

# Greenwood Elementary School Student Handbook 2017-2018

As a Greenwood Eagle I am here to learn, therefore, I will be respectful to myself and others, responsible for my actions and prepared to do my very best every day.



**Mrs. Ashley Walters, Principal**

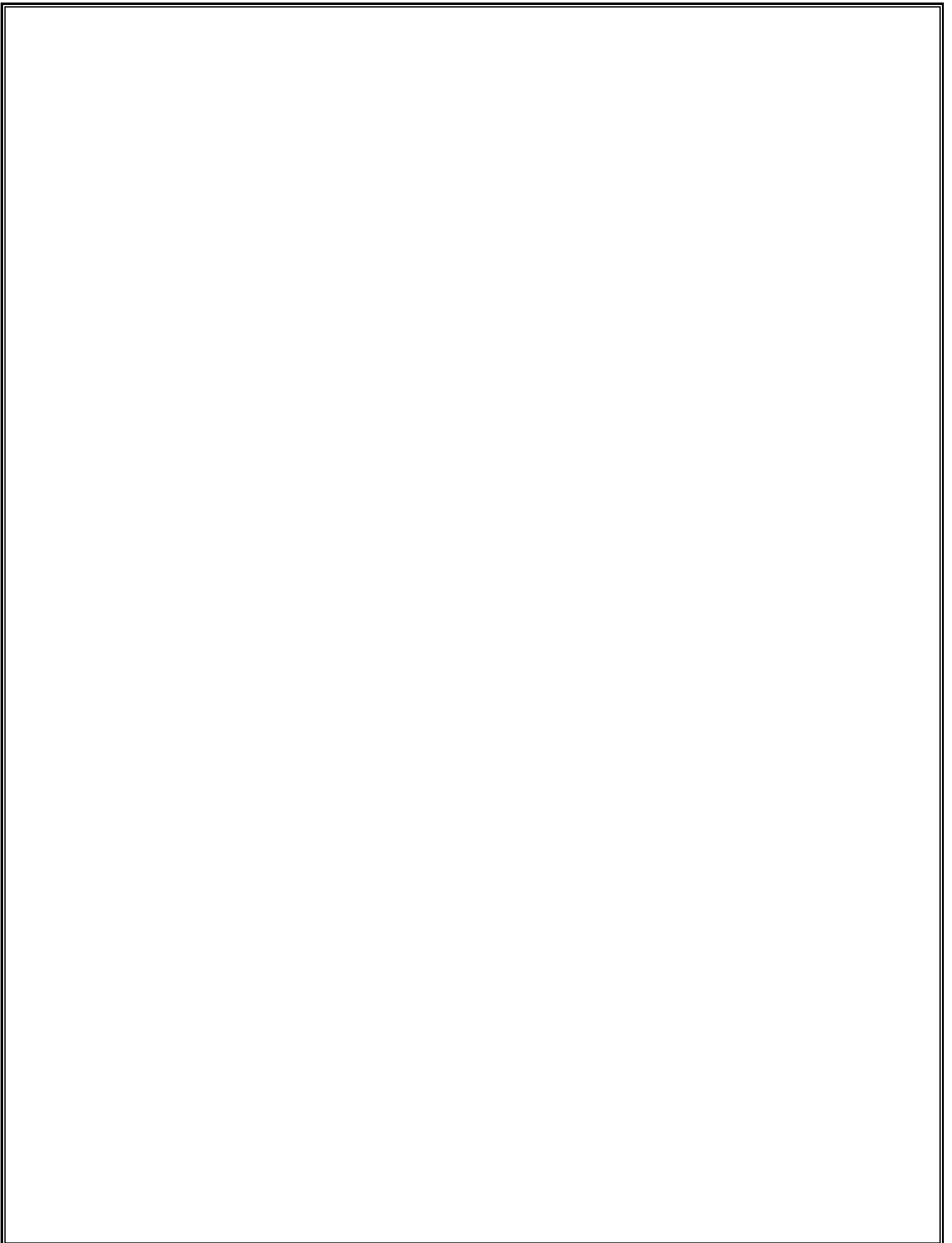
**Mrs. Dorothy Bell-Jackson**  
**Vice-Principal**

**Ms. Stephanie O'Hara**  
**Vice-Principal**

11412 Dryden Road, Princess Anne, MD 21853

PH:(410)651-0931 Fax:(410)651-4091

[www.ges.somerset.k12.md.us](http://www.ges.somerset.k12.md.us)

