

GREENSBURG ELEMENTARY SCHOOL

STUDENT HANDBOOK 2009 – 2010



Greensburg Elementary School

900 North Big Blue Avenue

Greensburg, IN 47240

Phone: 812-663-8112 - Fax: 812-662-6516

Web Page: www.greensburg.k12.in.us

Mr. R. D. Linville, Principal
812-663-8112, Ext. 1636
rlinville@greensburg.k12.in.us

Mr. Edward A. Daihl, Ed. S., Assist. Principal
812-663-8112, Ext. 1634
edaihl@greensburg.k12.in.us

MISSION STATEMENT

The mission of Greensburg Elementary School is to provide a safe, caring, learning environment while fostering responsibility, cooperation, and respect. Networking students, faculty, families, and community will create life-long learners.

Greensburg Elementary School
2009 – 2010
Index - Student Handbook

Page 2	Handbook Index	Page 13	Rules of Student Travel to and From School
Page 3	Corporation Calendar		School Insurance
Page 4	School Floor Plan		Sexual Harassment
Page 5	Corporation Mission Statement		Smoke- Free School Plan
	Welcome		Student Records
	Absences		Student Submission to Surveys, Personal Analysis, or Evaluations of School Curriculum
Page 6	Administrating Medication	Page 14	The Hatch Act
	Arrival and Dismissal		Visitors
	Asbestos		Withdrawal from School
	Attendance		
	Birthdays and Flowers		
	Books and Supplies		
	Breakfast and Lunch		
Page 7	Cell Phones/Electronic Devices		
	Change of Address		
	Child Custody		
	Discipline		
Page 8	Dress		
	Drug-Free School Plan		
	Emergency Information		
	Emergency School Closings		
	Cancellation Policy		
Page 9	Tornado Drills		
	Emergency Information continued		
	Fire Drills		
	Lock Drown Drills		
	Enrollment of New Students		
	Expectations		
	Field Trips		
	Free/Reduced Lunch and Textbook Assistance		
	Grading Policy		
Page 10	Head Lice Guidelines		
	Health Services		
	Homework		
	Parents		
	Study tips		
Page 11	Homework continued		
	K-12 Homework Policy		
	Student's Responsibility		
	Parent's/Guardian's Responsibility		
Page 12	Teacher's Responsibility		
	Homework continued		
	Administrator's Responsibility		
	Immunization		
	Lost and Found		
	Non-school Officials		
	Parent/Teacher Conferences		
	Pirate Boosters Parent Organization		
	Parent Visits		
Page 13	Report Cards and Progress Reports		
	Right to Inspect Certain Instructional Materials		
	Rules of Conduct		

Board Adopted October 10, 2006
 Revised December 9, 2008
 Revised May 12, 2009

GREENSBURG COMMUNITY SCHOOLS SCHOOL CALENDAR 2009-2010

AUGUST	14	Friday	First Day for Staff Only (No Students)
AUGUST	17	Monday	Teacher Professional Day (No Students)
AUGUST	18	Tuesday	First Day of School for Students
SEPTEMBER	7	Monday	Labor Day (No School)
OCTOBER	15-16	Thursday/Friday	Fall Break (No School)
OCTOBER	29	Thursday	NO SCHOOL Parent/Teacher Conferences 10:00AM-6:00PM
NOVEMBER	1	Sunday	Daylight Saving Time ends, set clocks back one hour
NOVEMBER	26-27	Thursday/Friday	Thanksgiving Break (No School)
DECEMBER	22	Tuesday	Last Day of 1 st Semester
DECEMBER	23-Jan. 3		Christmas Holiday
JANUARY	4	Monday	Professional Day, Staff Only (No Students)
JANUARY	5	Tuesday	Classes Resume for Students
JANUARY	18*	Monday	Dr. Martin Luther King, Jr. Day - No School
FEBRUARY	15**	Monday	Presidents' Day (No School)
MARCH	14	Sunday	Daylight Saving Time begins, set clocks forward one hour
MARCH	15-19		Spring Break
MARCH	22	Monday	School Re-Opens (Classes Resume)
APRIL	2 ***	Friday	Good Friday (No School)
MAY	27	Thursday	Last Day for Students
MAY	28****	Friday	Professional Day (Last Day for Staff)
JUNE	5	Saturday	Graduation 9:00 AM

