

# Scott M. Ellis Elementary



## Student & Family Handbook



Greenville Central  
School District

# Welcome Message

Welcome to Scott M. Ellis Elementary School. We look forward to a school year that is full of fun and learning.

During the year your child will participate in a variety of programs and activities, all of which are designed to nurture his or her intellectual and personal development. We encourage you to be involved.

As with each of your child's elementary school years, the coming year will be filled with the excitement of new discoveries, the challenges of applying new information, and the sense of accomplishment that comes from accepting greater responsibility as an individual.

This handbook was written to provide important information that will help you better understand and feel a part of your child's school experience. We hope it will serve as a useful resource, providing answers to your basic questions regarding school programs and procedures.

Academic excellence begins early, and it is important that parents, teachers, and administrators share their goals, expectations, and knowledge with each other. Please feel welcome to contact us or a member of the faculty with any questions.

Sincerely,

Peter Mahan  
Elementary Principal

Donna Accuosti  
Elementary Assistant Principal



# Scott M. Ellis Elementary School

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# **Scott M. Ellis Elementary School Mission**

The Scott M. Ellis Elementary School community is committed to active, reflective, creative learning. We believe that learning is maximized when it takes place in an environment enriched with support, encouragement and assistance.

We celebrate the pursuit of lifelong learning and are committed to nurturing high self-esteem and respect for others.

We believe that everyone can learn, become better thinkers and independent learners. An integral part of our learning process will have our school community learning how to ask questions, solve problems and make thoughtful decisions.

## **Who We Are**

Scott M. Ellis Elementary School houses approximately 550 students in Kindergarten through grade five. Students are grouped heterogeneously, primary classrooms have fewer than twenty students per teacher and every effort is made to keep intermediate class enrollment as close to twenty students as possible. Kindergartners have a full day experience at Greenville. Students in grades 1 and 2 spend two years in multi-age primary classes. Students in grades 3 and 4 spend two years in multi-age intermediate classes. Fifth grade students are assigned one or two teachers for core instructional areas.

To maximize student learning, a variety of enrichment and support services are available to students at the Scott M. Ellis Elementary School. Services include a full-time Technology Teacher, an Elementary Guidance Counselor, a Challenge Teacher and remedial and special education staff.

The New York State Report Card scores, as determined by statewide testing in reading, writing, math, science, and social studies, show Scott M. Ellis Elementary School students to be at or above statewide, regional, and county averages.



The arts are deemed an important part of the elementary education program at Greenville. In addition to regular art and music instruction, 4<sup>th</sup> and 5<sup>th</sup> grade students may take instrumental lessons and become members of an elementary band. Each year an elementary musical is produced by the Scott M. Ellis 5<sup>th</sup> grade chorus. Performing and visual arts programs feature concerts and a school-wide art show, which include the work of each student and special pieces completed by members of the talented art club. The school boasts of a school newspaper, a computer club, a yearbook club, a service-oriented student activities club, and a three-season intramural sports program.

Since students learn best when material is presented in a relevant and meaningful way our teachers integrate subjects through an environmental studies program. These efforts include an environmental focus within the science curriculum, outdoor gardens, an on-site nature trail, activities with the Huyck Preserve in Rensselaerville, NY and the annual 5<sup>th</sup> grade week-long trip to Nature's Classroom in Massachusetts.

The Scott M. Ellis Elementary School is constantly changing, growing, and improving. Reflections from classroom practice, student assessment results, and surveys of students, parents & teachers are used to guide our efforts regarding continuous improvement. Action plans are developed yearly by the Building Level Team, which consists of teachers, parents, administrators and non-instructional employees.

When parents take an active, positive role in the education of their children, achievement levels are raised and the school is more effective. Scott M. Ellis offers numerous ways for parents to participate in your child's education. In order to support positive communication, parents are encouraged to volunteer in the classroom, read newsletters from teachers, principal and district, attend fall Open Houses and participate during parent-teacher conferences.