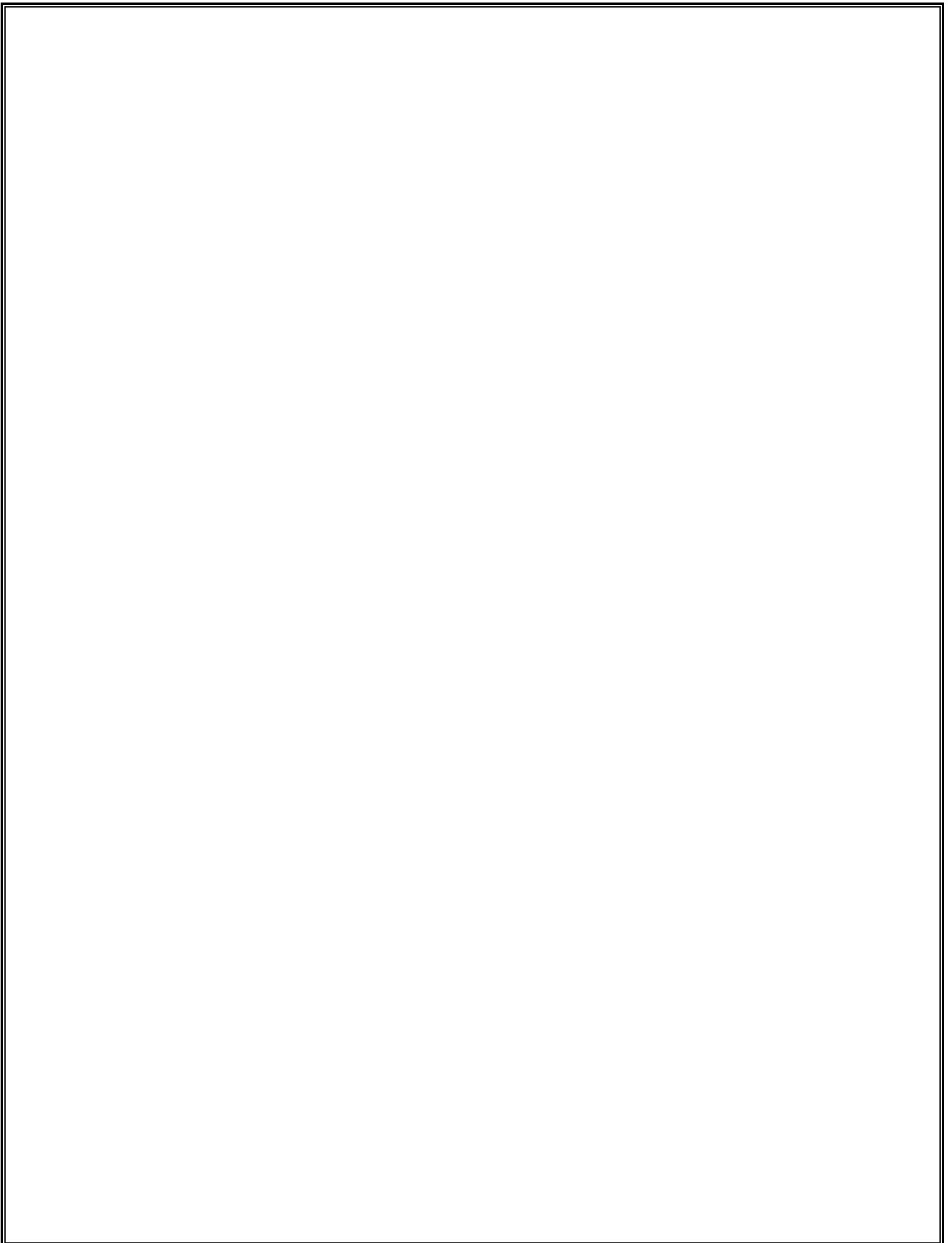


## **Greenwood Elementary School's Vision**

**Greenwood Elementary School will develop a community of responsible citizens who are independent learners, collaborators and problem-solvers for the 21<sup>st</sup> century.**

## **Our Mission**

**Greenwood Elementary is committed to providing each child a quality education through engaging instruction that integrates STEAM (science, technology, engineering, the arts and math) skills along with a rigorous reading and math curriculum to assure growth and achievement for all students in a safe, supportive environment. We will partner with families and the community to ensure the success of our students and the development of responsible young citizens.**



# Daily Schedule

8:10 – 8:25 Buses Arrive

8:10 – 8:35 Breakfast

8:30 - Morning Announcements – Start earlier if necessary to finish by 8:40

8:40 - Class Begins

	<i>Specials</i>	<i>Recess</i>	<i>Lunch</i>
<i>2nd Grade</i>	<i>10:00-11:00</i>	<i>1:30-2:00</i>	<i>11:30-12:00</i>
<i>3rd Grade</i>	<i>1:30-2:30</i>	<i>3:00-3:30</i>	<i>11:00-11:30</i>
<i>4th Grade</i>	<i>11:00-12:00</i>	<i>12:30-1:00</i>	<i>12:00-12:30</i>
<i>5th Grade</i>	<i>2:30-3:30</i>	<i>12:00-12:30</i>	<i>12:30-1:00</i>

## Departmentalization

	<i>Rotation Times for Classes</i>		
<i>2<sup>nd</sup> Gr.</i>	<i>9:10-11:25</i>	<i>12:00-1:30</i>	<i>2:00-3:30</i>
<i>3rd Gr.</i>	<i>8:40-10:00</i>	<i>10:00-12:00</i>	<i>12:00-1:30</i>
<i>3<sup>rd</sup> Gr II</i>	<i>8:40-11:00</i>	<i>11:00-1:30</i>	
<i>4th Gr.</i>	<i>8:40-10:00</i>	<i>10:00-11:00</i>	<i>2:00-3:30</i>
<i>5th Gr.</i>	<i>8:40-10:00</i>	<i>10:30-12:00</i>	<i>1:00-2:30</i>

3:35 Pack up

3:40 Dismissal

Students who are picked up by their family on a regular basis should be signed out at 3:40 in the cafeteria. Parents who pick up their child occasionally, should sign their child out in the office. Please wait until 3:40 p.m. to ask the office to call your child from class since they are involved in meaningful activities until the end of the day.

## SCHOOL HOURS

**Instruction begins at 8:40 a.m.** and students begin **packing up at 3:35** each day. All students receive a free breakfast which is served in their classroom beginning at 8:10a.m. Students who do not ride a bus to school should be in their classroom no later than 8:20a.m. if they would like to eat breakfast. Children should NOT arrive earlier than 8:00a.m. or remain on school grounds later than 4:00 p.m. unless they are participating in a supervised school activity. Students arriving between 8:00 and 8:10 should report to the cafeteria. In case of a one hour delay, students may enter the building at 9:00 a.m. with class starting at 9:40. If there is a two hour delay, students may enter the building at 10:00a.m. These procedures are designed for the safety and well-being of your children. If school is two hours late we will not serve breakfast. (Policy #600-09)

## ATTENDANCE

Education requires a continuity of instruction, classroom participation, learning experiences and study in order to reach the maximum educational benefits for each student. Poor attendance hinders the learning process. Elementary students who are **unlawfully absent** the equivalent of **more than ten full days** per year **will not be promoted** to the next grade. When your child goes to the doctor during the school day ask for a note excusing his absence. This note should be turned in to the school so the day is not considered unlawful. Parents can write notes that will excuse a total of 10 days during the school year. **A note is required for every day of absence.** If you are planning a family trip notify the school at least a week ahead of time so the student can take some of their assignments with them. The principal can excuse up to 5 days for a family trip. These 5 days will be considered part of the 10 days that parents can write a note to excuse. Whenever a student is absent it is his responsibility to ask the teacher for the makeup work and to see that it is completed and turned in to the teacher in a timely fashion.

Students who frequently arrive late or leave early are missing a crucial part of their instruction for the day. Please be sure your child is here by 8:15 a.m. and is not picked up early unless it is necessary for an appointment. (Policy #600-07)

## DISMISSAL

**Dismissal begins at 3:40p.m.** Students must listen carefully at this time for afternoon announcements and for when their bus is called. If you are riding a bus home, you should quickly gather your books and belongings and report to your bus when called. The 911 address is required for all notes sending students on a different bus. Students whose parent/guardian have notified the school that their student will be picked up daily will be sent to the cafeteria at 3:37 p.m. to wait for their parent/guardian's arrival. If the parent/guardian arrives prior to 3:37 pm they will be permitted to sit in the cafeteria until their student arrives for pick up. **A parent/guardian MUST sign students out on the sign out sheet. Parents/Guardians who are picking students up at the end of the day should follow in line by the cafeteria. There will be no traffic allowed in the bus lane.** A note is required for any student being picked up who will not be leaving until after their bus would normally leave. All students must be picked up no later than 4:00p.m. If you are participating in an after school program or a school activity you must have written permission from home. You may not stay after school without written permission.