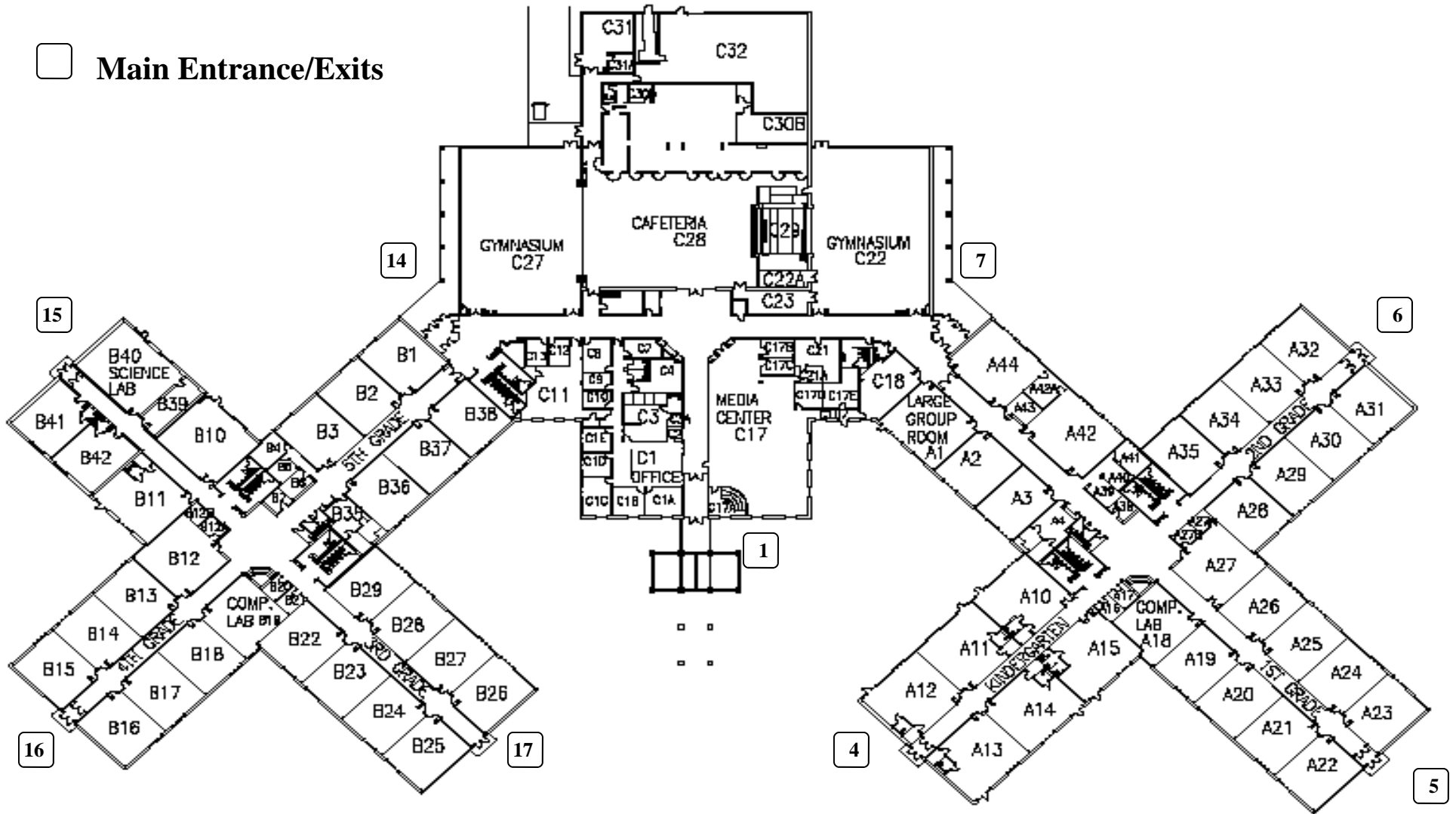
*1st snow make up day **2nd snow make up day ***3rd snow make up day ****4th snow make up day

9 WEEKS GRADING PERIOD

BEGINNING DATE	MID-TERM REPORTS DISTRIBUTED	ENDING DATE	REPORT CARDS DISTRIBUTED	STUDENT DAYS
August 18	September 17	October 14	October 29	41 days
October 19	November 19	December 22	January 7	44 days
January 5	February 11	March 12	March 25	47 days
March 22	April 22	May 27	June 4 *	48 days
			* Report cards will be mailed 6-04-10	180 days

HIGH SCHOOL SUMMER SCHOOL JUNE 7 – JULY 16

Main Entrance/Exits



**Greensburg Elementary School
Floor Plan**

GREENSBURG ELEMENTARY SCHOOL

CORPORATION MISSION STATEMENT

The mission of the Greensburg Community School Corporation is to provide and promote lifelong learning through its commitment to quality educational programs that prepare the students to be effective, successful and responsible citizens. This is to be accomplished in a financially prudent manner.

WELCOME

The faculty, staff, and administration welcome you to the Greensburg Community Schools. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, perceptive listening skills, and the practice of regular attendance.

The goal of the Greensburg Community Schools is for each student to achieve his/her greatest potential. To reach this goal, there must exist a cooperative effort on the part of students, teachers, administrators, parents and the community. We urge your cooperation in this venture and assure you the results will be well worth the effort.

It is generally recognized that participating in school activities increases one's academic success. For this reason, the Greensburg Community Schools encourages you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates a sense of loyalty and pride. Remember, this is YOUR school. Plan to attend extracurricular events and show your school spirit.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school corporation. Each student should read this handbook and be knowledgeable of its contents. Please allow your parents to read this handbook as well. If you or your parents have questions or concerns about the procedures outlined in this handbook, please contact a teacher, counselor, or administrator for an explanation.

