If it is necessary for the child to arrive late or leave early they must report to the office to be signed in or out by the parent. A tardy will only be considered excused if a professional note is provided within 3 school days for the time missed.

Three (3) unexcused tardies will be equal to one (1) unexcused absence. Students with more than three (3) tardies may also be subject to other school disciplinary actions.

BUS TRANSPORTATION

The Greenfield Board of Education will provide transportation to all students (high school and elementary) who live more than one mile from school. The distance must be measured from the school to which the student is assigned and to the residence of the pupil over the nearest possible highway or road as required by State Minimum Standards for Transportation.

The Greenfield Board of Education will provide transportation to all handicapped children who are unable to walk to the school to which they are assigned. In case of dispute whether the child is able to walk to school or not, the health commissioner shall be the judge of such ability. (R.C. 3327.01).

Free transportation is a service provided by the Board of Education and should be regarded as a privilege by the student. Discipline on the school buses shall be the direct responsibility of the driver. Infractions of discipline or destruction of property will be reported to the high/middle school or elementary administration for further action. Those who have continued behavior problems will be denied the privilege of riding.

PUPIL AND PARENT RESPONSIBILITIES

1. Parents and pupils must assume that school bus transportation is a privilege to the student, not a right.
2. Parents will be responsible to any damage to a bus by their children.
3. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
4. Pupils shall wait in a location clear of traffic and away from the bus stops.
5. Behavior at bus stop must not threaten life, limb, or property of any individual.
6. Pupils must go directly to an available or assigned seat.
7. Pupils must remain seated keeping the aisles and exits clear.
8. Pupils must observe bus conduct rules and obey the driver promptly and respectfully.

9. Pupils must not use profane language.
10. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
11. Pupils must not use tobacco on the bus.
12. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
13. Pupils must not throw or pass objects in, from, or onto the bus.
14. Pupils may carry on the bus only objects that can be held in their laps. (See paragraph one of Rule 3301-83-20 of the Administrative Code.)
15. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
16. Pupils must not put head or arms out of the bus windows.
17. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
18. Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical problems which may require driver's attention.
19. Immediately after dismissal students must board their bus and take their assigned seat. Students are not permitted to exit the bus until they arrive at their destination.
20. Each pupil shall be assigned a residence side designated place of safety. Driver must account for each pupil at designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed.
21. The driver has the authority to enforce the above regulations. The pupils shall conduct themselves on the school bus as they would in a classroom except that reasonable visiting and conversation is permissible. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing a pupil's transportation due to misconduct. The school administration shall notify the parent of such refusal with a full explanation for these actions. The bus then shall permit the pupil to board the bus at his/her home until the parent gives assurance of future good conduct on the part of the pupil.

EMERGENCY CARDS

Every child must have a completed emergency card on file in the principal's office. Please list all important telephone numbers so we will be able to contact you in case of an emergency. Please list all babysitters, grandparents, and any other person who might be able to locate you in case of an emergency. Please give your child's teacher his/her new address and/or phone number should a change occur.

FIELD TRIPS AND WALKING TRIPS

Field trips and walking trips are designed to enhance the classroom studies. Permission slips must be signed by the parents and are required by the school before a child participates in a field trip or walking trip.

EVACUATION/FIRE DRILLS

Evacuation drills and fire drills are held regularly to acquaint everyone with a system of clearing the building as safely and as quickly as possible. The rules are:

1. All students must leave to the designated area.
2. No one is to speak at any time.
3. No one is to re-enter the building until told to do so by a teacher, principal, or officer/firefighter.
4. If an exit is blocked, an alternate route should be taken.

TORNADO DRILLS

Tornado drills will be held several times throughout the school year, with extra attention paid during the spring when tornado season is at its highest. Each classroom and special areas of the building will have posted information on what to do in case of a tornado. Classroom teacher will cover all the necessary steps to take in case of a tornado emergency.