## DELAYED OPENING OF SCHOOLS & EMERGENCY CLOSINGS

Due to our concern for the safety of our students, Somerset County Public Schools developed a plan for the delayed opening of schools. If changes are necessary to the regular school schedule, announcements will be made via the media and a recording (ConnectEd message) which will be sent to home phone numbers listed in PowerSchool, which is our student data file from the school.

Parents/Guardians can keep their children safe when schools close unexpectedly by arranging emergency backup care. In case schools close early, due to an emergency, students should know what to do and where to go if their parent/guardian is not at home.

## COMMUNICATION

Parents/guardians/students shall observe the established process when they have a question or concern. Please follow the order of protocol.

Teacher ----> Principal--> Superintendent--> Board of Education

Greenwood Elementary School Office phone is 410-651-0931. The Administrative Office is 410-651-1616.

## **STUDENT TELEPHONE USE**

General student use of the school telephone is limited; students may use the telephone at school only when absolutely necessary. Arrangements for transportation, visiting or going home with another child, or other social reasons should be arranged before the child leaves home in the morning. Parents needing to leave a message for their child should contact the school office prior to 2 p.m.

## **ELECTRONIC DEVICES/ CELL PHONE USE**

We do not encourage students to bring cell phones, iPod's, MP3's, etc. to school. If a student does bring these items to school, they are not to be used once the student enters the building. These items should also then be turned off and stored in the student's locker or book bag during the school day. If the student does not adhere to this policy the item will be confiscated.

Using a cell phone to take pictures or record audio on school property, school buses, or at school functions/events may result in immediate confiscation of the phone, and appropriate disciplinary action will be taken. Contents of cell phones may be searched if reasonable suspicion exists that it may have been used in an activity prohibited by the Code of Conduct.

The possessing, taking, disseminating, transferring or sharing of inappropriate or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, etc.), may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing inappropriate or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

Violations of electronic devices/cell phone policy are subject to disciplinary action. The District is not responsible for lost, stolen, or damaged electronic devices/cell phones. (Policy #600-31)

## **CHILD CUSTODY**

In cases where parents are divorced or separated, the school presumes that both parents have access to the student. If one parent has been denied custody, it is the obligation of the parents to make this known in writing, by way of final legal recorded document, to the school administration. Mailings and student information are directed to the custodial parent.

## **CHANGE IN STUDENT INFORMATION**

It is imperative that the school office be notified immediately of any change of address, change of home or work telephone numbers or a change in emergency information. A new emergency form must be filled out. This form can be picked up at the school office or you can call school and the form will be sent home with your child. If you move during the summer, please notify the school of your new address so information that is mailed during that time will reach you in a timely manner. Please provide a copy of any custody documents that pertain to your child.

## **CHANGING DISMISSAL INFORMATION**

If your child will be picked up at the end of the day, a signed note must be sent to school in the morning indicating who will pick up your child. In the case of an emergency, please call the school office by 3:00 pm so the appropriate staff members can be informed of the change. Changes made late in the afternoon will be difficult to communicate efficiently.

Because children do not always remember or adequately communicate their involvement in after- school programs, a note from parents/guardians is needed each day that a student is staying after school to participate in a program. For example, if your child will be staying on a particular day for any after- school activity, a note must be sent to school that morning. The note will be kept by the classroom teacher as a reminder for the end of the day.

In addition, if teachers are absent, the note will allow substitutes to have the correct information for your child at their fingertips.

We are pleased to be able to provide the use of our school to so many outside organizations for the benefit of our students - it is our goal to maintain the safety of students while providing after-school opportunities.

## **WITHDRAWALS**

A parent/guardian needs to do the following:

- ❖ Notify the school office and teachers as soon as possible.

- ❖ Personally come to school to withdraw the student or send a letter with pertinent information. (last day of attendance, name of new town, state and school)
- ❖ Return all books to appropriate teachers.
- ❖ Clear all debts with the office, teachers, media center and cafeteria.

## **SCHOOL VISITORS**

For the safety and security of the students, anyone entering the school must report to the school office and show photo identification for a visitor's pass. Parents, guardians, taxpayers of the community, and other interested educators are welcome and encouraged to visit the school. A new visitor program is being instituted this school year. Anyone wanting to enter our school and visit will need to scan their motor vehicle license or MVA picture ID. If identification is not presented, that visitor will not be allowed past the front office.

The district superintendent or building principal shall have the authority to prohibit entry of any person to a school of this district unless or until the visitor complies with the following procedures:

- ❖ If the visitation is for a parent- or teacher- initiated parent conference concerning the parent's or guardian's child, it must be scheduled in advance with the teacher. Upon arrival at school, a person visiting for this purpose shall register at the office of the principal prior to proceeding to the conference site.
- ❖ If the visitation is for any other purpose, arrangements must be made in advance through the office of the building principal.
- ❖ All visitors must register at the office and obtain a visitor tag.
- ❖ No visitor may confer with a student in school, other than a student of whom he/she is the parent or guardian, without prior permission of the building principal.
- ❖ No visitor shall be allowed to photograph or videotape any person or any part of the building without prior approval of the building principal and the district superintendent. Parents may post only their own children on social media sites. If other children are in the picture, they may not be posted in respect for their privacy. There may be some children whose parents will place them on the "do not photo list" and do not want their child's image on the internet.

## **SCHOOL MEALS PROGRAM**

Breakfast and lunch is served to all students at no charge through an initiative pursued by the county which is CEP or Community Eligibility Provisions. (Policy #600-29) Nutritious meals are served every school day based on state guidelines. Every effort is made to reduce the amount of fat, cholesterol, salt and sugar in the diet, keeping with the Healthy American Diet report.

Whether you are getting a school lunch or bring it from home, it is expected that you will eat lunch while in the cafeteria. You may not have food brought in or delivered to you from a deli, pizza parlors, fast food restaurants, etc. ***Students may not drink soda in the cafeteria.*** These items will violate the funding policy which supports our lunch program. When you are done, you will be expected to clean up after yourself. If you bought lunch, deliver your tray and trash to the correct area. If you drop something, please pick it up. If you have a spill and need assistance, a custodian will be close by to help.

Since every student uses the cafeteria during the day, it's important that everyone take responsibility for keeping it as clean as possible. Sometimes that may mean returning something left behind by others. If so, your help will contribute to the kind of clean and comfortable environment everyone appreciates.

Parents can send in money to be placed on the student's account to purchase snacks or drinks. Drinks are usually \$1.00 and snacks are \$0.50. Placing money in the student's account helps eliminate keeping track of money during the day, remembering to take it to lunch and bring it from home each day. The computer keeps track of each student's balance. Each student has a 5 digit number which identifies them. Students enter their number on the keypad in the lunch line.