ABSENCES

Parents must call the school office, 663-8112 and press 9 to report their child absent from school by 8:30 am. School absences may be reported 24 hours a day.

*Please report the student's name, the child's teacher, the parent calling, and the reason for being absent. We will contact you A.S.A.P. if you do not call to report your child's absence. We will call your home, your place of employment, or your emergency numbers to verify the absence with an adult.

At the time you call, you will be asked the name of an elementary school student that we could send your child's homework home with or you can pick it up after school is out at 2:50 pm.

We do ask that you send a note to your child's teacher explaining the absence on the day he/she returns to school.

Perfect attendance will be recognized for students who are in school everyday.

Please remember that when a child is absent from school, it is impossible to make up all that has taken place. Material read and written work often can be made up, but a student who is absent also misses out on class presentations including directions, examples, and explanations. Students also miss out on class discussion, as well as multimedia presentations. The opportunity for assistance by a teacher is lost during a day of absence.

ADMINISTERING MEDICATION

If a prescribed medication is to be administered to a student while attending school, these requirements must be strictly followed.

1. Written instructions by the physician must be on file and the parent must send a permission slip requesting the medication be given, the amount to be given and the time medication is to be given.
2. All medication prescribed must be kept in the original container with the pharmacy label, name and address of patient, name and strength of the drug, the amount to be dispensed, directions for proper use and the name of the prescribing doctor. Pharmacies will generally provide a duplicate container upon request.
3. If a prescribed medication is to be given for longer than two weeks, a special medication form is required and must be completed by both the physician and the parent. This form is available at the school. The medication must be updated if changes are made in the medication, and this must be renewed at the start of each year.
4. There will be no standing order for medications such as aspirin, Tylenol, cough syrup, antacid, etc. Over the counter medication must be sent to the school in its original container, labeled with the student's name, and be accompanied by a note from the parent as to time and the amount of medicine to be given.
5. A written order by a physician is needed for over the counter medications which are not typically advisable for children, (e.g., adult-strength aspirin, certain cold medicines, etc.)
6. All medications (except those prescribed over a long-term period) are to be picked up

GREENSBURG ELEMENTARY SCHOOL

by the student at the end of the school day/week and taken home.

If these guidelines are not met, medication will not be given at school.

Treatment and Transportation

The school system employs one full-time nurse to provide required student testing and emergency treatment of students.

The school is not responsible for the cost of transportation to the hospital or for the costs of treatment at the hospital should that be necessary.

Students will only be transported with permission or in a life-threatening situation.

ARRIVAL and DISMISSAL

School hours - students may arrive after 7:50 am. The instructional day is 8:20 am to 2:50 pm for grades K-5. Kindergarten will be on an all day, every other day schedule.

Skateboards, skates, roller blades, and scooters are not permitted on the school grounds during the school day.

Students are not permitted to ride bikes to and from school. Walking is permitted only from the Lee subdivision immediately south of Greensburg Elementary. Students are to walk on the designated easement area and not in the neighbor's lawns.

All bussed students will be entering the back of the school. Students being dropped by car will enter the front of the building. The entrance to the school off of NW 80 is restricted to school buses and school personnel between the hours of 7:30 am and 3:00 pm.

ASBESTOS

In compliance with public law 99-159, an annual statement of asbestos content is to be disclosed for each school building. If you have questions regarding asbestos at schools in the Greensburg Community School Corporation, please contact the Administrative Office for information.

ATTENDANCE

Regular and prompt attendance is necessary for success in school. Parents should not send a child to school when his/her attendance might be detrimental to his/her own health or that of others.

Please schedule doctor and dentist appointments after school hours or before school hours. Students must be signed out at the office by an adult whenever they leave school before regular dismissal. Students must be signed in at the office by an adult whenever students arrive late to school.

Students are marked tardy if they arrive after 8:20 a.m.

BIRTHDAYS & FLOWERS

Birthday cake will be served the 1st Friday of each month during lunch to recognize student birthdays. **Do not send birthday treats to school.** This is for safety and other health related reasons.

Do not send balloon or flower bouquets to school. These are a safety hazard on the school bus. **To avoid hurt feelings, please do not send any party invitations to school.**

BOOKS and SUPPLIES

Books are rented through the school. **Payment is due and payable at the time of registration.** Textbook assistance is available for families who qualify for free and reduced lunches.

Grade level supply lists are sent home at the end of each school year. The supply lists will also be available during registration.

BREAKFAST & LUNCH

Breakfast and lunch are available every day. Money may be paid yearly, monthly, weekly, or daily. We encourage you to pay for several days at a time. You may send money any day of the week. Please put lunch money in an envelope marked with the student's name and the words "lunch money". Money is paid in the classroom and credited to your child's account. Your child will receive a receipt to be returned to you. If students are absent or do not eat a tray lunch on a given day, their account will not be charged. Account balances are sent home with students at the end of each week. Students may bring a sack lunch. We request no carbonated drinks (soft drinks) or "junk" food be sent to school.