GUIDANCE SERVICES

A school psychologist and guidance counselor are on staff and available to serve students when needed. The school psychologist may be reached by calling 981-4856. The guidance counselor is located in the middle school and may be reached by calling 981-2197. Any parent having questions regarding their child should contact the principal to schedule a conference. Our support personnel are more than willing to help in all aspects of your child's development.

HEALTH

If your child becomes ill at school, he/she should tell his/her teacher, who will send him/her to the nurse. It is imperative that we have on file an emergency number to call if the parents cannot be reached.

If you suspect that your child has a contagious disease, please see your family doctor as soon as possible, and keep the school informed of your visit with a doctor's note.

HONOR ROLL

Grading scale for third through fifth grades is as follows:

99-100 A+	89 - 91 B+	79 - 81 C+	70 - 72 D+
94-98 A	85 - 88 B	75 -78 C	66 - 69 D
93- 92 A-	82 - 84 B-	73 - 74 C-	64 - 65 D-

Requirements for the Honor Roll are as follows:

All "A" Honor Roll

1. Scholarship --- "A"
2. Conduct ----- "A"
3. No Suspensions Of Any Kind

All "A/B" Honor Roll

1. Scholarship --- "A/B"
2. Conduct ----- "A/B"
3. No Suspensions Of Any Kind

Those students who have all "A's" at the end of the school year will receive a plaque with their name imprinted on it. Students who made all "A's" and "B's" will receive a medallion depicting their efforts.

INSURANCE

During the first week of school, your child will bring home a school insurance form. Please complete this form and return it to your child's teacher as soon as possible if you are interested in "school time" or "24 hour protection" for your child. It is advisable to participate in this program if your family does not have insurance. This program is available throughout the school year.

KINDERGARTEN

Kindergarten students will be going to school every day all day long. This can be very demanding on the student, especially during the early adjustment time of school. Parents should make sure that their child has a nutritional breakfast and adjust their child's lunch accordingly with the lunch menu that each child will receive.

LOCKDOWN PROCEDURES

During the school year, staff and students will practice the lockdown procedures that have been implemented in case of an emergency situation. Communication regarding the practice of lockdown procedures will be provided to families as it is deemed appropriate.

LOST AND FOUND

Many lost items are turned into the principal's office each year. Any child finding a lost article should take it to the office. Please call us if you have any questions about lost items and encourage your child to check the lost and found when needed. Do not send any items to school that are not labeled. Toys and games are prohibited unless requested by the teacher. The school is not responsible for lost items.

LUNCH PROGRAM

School lunches are available to students at a cost of \$2.30. The cost for a reduced-priced lunch for students who qualify is \$.40. Milk prices for this school year will be \$.45

cents a carton. Please note that prices are subject to change at the start of the 2018-2019 school year. Students can also bring their lunch to school if they so desire. If your child happens to forget his/her lunch money, he/she may charge their lunch for one day. That charge must be paid before another charge will be approved. If you believe your family may qualify for the free or reduced-priced lunch program, then you will need to complete a lunch program form for each student. Make sure all family members are listed with their social security numbers and monthly income or I.D. number. Complete the form and return it to school as soon as possible.

MEDIA CENTER-LIBRARY

All students will be scheduled into the media center during the week. Your child has the privilege of checking out the library books. It is your child's responsibility to take good care of these books. Outside reading will make your child a better reader and in turn a better student.

MEDICATIONS

Administrative personnel and faculty of the Greenfield Schools are limited in administering medication to students. However, we realize there are times that it is necessary for a pupil to receive prescription medicine during school hours. In this case, parents or guardians have two choices: 1. They may come to school and administer the medicine themselves, or 2. Complete a Medical Authorization Form to allow specific school personnel to administer medications. This authorization covers prescription medicine only.

Please be aware that parents can give permission for their child to have Tylenol in case of body aches and low-grade fevers. This authorization is on the back of the Emergency Medical Card.

MONEY

All monies should be sent from home with your child's name on it. The school cannot be responsible for any loose change.

MONITORS

Lunchroom and playground monitors have been hired by the school board to supervise these areas. Students must listen to and follow the directions of the monitors the same as they would a teacher. These monitors may refer children directly to the principal and will report offenses to the teachers.