## **FOOD**

If it is medically necessary to have special foods or drinks at school, we require a note from the child's doctor. This applies to food allergies as well as other health related conditions.

## **FOOD ALLERGIES REQUIRE AWARENESS, COMPASSION, AND ATTENTION**

It's hard to believe that the foods most of us eat and enjoy every day can be harmful to others. But, it's true! A handful of Greenwood students are allergic, and in some cases, seriously allergic to peanuts, tree nuts, dairy products, wheat and



eggs. While we have plans in place to address the needs of these students, it's important that our entire school community be aware of what causes allergies and what we can do to prevent allergic reactions, which for some children, can be a life-threatening incident.

We encourage parent support by asking you to join us in communicating the following messages to your children:

- ❖ Never take food allergies lightly. Joking about it, teasing kids who have food allergies, or tricking someone into eating food are inappropriate and can be very dangerous.
- ❖ Don't share your food. This advice runs counter to the environment of "sharing" we like to enjoy. However, sharing food can be very dangerous to students who have food allergies. This has become a school and district policy for all foods, no matter the provider.
- ❖ Wash hands after eating. Washing hands after you eat is very important. Touching certain foods can cause an allergic reaction in some students. Therefore, it's good practice to clean off any food that is on your hands after eating. You'll probably get fewer colds too.
- ❖ Ask friends if they are allergic to foods and help them avoid it. Learning what someone is allergic to is easy (just ask them).
- ❖ If someone becomes ill, get help from an adult immediately! Some symptoms of food allergies are vomiting, swelling of the face and lips, difficulty breathing, coughing, sneezing, watery eyes and skin that is bumpy, red or itchy.

Please let us know if you have any questions about our school's policies and practices regarding food and food allergies. Our goal is for all students to feel safe and protected in all situations at school. Websites such as [www.fankids.org](http://www.fankids.org) (for kids) and [www.foodallergy.org](http://www.foodallergy.org) are also excellent sites for additional information and to help teach your children about food allergies.

### **Safety Drills**

In an effort to promote a safe environment for children, safety drills will be practiced in all elementary schools. The purpose of these drills is to provide students, teachers and staff with the opportunity to practice procedures from the Somerset County Response Plan and to improve preparation for emergency situations. Those drills include:

#### **LOCK-DOWN DRILL:**

This drill is practiced in the event that an intruder has entered the school building. During this drill, classroom doors are locked and students take cover within the classroom, away from doors and windows. Students and staff remain in lock-down until an all-clear signal has been given.

#### **SHELTER-IN-PLACE:**

Shelter-in-place is a short-term safety measure that may be used to protect students and staff from exposure to a danger in the atmosphere. During shelter-in-place, students and staff will be moved to the all-purpose room. All exterior doors and windows will be locked throughout the duration of this exercise.

#### **EVACUATION DRILL:**

This drill is practiced in the event that a heating problem, major gas leak, or other immediate need requires evacuation from the school. Students and staff would be instructed to evacuate via a walking route or bus dismissal to the designated location. Walking routes have been established in coordination with local emergency service personnel to ensure that students are safe and that emergency vehicles responding to the incident are not impeded. Other drills that are practiced routinely throughout the school year include:

**FIRE DRILLS:** Fire drills are practiced each month that school is in session. Students and staff are instructed to follow evacuation routes out of and away from the building.

**SEVERE WEATHER-RELATED DRILL:** Students and staff practice for a weather-related emergency such as tornado or extremely high winds. During this exercise, students are moved to the hallways away from windows and doors.

Prior to each drill, the classroom teachers will review procedures and discuss expectations with the students. In addition, the school guidance counselor will be available to help alleviate any anxieties. If your child expresses concern about these drills, please notify us so that we may help him or her understand their purpose.

In the event of hazardous road conditions or other emergency situations, schools may be cancelled or delayed. Parents will be notified via telephone, television and radio.

## **SCHOOL/COMMUNITY INCENTIVES**

We collect the following:

Box Tops for Education

Please encourage your students to continue collecting these items. The money is being used to support our school initiatives for our students.

We also receive funding from the app shoparoo for sending a picture of receipts from grocery stores, super store, K Mart, Target. Etc. Everything you need is on the app and you designate GES as the school. Shoparoo can be downloaded from your smart phone's Play Store.

## **VERBAL ABUSE OF A TEACHER**

State law specifically prohibits insults or verbal abuse directed to a teacher in the course of his or her duties. Those who violate this policy will be prosecuted to the fullest extent of the law.

## **STUDENT BULLYING, HARRASSMENT, OR INTIMIDATION**

Somerset County Board of Education is committed to providing all students with a safe, nurturing, and supportive learning environment that is free from any form of bullying, harassment, or intimidation. It is the policy of Somerset County Board of Education to prohibit bullying, harassment, or intimidation of any person on school property or at school-sponsored functions or by the use of electronic technology at school. Somerset County Board of Education prohibits reprisal or retaliation against individuals who report acts of bullying, harassment, or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation. Additionally, to establish guidelines for setting standards of supporting a school wide bullying program involving awareness, prevention, and early intervention training with students, parents, administration, and school staff. (Policy #600-34)

## **VIDEO CAMERAS/CELL PHONES**

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on school grounds. Students will not be told when the equipment is being used. The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. (Policy #600-42)

## **COUNSELING SERVICES**

The school counselor is where you will find someone who is trained to listen to you, and to provide assistance and guidance to help you deal with your education. If you find yourself having difficulty in a class or in school, or if you are dealing with a personal problem that you want to keep confidential, the counselor is someone good to talk to. Often they can help you resolve your problems. Ms. O'Hara will also be able to provide information to parents about outside counseling resources which come to our school to provide services to students, other community resources and mentoring possibilities.

## **LEARNING SUPPORT**

Our Learning Support Specialist, Mrs. Hood serves as a liaison between home and school to work with parents to identify services and strategies to assist students having difficulty academically, behaviorally and with attendance. This is the point of entry for parents seeking special education testing and assistance receiving work when a student is suspended. Parents will be invited to an LST meeting to be part of the team when discussing their child.

## **SPECIAL EDUCATION**

Accommodations and Modifications in many instances, a student with special needs can be successful in the regular classroom with the use of accommodations or modifications to the regular lesson or learning environment. A list of accommodations and modifications for each student is included in the student's IEP.

Classroom Support - some students benefit from the assistance of a Special Education teacher. This can occur in the regular classroom, allowing the student to remain in the least restrictive environment.