Students are given the opportunity to make choices for their tray. Students have the choice of the main entrée, peanut butter and jelly sandwich, or salad bar. Nutrition and a balanced meal are very important. One carton of milk is served with a school lunch. An additional carton of milk may be purchased.

Breakfast and Lunch Assistant Forms

Free and reduced lunch application forms are available at the school office.

Unpaid Lunch Policy

A student may charge breakfast and lunch up to a total of \$ 28.50 on his/her account. Parents will be notified as the charges approach the \$20.00. Parents will be responsible for providing the child's breakfast and lunch until their

GREENSBURG ELEMENTARY SCHOOL

student's account is reconciled; no further meals may be charged.

CELL PHONES/ELECTRONIC DEVICES

Cell phones, tape players, video games, pagers, MP3 players, iPods, cameras, or any other electronic devices are not allowed at school. If one of the above items is brought to school, it will be taken to the office and the parent will be called to come to school to pick-up the item.

*Any student found possessing, viewing, sharing, or sending pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device will be subject to suspension and/or expulsion from school. By law, all such incidents involving child pornography or child exploitation must be reported to a school administrator and, in turn, to law enforcement and the Department of Child Services.

CHANGE OF ADDRESS

If at any time during the school year a student moves to a different address in the county, the change must be reported to the main office. Also, change in telephone number must be reported.

CHILD CUSTODY

Greensburg Community Schools utilize the following procedures concerning child custody. Any questions concerning documents need to be directed to the main office.

1. In case one parent asks that the children not be allowed to leave the school with the other parent, a custody papers, restraining order, or some other legal document should be in the child's permanent record at school.
2. Legal opinion states that either parent has equal rights to the child unless one of the above-mentioned legal documents has been issued.
3. In the event that a parent says he/she has such a document at home, it becomes most imperative that the document or notarized copy be brought in within a short period of time to be included in the child's school records

DISCIPLINE

Definition:

Discipline is the demonstration of responsible behavior academically, socially, physically, and ethically.

Strategic Goal:

G. E. S. will establish an educational climate that is safe, secure, and orderly.

Rationale:

Learning occurs more effectively in a safe, secure, and orderly climate.

Strategies:

To accomplish this goal, G.E.S.:

1. Created and adopted a school-wide definition for discipline, understandable by staff, parents, and students.
2. Developed a K-5 code of conduct that will provide clear expectations.
3. Developed a discipline guide that defines and delineates a range of consequences for violations of the students' Code of Conduct.
4. Actively involves parents in the student/school discipline process.
5. Requires students to demonstrate responsible behavior academically, socially, physically, and ethically.
6. Developed and maintains a school-wide character education program.
7. Established a set of community expectations relating to the staff's role in creating a safe, secure, and orderly educational climate.

Code of Conduct

Discipline is the demonstration of responsible behavior academically, socially, physically, and ethically.

Parents and students are to read and follow the Code of Conduct for Greensburg Elementary School. Parents need to be supportive and assist the school in dealing responsibly with students who violate this code.

1. Have a positive attitude toward teaching and learning.
2. Show respect for every person.
3. Take responsibility for your learning by doing your personal best.
4. Enter the building, classrooms, cafeteria, and convocations quietly.
5. Walk in straight, quiet, orderly lines.
6. Keep your hands and feet to yourself.
7. Refrain from language that is inappropriate, degrading, or causes disruptive behavior.
8. Have a hall pass when going to the restroom, library, office, clinic, or computer lab and wear student picture I.D. above your waist.
9. Take pride in our building and show respect for all property.
10. **Leave all non-school items at home.**

GREENSBURG ELEMENTARY SCHOOL

Bullying – defined Senate Enrolled Act 285
as “overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.”

Conditions of Participation in Special Events

So that all students can enjoy special programs and events, we expect all students to follow school rules and conduct themselves with respect and responsibility prior to and during the activity. This includes field trips, convocations, special programs, and any type of activity provided outside the classroom setting.

DRESS

Students are asked to dress appropriately for the school environment and special events. We expect students to come to school with clean clothes. We encourage children to bathe and wash their hair on a regular basis. Dress should be appropriate for current and projected weather. Bare midriffs, halter-tops, fishnet shirts, spaghetti straps, tank tops, or short-shorts are not to be worn. All students must remove hats when entering the building. Students may not carry or wear anything that advertises gangs, drugs, alcohol, tobacco products, or sexually suggestive clothing. Any form of dress which calls undue attention to a student and serves to distract or disrupt the educational function and process of the school is considered inappropriate. If inappropriate clothing is worn to school, parents will be called to bring in a change of clothes. Students are to wear normal school clothing and tennis shoes for gym classes. Students are not allowed to bring shorts to change into for gym class.

DRUG-FREE SCHOOL PLAN

The use of any mood-altering substance (such as alcohol, amphetamines such as that found in some diet and caffeine pills, etc.) results in negative effects on behavior in the learning environment. Greensburg Community Schools have made a commitment to drug and substance abuse education and to offer a supportive environment that encourages healthy lifestyles. Through our efforts to know our students, and to work cooperatively with community resources, we will continue to have a school environment that is safe, drug free, and that provides a resource for students who may have a substance abuse problem.