NURSE

The school nurse's office is located within the administrative complex at Rainsboro Elementary School. Her telephone number is 365-1271. Please call her if you have any

questions about the health of your child or any questions regarding immunizations. Any child sent to the nurse's office must obtain a pass from his/her teacher.

OFFICE HOURS

Regular office hours are from 8:00 am to 4:30 pm. The school phone number is (937) 365-1271. If you would like a conference with the principal or your child's teacher, please call in advance and set up an appointment if possible. We will continue to have an "open door" policy and will welcome visitors, but they are required to check in at the office and get a visitor's pass prior to a classroom visit.

PICTURES

School pictures with class composites will be taken in the fall and will be handled on a prepayment plan. All children will have their picture taken, but only those who have prepaid will receive the pictures. School picture order forms will be sent home with each student. Pictures may also be taken in the spring for your convenience and may be purchased if desired.

PHYSICAL EDUCATION

Physical education is offered to all students. If a student has some limitation, it will be necessary to submit a written note to the teacher for an excuse from physical education activities. Continual limitation will require a medical excuse from the physician which will be kept on file. Tennis shoes must be worn during physical education days.

REPORTING ACADEMIC PROGRESS

Report cards are issued every nine weeks in grades K through five. Interim progress reports are sent home halfway between each grading period.

There will be a \$1.00 charge for each lost grade card or envelope.

RULES

In order to guarantee your child and all of the students of Rainsboro Elementary the type of climate they deserve, we will be using the following discipline plan. Parents and students are also required to familiarize themselves with the Board adopted **student conduct code** listed at the end of this handbook.

We believe all students can behave appropriately on the playground, in the lunchroom, and in the classroom. We will not tolerate any student causing a disruption and/or causing harm to other students.

PLAYGROUND RULES

1. Use playground equipment appropriately.
2. Follow basic rules for using the swings, slide, basketball court, and other playground equipment.
3. No fighting, pushing, horseplay, or hitting
4. Do not enter the building without a pass or permission from the monitor.
5. Students will be responsible for all playground equipment.
6. Play in designated areas only.

BUILDING RULES

1. No running in the halls.
2. Keep talking to a whisper.
3. Keep restrooms clean.

LUNCHROOM RULES

1. Stand in line quietly and keep your hands to yourself.
2. Once you sit down, do not change seats or tables.
3. Make sure you get everything you need, such as forks, ketchup, etc., before you sit down for lunch.
4. You must stay seated while eating.
5. Clean your eating area when you are finished.
6. You must be excused from the lunchroom by the monitor.

CONSEQUENCES

1. Remove student from activity for 5 to 10 minutes depending on the infraction.
2. Remove student from the activity for the entire time.
3. Report to classroom teacher regarding infraction.
1. Refer student to the principal-discipline records begin and consequences will follow.

If you have any questions regarding the rules and consequences, please contact your child's teacher and/or principal. Your involvement and support is vital to the success of this discipline plan.

WITHDRAWALS

If you are moving outside the school district, please inform your child's teacher. All bills must be paid in advance. When you enroll your child at his/her new school, you will sign a release of records form, and we will release those records to his/her new school upon receipt of the form.

STUDENT CONDUCT CODE

This student conduct code is designed to help you know what we expect of you in regard to your conduct in school. In general, we expect your best: your full cooperation with teachers, administrators, and all other employees of the Board of Education.

Please keep in mind these important principles:

1. You are under the authority of the school system on your way to and from school, while you are in school and on field trips. You are also under the authority of the school if you are truant from school.
2. You are under the authority of the school while you are attending school events as well as while you are attending school.
3. You are to observe the student conduct code as well as special rules for bus riders at all times while you are riding, getting on the bus, getting off the bus, or waiting at the bus stop.

A violation of any rule may result in disciplinary action, including, removal of bus transportation privileges, removal from school activities, parent-teacher conferences, suspension, expulsion or referral to civil authorities, or a combination of these. Disciplinary action is to follow the school-wide discipline plan developed and established by the principal in your building.