Out-of-Classroom Support - A student may require a less distracting environment or special equipment or space to complete an activity. Individuals or small groups may be moved from the regular classroom to another location to receive instruction.

Related Services - Other services necessary for a student to find academic success will be provided at the school by itinerant professionals. This may include physical, speech, and/or occupational services. These will be provided at no cost to the parent.

## **SCHOOL INSURANCE**

Each year a student accident insurance policy is offered to the students of Somerset County at parent expense. It is designed to cover medical payments resulting from accidental bodily injuries received by a student while covered under the policy. An application will be sent home at the beginning of the school year. (Policy #600-02)

## **LOST & FOUND**

Each year many articles of clothing are lost and turned into the office. Many of these remain unclaimed throughout the school year. Unclaimed items are donated to charity at the end of the school year.

Money and Other Valuables – Students are asked not to bring any money to school other than the amount required for lunch and school supplies. The school is NOT responsible for lost or stolen money and/or items. Please use good judgment.

Lost Books & Materials – Students are responsible for the care and condition of school property assigned to them. Students are expected to:

- **Keep textbooks covered at all times.**
- Handle textbooks and other materials in such a manner that they are not torn or otherwise damaged.
- Report damage or malfunction of your locker immediately to your teacher. (This only applies to 4<sup>th</sup> and 5<sup>th</sup> grade students)

Lost, stolen or damaged books or materials are the responsibility of the student to whom it is issued and they will be charged the price of replacement or repair based on current costs.

## **DRESS CODE**

All students are to follow the following uniform requirements:

### **Bottoms**

- Navy blue, black or khaki pants, capris, walking shorts, jumpers, skirts or shorts NO Denim or jean style pants
- Jumpers, skirts, skorts, shorts (4 inch inseam) must be respectable and modest in length
- Clothing items must be worn at the natural waist (above the hip)
- A solid color belt must be worn if the clothing item has belt loops. Belts may not be accessorized, have adornments or have decorative belt buckles
- Pants and capris must not be cargo style, have multiple zippers or pockets, or have adornments
- All bottoms should be appropriate size so there is not stretching or gapping of the material. Bottoms should not be tight to the skin or baggy
- Lounge wear or pajamas are NOT permitted

### **Tops**

- Solid white, black, burgundy, yellow or blue (may be navy or light blue) - long sleeve or short sleeve oxford or polo shirts
- All shirts must have a collar and must be tucked in or worn at mid hip. During normal routine activities like raising an arm or bending over, no skin should be visible between the waistband and the bottom of the shirt
- Solid color turtlenecks and long sleeved t-shirts (white, black, burgundy, navy or light blue) are permitted under the appropriate collared shirt
- Crewneck, Cardigan, V-neck sweaters or fleece pullovers in navy blue or white may be worn with the appropriate collared shirt underneath
- Hooded apparel is not permitted
- All tops should be the appropriate size so as not to cause stretching or gapping of the material. Tops should not be tight to the skin or baggy
- Sleeveless shirts, t-shirts, or tank tops are NOT permitted

### **Leg Wear**

- Solid color white, tan, natural, black, or navy blue socks, tights, or pantyhose may be worn
- Leggings are NOT permitted

### **Shoes**

- Shoes must be worn at all times and must be appropriate for the student's activity—such as tennis shoes for Physical Education and shoes that are safe for running and climbing on the playground
- Shoes should be as plain as possible
- Slippers and flip flops are NOT permitted

## **Not Permitted**

- Hats, head coverings, visors, scarves or sunglasses are NOT to be worn in the building unless for religious or medical reasons. Parents need to provide documentation of the reason to the office.
- Students must remove and store all outerwear in the place designated by their teacher when they enter the building

**Store or brand logos or signs are NOT permitted to be visible on clothing**

## **School Pictures**

- School pictures are taken twice a year. When fall pictures are taken the students will wear their uniform and class pictures will be taken at this time. Spring pictures are casual.
- After School Activities
- Students who attend activities directly after school should continue to wear the clothing that was worn during the school day
- When students return to school in the evening their parents may choose whether they return in the apparel they wore to school that day or if they wear casual clothes. If casual clothes are worn they must meet the casual day clothing dress code that is outlined in the student handbook.
- Some activities, such as concerts, may specify a different type of clothing.

## **Physical Education Classes**

- Athletic shoes or tennis shoes are required
- Skirts or jumpers should NOT be worn unless shorts are underneath
- Students will wear the clothing for class that they wore to school that day

## **Important Information**

- Students who arrive at school not in uniform must either have a family member bring them correct uniform clothes or change into one of the school's uniforms.
- Students receive an eagle wing for being dressed in the correct uniform for the week. Beginning with the second time the student arrives not in uniform he/she will have recess detention.

## **Casual Day**

- Casual days will be allowed only per the Superintendent's approval. Students will be notified if there is a casual day. There is no longer a free monthly casual day like there has been in the past. Students are expected to wear appropriate school uniforms on a daily basis.

## **PARENT-TEACHER CONFERENCES**

We welcome your requests for conferences. It is very important that you know what is going on with your child at school. Please schedule all conferences by calling the office at 410-651-0931 or sending the teacher a note. At this time, the secretary will assist you in arranging a conference with your child's teacher. The school will also set aside days in the calendar, after the students receive their mid-term grades, for parents to talk with their child's teachers. As a school we hold parent conferences at the mid-point of each marking period.

## **POWER SCHOOL**

Technology is available for parents to see their child's grades and attendance. Parents of students will be invited to a training at their school. At the training, parents will be given a user name and password which will remain the same until your child graduates. They will also be shown how to get internet access to Power School. Parents will be able to check on grades and attendance at any time. Teachers will be updating their grades at least once a week. You can e-mail the teachers by clicking on their name when you are checking your child's grades.

## **SOMERSET COUNTY SCHOOLS WEBSITE/[www.somerset.k12.md/us](http://www.somerset.k12.md/us)**

All kinds of information ranging from the school calendar, to the Master Plan, to board policies, to individual school websites, to school closings can be found there. As new policies are written they are posted on the website.

## **SCHOOL - WIDE BEHAVIOR PLAN/ PBIS (Positive Behavior Incentives and Supports)**

We believe that all students can be successful academically and behaviorally. We recognize that it is very important to be clear and consistent in our behavior expectations, to actively teach desired behaviors, address minor behaviors with low level consequences and to provide reinforcement when students exhibit appropriate behavior. Since Greenwood became an elementary school many years ago we have earned the distinction of being an Exemplary PBIS School every year. This is a collaborative program between the MD Dept. of Education and Sheppard-Pratt at Johns Hopkins University.