A student shall not use or consume, have in his or her possession, buy, sell or give away any controlled substance.

This policy does not apply to medication prescribed by a physician

EMERGENCY INFORMATION

Emergency School Closings

It may be necessary for the school to close or have a delayed opening time during the school year because of weather conditions or unsafe driving conditions. WTRE (1330 AM), WRZQ (107.3 FM) radio stations and television channels 6, 8, and 13 will broadcast school delay and closing information, if weather warrants this situation. Information is also posted on the Greensburg Community Schools website at: www.greensburg.k12.in.us.

Students should not call the principal, teachers, or the school to request this information.

Cancellation Policy

In the event of severe weather or other emergency conditions the superintendent or his designee, is authorized to cancel school, delay the starting time, or release students early.

The normal practice is for notification of school cancellation to be made by approximately 6:00 a.m. on WTRE (1330 AM) radio. Other radio and television stations will be contacted as appropriate and feasible. Special conditions may require or allow other notification times and methods. Immediately after notifying the news media, calls will be made to building administrators and designated bus drivers. Phone trees will then be used to inform staff, bus drivers, and others. Calls to other agencies and individuals may be made as appropriate. Sometimes the conditions may indicate that a two-hour delay would be advisable to provide for both safety and school attendance. In case of a delay, pupils who are bussed will be picked up two hours later than the regular pick-up time and begin school at 10:30 a.m. Regular school ending times will be used for all pupils.

When an early release is necessary, an announcement will be made on WTRE, and in the Greensburg Daily News, if feasible. Usually the release will be after lunch.

Both the delay in starting school and early release will be done very reluctantly. Similarly, canceling or postponing school is also done only sparingly. Unfortunately, weather and other conditions sometimes dictate these decisions to increase safety.

When any modification of pupil attendance is made, each building is to make the appropriate

GREENSBURG ELEMENTARY SCHOOL

adjustments in program, transportation, student activities, etc.

Tornado Drills

A tornado procedure has been established for each school in the corporation and is posted in each room. Students should make certain they understand what they are to do in case of a tornado, because any delay could mean the difference between injury and safety.

When a tornado alarm is sounded, all students and teachers should report to their assigned areas of safety. There will be NO talking at all during the course of the tornado drill. Students should move quietly and quickly to their assigned area of safety, so that they can hear instructions that are given by the Principal or teachers. Your safety and health are dependent upon your following the rules of tornado safety.

Fire Drills

A fire drill plan is posted in each room. Students should study the plan and become familiar with it. When the alarm sounds, students will leave the room. Before leaving the room, all windows and doors are to be closed and the lights are to be turned off. No one is to pass another or break the line of march. Running is not permitted! The first to reach the outside doors are to hold them open until all have left the building. Students are not permitted to talk during a fire drill and are to remain at least 50 feet away from the building until the signal is given to reenter. No one is to return to the building until the signal is given by the Principal or school staff members.

Lock Down Drills

A lock down drill plan is posted in each room. When the "Lock Down" signal is given, all students and teachers will move quickly and quietly to the designated areas in the classroom. Students are not permitted to talk during the lock down drill. A lockdown is when the building is secured for an internal or external emergency.

ENROLLMENT OF NEW STUDENTS

To enroll a new student in the Greensburg Community School Corporation a parent/guardian must provide the following documentation: Immunization Records, Birth Certificate, Custody Papers, Social Security Number, and Two (2) Emergency Telephone Numbers.

EXPECTATIONS

The STUDENT has the right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the

benefits of all school services. He/she is responsible for knowing and complying with school rules, for respecting and submitting to the authority of the school staff, and for being diligent in his/her studies.

The TEACHER is expected to conduct a well-planned and effective classroom program, to establish and enforce classroom regulations that will facilitate learning and to maintain written records. The teacher has a right to obedience and to take corrective measures to improve the learning atmosphere for students.

The ADMINISTRATOR is responsible for maintaining discipline, for being alert to correcting situations likely to promote poor citizenship, for notifying parents of serious student offenses, and for suspending students when necessary. He/She has the right to impose detention on a student, to deny school privileges, to remove a student from class, to suspend the student, to enlist parental support, and to recommend expulsion.

FIELD TRIPS

Educational field trips will be taken during the school year. Students must have signed, written permission slips on file before being allowed to go on a field trip. If you are unable to pay for the field trip, please contact the school office for assistance. Parent volunteers on field trips must undergo a Criminal History Check. **Tobacco Policy** – The use or possession of any tobacco products by parents and/or chaperones on school property or on/and during any field trip where Greensburg Community Schools' students are present is PROHIBITED.

FREE/REDUCED LUNCH AND TEXTBOOK ASSISTANCE

Free/Reduced lunch and textbook assistance forms are available for students when they register at the beginning of school. The building principal will review forms and determine if families qualify for this assistance. Families are encouraged to apply, if they feel that they may qualify for these services.