Rule 1: Follow the directions of all school employees the first time.

- 1A: Act of Defiance: A student shall not commit an act of defiance, directly or indirectly, against a person in authority. This includes any adult employed by the Board of Education.

Rule 2: Respect all human beings associated with the school at all times.

- 2A: Disruption at School: A student shall not by use of violence, force, coercion, or threat cause material disruption or obstruction in the Greenfield School System.

- 2B: Bomb Threats: A student shall not create or cause someone to create a bomb threat or any other type of threat to the school system or any person involved in the school system.

- 2C: Abusive Language: A student shall not use abusive language in school at any time to other students or to any school authority.

- 2D: Tobacco, Narcotics, Alcoholic Beverages, Hallucinogens, and Drugs: No student is to carry on his or her person, nor store in his or her locker, any tobacco or tobacco product, nor use any tobacco or tobacco product in sight of the school buildings, on school property, or in any school building. A student shall not possess, use, transmit, conceal or be under the influence of any narcotics, alcoholic beverages, hallucinogens, and/or drugs.

- 2E: Clothing: Clothing worn by the students shall conform to requirements of good taste. Clothing and accessories shall not interfere with the orderly conduct of the classes or of the school. Please observe the following dress code:

Students are not to wear the following clothing items:

1. Bicycle shorts
2. Tank tops or muscle shirts
3. See through mesh clothing (must wear a shirt under a net shirt.)
4. Clothes exposing bare midriffs.
5. Shirts or shorts shorter than fingertip length.

6. Items of clothing and accessories, which promote, advertise, or name any drug, alcoholic beverage, tobacco, violence, or profanity.
7. No hats, scarves, or other head covering may be worn in the building.
8. No sun glasses shall be worn inside the building (unless the student has a doctor's note.)
9. No flip flops or open back shoes.

It is requested that the student come to school neat, clean, and dressed decently. Parents are encouraged to put their child's name on coats and sweaters.

Rule 3: Be where you are assigned to be at all times.

3A: Tardiness: A student shall not be tardy or cause others to be tardy to school or to individual classes during the school day.

3B: Hall Pass Violations: A student shall not be in the hall without a valid hall pass.

3C: Neglecting or Refusing Detention: A student shall not neglect or refuse to serve detention or cause others to neglect or refuse to serve detention. Each detention shall be served on the date for which it is assigned, normally on the date on which the infraction occurred.

3D: Class Truancy: A student shall not be truant from class or classes or cause others to be truant from class or classes.

3E: Truancy: A student shall not be truant or unexcused or cause others to be truant or unexcused.

3F: Leaving School: A student shall not leave the school grounds prior to dismissal unless authorized by principals.

Rule 4: Obey the rules of all teachers, bus drivers, cafeteria workers, custodians, administrators, and other employees of the school.

4A: Classroom Rules: No student shall disobey or cause others to disobey rules posted by the classroom teachers governing classroom conduct.

4B: Building Policies and Rules: No student shall disobey or cause others to disobey rules and/or policies established by the building principal, Superintendent or the Board of Education.

Rule 5: Keep your hands, feet, and the rest of your body to yourself.

5A: Assault: A student shall not assault or behave in such a way as could cause physical injury to anyone involved with the school system.

5B: Dangerous Weapons and Instruments: A student shall not possess, handle, or conceal any object that could cause injury to anyone.

5C: Fighting and Rowdy behavior: A student shall not fight or attempt to cause a fight or a rowdy scene while under the jurisdiction of the school system.

5D: Student Display of Affection: Students are to refrain from public displays of affection toward each other on school property.

Rule 6: Respect the property of others and that of the school.

6A: Tampering with Fire-Fighting Equipment or Fire Alarm System: A student shall not cause false alarms or in any way tamper with fire equipment on the school grounds.

6B: Theft: A student shall not steal anything which belongs to anyone else or the school system.

6C: Damage of School Property: A student shall not willfully attempt to cause any damage, defacing, or destruction of school property owned by the Board of Education.