## **Names & Numbers**

### **Scott M. Ellis Elementary School: 966-5160**

#### **Main Office: extension 301 or 302**

Peter Mahan, *Principal*

Donna Accuosti, *Assistant Principal*

Deborah Sanchez, *Secretary*

Karen Overbaugh, *Secretary*

#### **Committee for Special Education: extension 321**

Linda Wistar, *Director of Pupil Personnel Services*

Rebecca Martin, *Assistant Director of Pupil Personnel Services*

Dr. Audrey Douglas, *School Psychologist*

Rachael Shatsoff, *School Psychologist*

Tina Warnstadt, *Secretary*

#### **Registrar: extension 305**

Lynette Terrell, *Registrar*

#### **Transportation: extension 461**

Karen Schrader, *Transportation Supervisor*

#### **Food Service: extension 429**

Paul Ventura, *School Lunch Manager*

#### **Health Office: extension 320**

Ellen Warga, *RN, School Nurse*

Sally Collins, *School LPN*

#### **District Office: 966-5070 extension 501**

Cheryl Dudley, *Superintendent of Schools*

Tammy Sutherland, *Assistant Superintendent for Business*

Jackie O'Halloran, *Secretary to the Superintendent*



# Contacting Your Child's Teacher

Please speak to your child's teacher about the most effective method of communication.

- Parents may write to teachers through their child's communication notebook, homework journal, or home/school folder. Notes are most easily found when parents write in a consistent area.
- Teachers are not usually available to come to the phone during class hours. Parents are welcome to call the office and ask that a faculty member return the call during a free period, after school, or the following morning.
- District email accounts are provided to all faculty members. Email addresses are as follows: last name, first initial followed by @greenville.k12.ny.us  
ex: mahanp@greenville.k12.ny.us

## Scheduling Appointments

Effective communication is essential for student success. Parents or guardians should first schedule an appointment during non-instructional time with the classroom teacher to discuss any questions or concerns they may have. Spending quality instructional time with students is a priority for teachers, so please call ahead to schedule a meeting at a mutually convenient time. Any ongoing questions or concerns should then be reviewed with the building administrators.

## District Website

Greenville Central School has its own, very informative, website. Parents can access information for the District, Elementary, Middle or High School, transportation, food service, upcoming events and the school calendar. Access to the district events calendar is available through the district home page. Our web address is: [www.greenville.k12.ny.us](http://www.greenville.k12.ny.us).



# What You Need To Know

## School Schedule

Student Arrival:	7:55-8:05 a.m.
Attendance and Pledge:	8:15 a.m.
Instructional Day:	7:55-2:25
Dismissal:	2:25 p.m.
Buses Depart:	2:35-2:40 p.m.

## Student Arrival

Buses arrive at Scott M. Ellis between 7:55 and 8:05. Students will be supervised during bus arrival. Parents who transport their children should also arrive between 7:55 and 8:05. There is no supervision for children arriving prior to 7:55.

Parents dropping off students should use the north parking lot as buses are unloading students in the south lot.

In order to maintain a safe and orderly environment, parents are asked to follow sign-in procedures prior to walking children to class. Teachers are expected to use instructional time for students, and are not available for conferencing during student arrival.



## Dismissal

Dismissal is at 2:25. Students who ride buses home will be walked to the bus area by their classroom teacher.

Please help us maintain safety by remembering that parents are not allowed to go to the classroom to meet students at dismissal. Any student being picked up prior to dismissal must be signed out at the front lobby desk by an authorized adult with photo identification. Students will be called from their classroom to meet parents in the lobby.

## Parent Pick-up

Children being picked up at dismissal will be sent to the Multi-Purpose room at the north end of the building. Parents/Guardians will be required to sign out their child/children. Again, please send in a note with your child so the teacher is aware and will not put him/her on the bus. Include the name of the person who will be picking up your child/children if not yourself. Picture identification will be requested from whoever picks up your child.

A note is also needed if your child will be riding his/her bus (or a different bus) to a location other than home for child care.



## Student Attendance

The Greenville Central School District strongly supports attendance in school on days when classes are scheduled. The nature of the curriculum and the teaching-learning process itself requires regular student attendance. Missed instruction cannot always be easily made up or duplicated. New York State law requires that a child attend school every day that school is in session, except in the case of sickness, death in the family, impassable roads, religious observances, and doctor's appointments. All other absences, including family vacations, are considered unexcused absences.