GRADING POLICY

The grading standards are the same for all grades 1 –5.

100 – A+	99 – 96 – A	95 – A-
94 – B+	93 – 89 – B	88 – B-
87 – C+	86 – 79 – C	78 – C-
77 – D+	76 – 71 – D	70 – D-
		69 – F

Kindergarten students will receive a Progress Report Checklist each nine weeks.

GREENSBURG ELEMENTARY SCHOOL

First grade students will be graded by a check list the first nine weeks grading period and letter grades for the 2nd, 3rd and 4th nine weeks.

S-Satisfactory and U-Unsatisfactory may be used for Special Education per the I.E.P. and for students with English as a second language

HEAD LICE GUIDELINES

Any child identified with active head lice infestation will be allowed to stay in the classroom but will be discouraged from head to head contact with other students. If a student is not capable or willing to avoid head to head contact with other students they will be sent home from school at the time of lice identification. The student's siblings will be checked for head lice. Parents/Guardians will be notified that day by phone or personal contact (home visit). Treatment for the lice will be required before the student returns to school. Treatment guides and health information about lice will be sent home with the student. If the student/family is unable to purchase appropriate treatment medications a referral will be made by the school to the Decatur County Health Dept. The school will request that parents/guardians remove the eggs (nits) within 1 cm of the scalp since these are the viable nits and no treatment is 100% effective against the nits. If this is not completed when the student returns to school the nurse will encourage the family to continue with nit removal. Students will be allowed to return to school when treatment has been completed. Confidentiality will be maintained for the student/family with head lice. A note from the school will be sent with all children in the affected classroom suggesting that parents check their children's heads for lice because of a case in the classroom.

Periodic education about lice diagnosis, treatment and prevention will be given to the school families during the school year.

Rationale for change in Lice Guidelines: When a case of lice is identified, the person has likely had the lice for a month or more by the time it is found. Lice do not cause disease or illness. Lice are mainly a nuisance.

Lice do not fly or jump, they crawl. Most times lice are spread from one person to another by head to head contact. Rarely, lice can be spread by shared hats, combs or brushes.

Healthy lice do not leave their food source (a scalp) unless another warm scalp is present. Adult lice survive for less than one day away from their food source. An egg (nit) cannot hatch at temperatures less than the body temperature of the scalp.

"No nit" policies have been found to cause children to miss valuable school time. Classroom head lice screening programs have not been shown to be effective in reducing lice incidence in schools and they are not cost-effective. **(Based on guidelines from the American Academy of Pediatrics and the National Association of School Nurses)**

HEALTH SERVICES

If a student becomes ill at school, has an accident or other emergency, he/she should report to the office/nurse. The student may rest there, or if he/she is ill enough to leave school, the nurse or office personnel will contact the parents and make arrangements for the student to go home. Under no circumstances is the student to make these arrangements or leave school without the proper permission from the nurse/office or principal.

Each student is asked to have on file information cards. Emergency medical information should be filled out and on file in the office. It is vital that this information be filled out so that the school can treat and transport a student to the hospital in an emergency situation. Every effort will be made to contact the parent if a health emergency exists. If a parent cannot be reached, there are spaces on the form to list other names to contact in an emergency. The parent should notify these people that their names appear on the form and provide the people named with written permission to start medical treatment if necessary.

HOMEWORK

Homework is an important tool in the educational process. Homework reinforces what is taught in the classroom during the school day. Parents need to stress the importance of completing homework daily. Parents can help by encouraging students to read at home daily. Homework is the responsibility of the child. This helps develop an important life long skill.

Parents you can help.

1. Encourage your child to watch, listen, and do his or her best.
2. Listen to your child practice reading.
3. Be sure your child reads the pages assigned.
4. Written work will be assigned several evenings each week. Please be sure your child completes this at home. It is important to complete homework regularly.
5. Help your child study spelling words and math facts at home.
6. Always read all school notices.
7. Provide assistance only when your child asks for it.

GREENSBURG ELEMENTARY SCHOOL

8. Check your child's work for completeness and accuracy.
9. Read for pleasure.
10. Check the agenda daily.

Study Tips

It is very important to have good study habits. There is no magical way to learn. It takes time and work. Here are some tips to help the students study.

1. Get plenty of rest.
2. Eat a good breakfast each day. It's difficult to learn on an empty stomach.
3. Develop a positive attitude.... **Tell yourself "I can do this"**.
4. Study in a quiet place away from distractions such as radio, TV, and brothers and sisters. Have a designated place for your school materials and supplies at home.
5. Develop a regularly scheduled time to do your homework. Include in your schedule a time to read for pleasure.
6. Follow study plan.
 - a. Be sure you write down your homework assignment in your assignment book before leaving school.
 - b. Look over the lesson.
 - c. Look for key points in the lesson.
 - d. Look over pictures, illustrations, and maps.
 - e. Outline the main ideas for the next day.
7. Review often.