We believe that by building a community where all members respect themselves, take responsibility for their actions and are prepared to do their best we will promote success for every student. We have established a code of conduct:

***As a Greenwood Eagle I am here to learn, therefore, I will be respectful to myself and others, responsible for my actions and prepared to do my very best every day.***

Every teacher will engage in class discussions about what these rules “look like, and sound like” in their classroom and throughout the school. Your child will also be tested on their understanding of these lessons. There are three levels of behavior that are tracked in our school. If your child has engaged in numerous fractions or a higher level of misconduct then they will receive an office referral. Our goal is always to teach appropriate behavior and to support them displaying appropriate behavior.

Each month and/or marking period students will be provided with an incentive to reward them for making positive choices and having no office referrals. We want your child’s experience at Greenwood Elementary to be a positive and successful one. We know the secret to that success is to work as a team with your family to reinforce positive behavior. We would like to thank you in advance for your support and invite you to visit your child’s classroom at any time.

## **HOMEWORK**

Homework is a very important part of the learning process. Parents can help their children be more successful by seeing that their homework is completed each evening and double check that they are handing it in to their teacher. Students who do not regularly complete homework may receive lower grades on unit tests, school wide assessments as well as PARCC. Remember, our goal is to develop a strong knowledge base to build study skills and responsibility that will allow our students to pursue any career they choose. This is a building process that requires constant supervision and encouragement. Any student who has been absent should check with his/her teachers upon returning to school for the assignments that need to be made up and handed in to their teachers.

## **What You Can Do To Help Your Child Learn**

- ❖ Start each day right; a calm beginning at home makes the school day much better.
- ❖ Encourage your child to have a good breakfast and lunch. Make certain that your child sleeps at least eight hours each night.
- ❖ Praise your child each day for something he/she has done well. Have a special place to put school work your child is proud of. Show him/her that learning is important to you and to him/her. Help your child learn to be persistent and to do their best thinking when they come across something difficult. If one way doesn’t work refer back to the directions, reread it, and try another way. Some things are hard but don’t give up!
- ❖ Laugh and talk with your child about school experiences and listen attentively to what is said about your child’s school day.
- ❖ Stress attendance. Your child needs to take advantage of every school day. When a student is absent there are many activities that cannot be made up which cause a gap in the student’s learning.
- ❖ Keep the lines of communication open between yourself and your child’s teacher. Inform the teacher of any family situation which could influence your child’s behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason and a solution.
- ❖ Take your child to the library and encourage reading for pleasure. Read together. Remind your child to read each day and participate in our reading incentives.
- ❖ Provide pencils, glue, scissors, paper, etc., for your child to use. Check periodically to see when supplies need to be restocked.
- ❖ Help your child learn their math facts so the answer becomes automatic.
- ❖ Help your child organize their school work. Pack their bag after completing their homework and put it by the door they use in the morning when they are leaving for school.
- ❖ Encourage your child to be kind, respectful and responsible.

## **DISCIPLINE GUIDELINES**

Students are expected to display cooperation, self-control and an attitude which allows learning to take place. It is the student’s responsibility to govern themselves according to the rules as set forth by the school. If a student feels that he/she has been treated unfairly, he/she should discuss this with their teacher. Most problems can be solved after a simple discussion. If the student feels the problem is still not resolved, then he/she should go to the Principal, Assistant Principal or School Counselor.

Each staff member at Greenwood Elementary accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student’s behavior should conform to acceptable standards of conduct as established by the principal and teachers.

The staff requests parental support in helping maintain appropriate conduct in the school. Children's behavior should reflect respect and consideration for the rights, feelings and property of others. Our school has a school wide positive discipline program which recognizes students in a wide variety of ways for making positive choices on a daily and long range basis.

Every possible form of misconduct cannot be described here. The following is, however, a list of some more common or serious violations. The basic definition of *misconduct* is anything that is disruptive, unsafe or illegal.

Some examples are:

1. Students who are caught leaving the school property
2. Students who are being disrespectful or using profanity
3. Students who are being insubordinate
4. Students who are dishonest
5. Students who are causing classroom disruptions
6. Students who engage in a fight or physical assault
7. Students who bring or possess drugs
8. Students who bring or possess weapons and/or "look a likes"
9. Students who bring or possess fireworks, firecrackers and/or bullets, etc.

Everyone is expected to settle conflicts and differences in a peaceful and respectful way. If you feel a situation could possibly lead to physical violence, you are responsible for removing yourself immediately from the situation and reporting it to your teacher, advisor, counselor or administrator. Violent behavior always leads to serious consequences that will involve suspension from school and in some cases referral to the Superintendent.

**Sound & Electronic Equipment** – Radios, electronic games, DVD/CD/tape players, cameras, pagers, telephones of any kind, game boys, toys (including trading cards), etc. are **NOT** to be brought to school. They are distracting and will be taken away by a staff member. The school is not responsible for the loss or theft of these items. Student cell phones are to be off and out of sight at all times in the building. When a cell phone is seen by a staff member it will be taken and sent to the office where the child's parent may pick it up. If a student has their cell phone taken the second time, the county policy states that it will remain locked up in the office for 30 days and then may be picked up by the parent.

**Damage to School Property** – Greenwood Elementary is your school and you should take pride in its appearance. Writing on the desks and walls or otherwise destroying property reflects directly back on the student body. A student that willfully causes damage to the school will be subject to the appropriate fines and/or consequences.

## **CONSEQUENCES OF MISCONDUCT**

Many consequences occur naturally. If you are late, you miss instruction. If you don't read an assignment, you will be lost and unprepared when that reading is discussed. However, to help students learn to make appropriate choices and accept responsibility; other consequences are imposed in response to violation of school rules and policies. Examples of established consequences for misconduct include, but are not limited to:

### Classroom Level

Time-out

Loss of privilege

Note/Letter/Phone call to Parents

Teacher/Parent Conference

Teacher Detention

Behavior Contract

### Administrative Level (Office)

Student/ Administrator Conference

Detention/Loss of privilege

Behavior Contract

Suspension from School up to 10 days

Referral to Guidance/Learning Support

Referral to discipline intervention specialist

In this handbook, we cannot cover all situations and choices that will confront you as a student. However, as you read and seek to understand what is provided to you on these pages, you will come to know the philosophy of discipline that has been adopted at Greenwood Elementary School.

## **TRANSPORTATION**

Students are assigned to ride a particular bus to and from school. unless a note from their parent/guardian is received in the office authorizing other means of transportation. The note must include:

- ❖ The number of the bus that your child will be riding. (If you are unsure please check with our school office)
- ❖ The 911 address and phone number of where your child is going
- ❖ The telephone number of where the parent/guardian can be reached
- ❖ The note must be signed and dated.

Please do not park in the bus lane when picking up students or drive through during bus arrival and dismissal time. Parents who visit the school may park in any available parking space. Student pick up and drop off is on the gym end of the building.

## **SCHOOL BUS BEHAVIOR**

Students enrolled in schools of Somerset County are expected to practice standards of accepted behavior at all times. Under NO circumstances shall disruptive behavior be tolerated.

Since proper conduct of students on the school bus is considered the responsibility of the Board of Education, any behavior or misconduct which jeopardizes the safe operation of the school bus or which interferes with the welfare of others is prohibited. The bus driver may assign seats. The expectations for school bus behavior are the same as it is for school. Students are to follow our Code of Conduct at all times. They are expected to be respectful, courteous and follow adult directions.

Somerset County Public Schools utilizes video cameras on buses as a means of promoting safe and appropriate behavior. Disturbances on the road are not only unpleasant and distracting, but potentially hazardous to the safety and well-being of our students. To this end, students may be videotaped while being transported on Somerset County Public School busses.

Examples of the types of behavior which warrant suspension of riding the bus are as follows:

- ❖ Throwing objects
- ❖ Fighting
- ❖ Standing while the bus is moving
- ❖ Destroying property
- ❖ Using profanity
- ❖ Weapons and/or look-a-likes
- ❖ Failing to follow the bus driver's instructions

Riding the school bus is a privilege. This privilege may be temporarily suspended or permanently revoked if the student's misconduct jeopardizes the safe operation of the bus or the safety of others riding the bus. The bus driver may withhold riding privileges for one day for misbehavior. The school or transportation supervisor may use their discretion to provide counseling of the student, revoke bus privileges for longer periods of time or suspend the student from school. A student shall become ineligible for Pupil Transportation when their behavior causes serious or continued disturbance, or when the student disobeys a state or local rule or violates safety regulations pertaining to Pupil Transportation.

If the removal of bus riding privileges becomes necessary, the following guidelines should be used by drivers for non-serious offenses:

1. First Offense – verbal warning by the driver
2. Second Offense – driver completes a referral and contacts the parent
3. Third Offense – restrict riding privilege – the driver may put students off for one day
4. Fourth Offense and thereafter – driver completes a referral and turns it in to administration

## **SCHOOL HEALTH SERVICES**

A goal of the health services program is to promote the health of the student by considering the physical, mental and social well-being of each individual. A nurse is available to assess and refer students who become ill, injured, or in need of medical services. Nurses will perform vision and hearing screenings as mandated by the State Health Standards. (Parents who object to vision and hearing screening based on a religious belief, must notify the school nurse in writing at the beginning of each school year.) Nurses will also screen for communicable diseases such as head lice, scabies, ring

worm, etc. as appropriate. Nurses work in consultation with the local and state health departments in an effort to prevent and control the spread of communicable illness/diseases. Students who are displaying symptoms such as fever, vomiting, and diarrhea at home should not be sent to school. Students should be free of fever for 24 hours before returning to school. Nurses cannot diagnose or prescribe medication, therefore if an injury or illness occurs outside of school, the parent should contact their family physician or take their child to a hospital emergency room or a walk-in emergency center if needed.

## **ILLNESS**

No student shall attend the public schools of this district while affected with any contagious or infectious disease, or when liable to transmit such disease after having been exposed to it. The Principal shall have the authority to require any child to be examined by a nurse or doctor. All students shall be subject to examination by a nurse, dentist, or doctor whenever such examination is deemed necessary.

Please notify the school when your child is ill, especially if he/she has contracted a contagious disease. Following an absence, please send a note giving the reason for the absence.

- ❖ Fever: 100 Degrees or Greater: A child should have normal temperature and be in normal health and fever free for 24 hours without medication before returning to school.
- ❖ Vomiting or Diarrhea: No vomiting or diarrhea for 24 hours before returning to school.
- ❖ Strep Throat or a sore throat that is accompanied by fever and enlarged nodules in the neck. Your child may return to school 24 hours after beginning antibiotic treatment and being fever free.
- ❖ Rash of Unknown Cause: Your child should remain home until the cause is determined. If the rash is due to chicken pox, the child should remain home until all the lesions are scabbed.
- ❖ Conjunctivitis/Pinkeye: A reddening of the white of the eye and inner eyelids is noted along with drainage, itching, pain and matting of the eyes. Your child should not attend school until medical attention has determined if it is conjunctivitis (for which medication is required), allergies, or a cold.
- ❖ Head lice or Nits: Your child may return to school after proper treatment and when all the nits have been removed. Until checked by the school nurse, your child will not be allowed to use school transportation (bus).

## **CONTAGIOUS DISEASES AND CONDITIONS**

Our district follows the control measures issued by the Somerset County Health Department. No student may return to school before the recommended time without written permission from his/her doctor.

### Disease Recommendation

- ❖ Chicken Pox Isolation; exclusion from school for 6 days after the appearance of rash
- ❖ Impetigo Isolation; exclusion until lesions are healed or child is under adequate and continuous medical treatment.
- ❖ Ringworm Exclusion from school until under adequate medical supervision and treatment.
- ❖ Strep infection Isolation; May return to school after temperature returns to normal for 24 hours and /or 24 hours of antibiotic treatment.
- ❖ Pediculosis (head lice) Isolation until effective insecticiding of scalp, skin and clothing. All nits must be removed before student can return to school.
- ❖ Conjunctivitis (pink eye) Children should not attend until treatment is initiated.

An important role of the nurse is to assist students with appropriate accommodations so that they can remain in class with as few absences as possible. Students will be discouraged from leaving class to see the nurse except when absolutely necessary.

## **MEDICATION**

School personnel, including the nurse, may not prescribe or provide medication (including Aspirin, Tylenol, Motrin, etc.) to students. Whenever possible, medications should be taken before school or upon returning home. When this is not possible, medication may be given according to the following guidelines. (This includes **prescription** as well as **over the counter** medications):

- ❖ Before giving any medication, the school nurse must have precise written instructions from the prescribing physician. Completion of the Physician's Medication Form, by the doctor along with the parent/guardian's signature is required before any medication will be administered. Medication order forms are available from your school nurse and from most physicians' offices. Medication must be delivered to school in the original container.
- ❖ Medication must have a pharmacy label which includes the student's name, name of medication, time and amount of medication to be taken, physician, date of prescription and expiration.



- ❖ The responsibility for administering medication may be delegated by the nurse and principal to a trained school staff member when the nurse is not available.
- ❖ Medications will be kept locked in the nurse's office at all times.
- ❖ Medication must be brought to school by a parent or other adult.
- ❖ Medication may not be transported to school by students with the exception of those students who have a doctor's order to self-carry emergency medications.
- ❖ Medication left over at the end of the year should be picked up by the parent.