K-12 Homework Policy

The Greensburg Community School Corporation supports the practice of assigning reasonable homework as an integral part of the learning process. Homework is an out-of-class assignment that contributes to the educational process of the student. It should be an extension and continuation of class work and should be related to the objectives of the curriculum presently studied. Homework may include additional practice exercises, reading material on a specified or related subject or related topic, in-depth extension of classroom activities, or independent project work related to the subject. Homework gives teachers, students, and parents responsibilities which must be met before assignments can be considered as an extension of classroom instruction.

Homework should fulfill the following purposes or objectives:

1. to review, reinforce, or extend classroom learning by providing practice, and application of knowledge gained;

2. to teach students responsibility and organizational skills;
3. to teach students to work independently;
4. to promote wise and orderly use of time;
5. to develop self-discipline and study habits which will benefit the students in school as well as in future careers at the completion of school.

The specific nature of homework will be quite different from grade to grade because of the students' ages and subjects involved. Each school will adopt more specific procedures describing homework responsibilities. Those procedures will define the roles of the student, the teacher, the parent, and the school.

The difference between the achiever and the non-achiever is not necessarily how intelligent or how able each may be, but rather how effectively each studies. Homework, then, must be a way of improving study habits. However, homework should be viewed or used as an extension, not a substitute for classroom instruction.

The Student's Responsibility

1. Clarify any questions pertaining to the instructions before leaving class.
2. Take home any materials and information needed to complete the assignment.
3. Learn to budget time. When study time is provided during the day, the student should take advantage of it. A longer term assignment should be planned, so it does not have to be done all at once.
4. With assistance from parents/guardians:
 - a. Set aside a special time in which to do the assignment.
 - b. Find a special place free from excessive noise and other distraction in which to work.
 - c. Organize time so assignment can be completed in a reasonable length of time.
5. Return all work completed to the teacher by the date requested.
6. Complete work missed during an absence.

Parent's/Guardian's Responsibility

1. Provide a quiet, well-lighted place for the student to study.
2. Establish a regular "homework time" in the home.
3. Encourage and support the student's efforts. The parent should be available for questions, but the homework is the student's responsibility, not that of the parent.
4. Communicate with the teacher whenever the student has consistent difficulty with homework assignments.

GREENSBURG ELEMENTARY SCHOOL

5. Encourage the student to clarify with the teacher any questions pertaining to the instruction before leaving class: the purpose, due date, and how the assignment is to be done.
6. Help the student organize adequate time for homework completion.
7. Advise the school of any emotional or physical problems a child may have that may affect performance.

Teacher's Responsibility

1. Share the homework policy with parents and students at the beginning of the school year and review the policy throughout the year as needed.
2. Assign homework that will reflect student abilities and needs.
3. Be specific with homework assignments so that students will know what is expected of them.
4. Coordinate homework assignments with other teachers in order to balance the total amount of homework to avoid overburdening students.
5. Keep homework assignments to a minimum prior to holidays or special school related activities.
6. Notify parents if a student consistently fails to do homework assignments as homework will be checked in an appropriate manner.
7. Take care not to overburden the student with excessive homework. Homework assignments are to be reasonable for all students. The following will be observed:

Kindergarten: 60 minutes (1 hour) MINIMUM of homework EACH WEEK

Grades 1 – 3: 90 minutes (1 ½ hours) MINIMUM of homework EACH WEEK

Grades 4 – 6: 120 minutes (2 hours) MINIMUM of homework EACH WEEK

Grades 7 – 12: Homework assignment will require a reasonable amount of time to complete.

Administrator's Responsibility

1. Communicate the philosophy of the policy to teachers, parents, student, and the community.
2. Coordinate homework guidelines within the grade levels, departments, and among teachers.
3. Encourage reasonable use of homework and reinforce the concept that homework should be for the benefit of the students.
4. Serve as a liaison between the parents and teachers concerning homework policy problems.
5. Provide for the evaluation and revision of

the homework policy on a regular basis

IMMUNIZATION

Whenever a student enrolls in any Greensburg Community School, the parents must furnish a written statement of the student's immunizations, accompanied by a physician's certificate or other documentation of testing history. This requirement applies to all students unless such documents are already on file with the school corporation.

This requirement may be enforced by suspension or expulsion from school.

LOST and FOUND

Lost and found items are stored at the school office. Parents are encouraged to have names in personal items and to report losses as soon as possible. Students are discouraged from bringing valuable items or money to school.

NON-SCHOOL OFFICIALS

A law enforcement officer, Child Protection Services, or other public or private professional service agencies may confer with a student on school premises, if done in the presence of the student's parent, the building principal or his/her designee.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held on Thursday, October 29, 2009 by appointment. Hours will be from 10:00 am to 6:00 pm.

PIRATE BOOSTERS

The Pirate Boosters Advisory Board will be made up of two parents from each grade level as well as teacher representatives and the school administrators. The Pirate Boosters consists of all parents of students enrolled in the school and all school staff members. Meetings will be held throughout the school year. The Pirate Boosters will have an annual fundraiser. Funds are used to supplement the various programs and projects of the school. The success of this project depends on the participation of all students.