## **SOCIAL MEDIA GUIDELINES FOR STUDENTS**

This social media policy applies to all students posting on school sponsored social media as well as personal. This policy covers all social media and media platforms, social networks, blogs, photo sharing, wikis, online forums and video sharing.

- ❖ Be aware of what you post online. Social media venues including wikis, blogs and blog pages, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers or a future employer to see.
- ❖ Follow the SCPS Board Policy #500-14 – Acceptable Use of Information when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- ❖ Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. For details about online safety, be sure to check out <http://www.onguardonline.gov/>. Do not share your password(s) with anyone besides your teachers and parents.
- ❖ Inbound linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- ❖ Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts. When paraphrasing another's idea(s) be sure to cite your source with the URL or web address. It is good practice to hyperlink your sources.
- ❖ Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image.
- ❖ How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- ❖ Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- ❖ If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- ❖ Any incident of cyberbullying should be reported immediately to a teacher, parent or counselor. Cyberbullying should always be taken seriously.
- ❖ Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or access to future use of online tools.

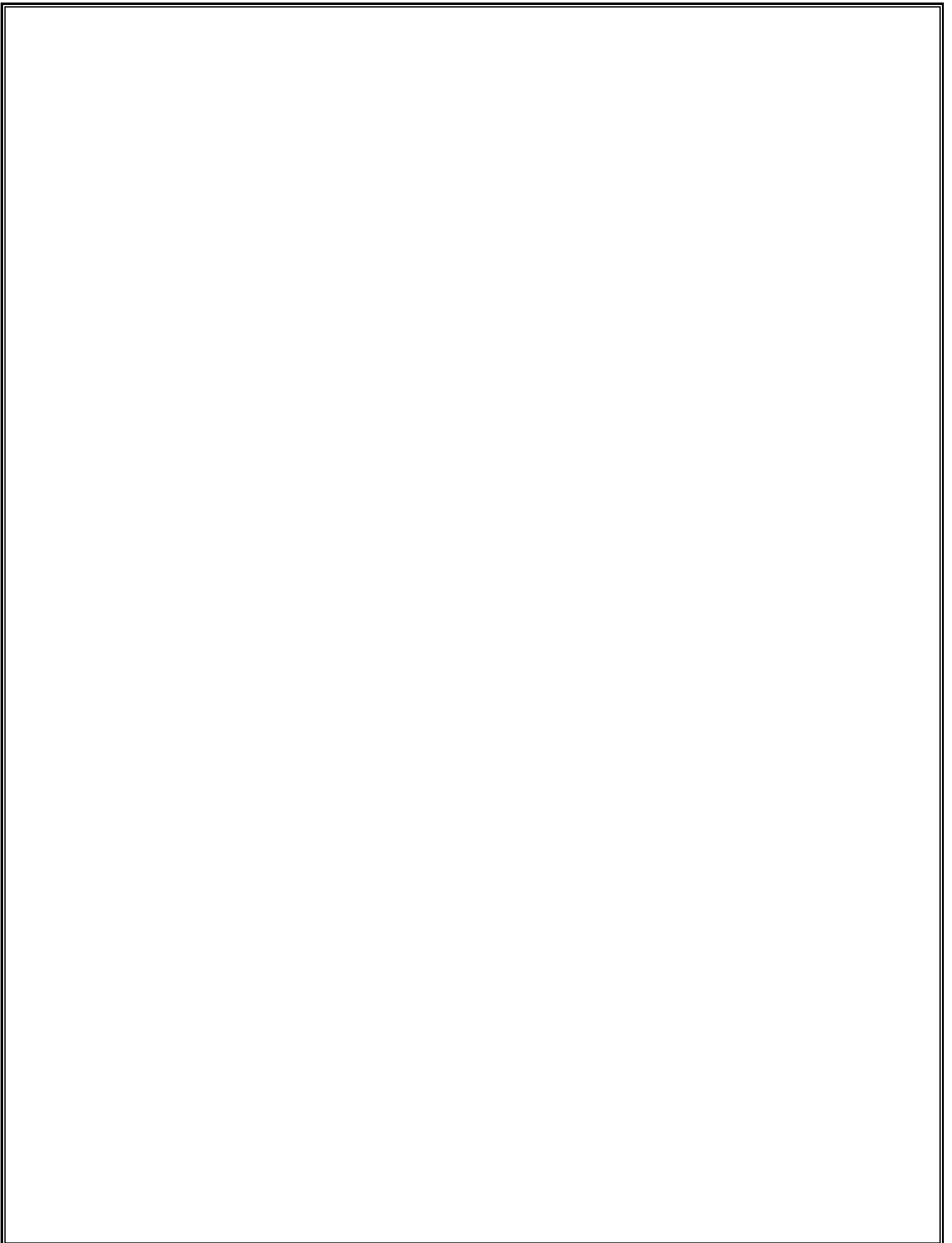
## **CYBERBULLYING**

Cyberbullying by a SCPS student directed toward another SCPS student or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

SCPS prohibits acts of cyberbullying by SCPS students through the use of any SCPS owned, operated, and supervised technologies. The school principal or designee may report allegations of cyberbullying to law enforcement authorities. Any act online, the Internet or through electronic devices (cellular phones, tablets) that deliberately threatens, harasses, intimidates an individual or group of individuals; places an individual in reasonable fear of harm to the individual or damage to the individual's property; has the effect of substantially disrupting the orderly operation of the school is considered cyberbullying.

Any student or school staff member that believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyberbullying shall immediately make a report to the school principal or designee.

SCPS has a zero tolerance against cyberbullying and each reported instance will be handled in accordance with district, local and state rules, policies and guidelines.



# Greenwood Elementary School

## Student Handbook

2017-2018



### Acknowledgement of Review of 2017-2018 Student Handbook

**Student' Name:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

Please review the *Student Handbook* with your child. His/her teacher has discussed it in class. The policies and regulations it references are an important part of daily student life, supporting a safe and secure learning environment.

It is essential that schools and families work together to assure that all students meet the high expectations for academic and behavior established in the hand book. This enables students to succeed in school and the community. Your support is vital in this process.

After you have reviewed the student Handbook with your child, please sign and return the signed form to the school.

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As the parent/guardian of \_\_\_\_\_ (student's name), I have read and discussed the *Student Handbook* and the *Code of Conduct* with my child. I understand that the policies and regulations it references apply to all students, at all times, on all Somerset County Board of Education property, buses, and at school related activities.

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please detach and return this form to your child's teacher**

The handbook was sent home to be shared with parent(s)/guardians(s) on \_\_\_\_\_.