PARENT VISITS

Parents are always welcome to visit their child's school. Parents are invited to have breakfast or lunch and visit with your child. Please call one week ahead to make reservations. Parent visits to the classroom should be scheduled in advance. Preschool children should not come with parents on visits to the classroom during the school day. Non-custodial parents need to have permission from the custodial parent prior to visiting their child at school.

GREENSBURG ELEMENTARY SCHOOL

REPORT CARDS and PROGRESS REPORTS

Report cards and progress reports are completed for each nine weeks grading period. A mid-term report will be sent home at the half-way point each nine week grading period. Kindergarten will receive a mid-term progress report starting with the 2nd nine weeks. The first report card and progress report will be shared at the October Parent/Teacher Conference. The third nine weeks report card and progress report will be shared at the March Parent/Teacher Conference.

RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

The parent or guardian of any child enrolled in the Greensburg Community School system is entitled to inspect any instructional materials, which will be used in connection with a survey, a personal analysis, or an evaluation, which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, and video tapes.

Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints. 20.U.S.C. 1243h(a).

RULES OF CONDUCT

Substitute Teachers

Our schools are fortunate in having capable people to help us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our schools will be carried into the community. Let us be certain that these are good impressions by being polite, helpful and considerate as you would be to your regular teacher.

Authority of Adult School Employees

All of the adult employees of the Greensburg Community Schools have certain responsibilities to the schools and in order to carry out these responsibilities they have certain authority granted to them. Included in this authority is the authority to correct students when the need arises. If any student is corrected by an adult employee, whether the employee is faculty, clerical, cafeteria, or custodial, the student is expected to accept such correction as though the principal were giving such correction.

RULES OF STUDENT TRAVEL TO AND FROM SCHOOL

It is not the purpose of the school to dictate the path or mode of travel a student chooses in getting to or from school. However, the

following rules are designed to aid in the safe and educational functioning of our school for all students. In an effort to reduce student involvement in fighting, school truancy, school tardiness, illegal use, possession, or sale of alcohol, non-prescription drugs, tobacco products and fireworks by students under 18 years of age, the school system will enforce a policy which requires students to come directly to school or go directly home without stopping to loiter along their chosen path. Penalties for violating this policy will be addressed by the school discipline plan and/or administrator's discretion.

SCHOOL INSURANCE

School insurance is available for students who may not have adequate family insurance plans. If interested, please contact the main office at your school.

SEXUAL HARASSMENT

Sexual harassment includes "unwanted and unwelcome sexual advances and/or behaviors that the victim deems as inappropriate which interferes with that individual's performance, and creates an intimidating or offensive environment." All individuals associated with the school shall conduct themselves in a manner that guarantees an atmosphere free from sexual harassment and is conducive to learning, growth, productivity, and healthy self-esteem.

SMOKE-FREE SCHOOL PLAN

Tobacco Use In Any Form Is Prohibited On All Greensburg Community School Properties.
School Board Adopted Policy – May 2005

STUDENT RECORDS

Student records are governed and controlled by adopted policy to comply with provisions of the "Family Educational Rights and Privacy Act of 1974" (20 U.S.C. 1232g) and the regulations of Departments of Education and Health and Human Services. Student records are accessible to parents upon request.

STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, OR EVALUATIONS OF SCHOOL CURRICULUM

No student shall be required, without parental consent, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

1. political affiliations, religious beliefs or practices
2. mental or psychological conditions that may embarrass the student or his/her family

GREENSBURG ELEMENTARY SCHOOL

3. sexual behavior and attitudes
4. illegal, anti-social, self-incriminating or demeaning behavior
5. critical appraisals of other individuals with whom the student has a close family relationship
6. legally recognized privileged or confidential relationships
7. income (except as required by law to determine eligibility for participation in programs or financial assistance)

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation.

THE HATCH ACT

Students are prohibited from bringing firearms to school buildings or property. The penalty for disregarding this is expulsion for a minimum of one year. Modification of the expulsion penalty with respect to the violation of bringing a firearm to school is subject to consideration only by the hearing examiner, the Superintendent, or the school board in compliance with the Indiana Code requirements for student expulsion.

ANTI-HARASSMENT POLICY

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation Community" means students, administrators, teachers, staff, and all other personnel, including

Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants, on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and the other individuals who come in contact with members of the School Corporation community at school related events/activities (whether on or off School Corporation property).

VISITORS

Under no circumstances is a student to bring a visitor to the school. Visitors who are parents and who show an interest in the welfare of the school and the students are most welcome. No one will be permitted to visit the school who does not come to the principal's office and properly identify himself/herself, stating the purpose of his/her visit. Visitors are required to sign in at the office and wear a visitor name tag at all times during school hours. Parents wishing to discuss problems with teachers should call the main office to arrange a conference.

WITHDRAWAL FROM SCHOOL

In order for all necessary records to be completed, parents are requested to contact the main office two days prior to the date of withdrawal, stating their intention. Students are required to turn in all books the last day in attendance at school.