If your child is absent for any reason, please call the main office and send a written excuse with your child on the day in which he/she returns to school. Your child will be expected to complete work that was missed during the absence. If you believe that your child will be out for an extended period of time due to illness, please contact your child's teacher and work may be provided to complete at home.

If we have not received a call from parents letting us know that a student will be absent, staff will attempt to call you in order to confirm the absence.

## Tardiness

Students who enter the building after 8:10 a.m. are legally tardy and **must** sign in at the lobby desk.

When arriving late, parents/guardians must escort their children into the school building to sign them in at the front lobby desk, since attendance has already been taken in class. Children may then walk to their classroom unattended. Help your child get a good start to each school day by arriving on time.

## Early Pick Up

Students who are signed out prior to 2:25 miss instructional time, and are considered absent during the remainder of the instructional day. Please make efforts to schedule appointments after school hours.



## School Closings/Delays/Early Dismissal

If school will not be opening or will be opening on a delayed schedule due to an emergency, an announcement will be made on radio stations WGY, WTRY, WFLY, WRVE, WYTB, WROW and television channels 6, 10 and 13. Parents may also call the school and listen to a recording for specific information. Updates are also posted on the Greenville Central School District website at [www.greenville.k12.ny.us](http://www.greenville.k12.ny.us). Children may not enter the school earlier than ten minutes prior to the posted beginning of the school day.

If students are unexpectedly dismissed early due to an emergency, school personnel will follow the directions given on the emergency information form filled out during the first week of school. Please notify the main office as soon as possible if there are any changes throughout the school year. Parents may not request that anyone be called, because in emergency situations, the phones may be unavailable, leaving no method for parents to be contacted.



## Safety Drills

During the school year we will practice twelve fire drills (ten in the fall and two in the spring), one or two lockdown drills, and a duck and cover drill. Safety Drills are completed to teach students the routines that will keep them safe in case of an emergency.

## Lost and Found

The school maintains a lost and found area. Please take a moment when you are in the building to check for any items your child may be missing. It would be most helpful to label your child's belongings with their name, grade and teacher's name. All lost and found items will be donated to local charities every two months.



# The Academic Day

## Elementary Curriculum

The elementary school program is designed to develop students' confidence as learners, and to instill a love of learning. The elementary program helps students develop knowledge, skills and attitudes needed to communicate effectively, understand the world around them and participate fully in a democratic society.

Students will engage in integrated or thematic study which requires them to read, write, investigate, converse, design, create, analyze, share and present data and opinions as they pursue solutions and understandings.

In addition to Language Arts, Math, Science, and Social Studies, students also learn health, computer literacy, and penmanship. Special projects are integrated throughout the academic day in both homeroom classes and special areas.

The core classroom curriculum includes the following:

*Language Arts* involves students in extensive reading, writing, listening and speaking activities in a workshop format designed to develop language competence and skill through literature. Students often choose their own reading materials and topics for writing. The emphasis is on encouraging students to love literature and to use reading and writing effectively to express their understanding of what they have learned. Students are also engaged in word study, spelling and phonics to develop language ability.

*Mathematics* places an emphasis on problem-solving skills to develop understanding of math concepts and applications. Students are presented with situations or problems that require mathematical thinking and practice in arithmetic for developing computation skills. Students are encouraged to think and talk about mathematical tasks and to seek multiple approaches to problems.



*Science and Social Studies* programs encourage student inquiry and use hands-on activities to foster curiosity and a healthy skepticism. Students read widely, use a variety of resources, and write often to extend their understanding and knowledge of the world around them.

*Technological Literacy* is developed in the elementary school program through the introduction and use of computers and technological tools. These resources are used in the classroom, in our computer lab, and via the school library program.

*Health* is designed to provide students with a comprehensive program that meets all state mandates. The kindergarten through fifth grade curriculum represents a total prevention approach to health education and introduces students to a variety of health, nutrition, substance abuse, maturation, and related decision-making issues which are addressed at each grade level. During fifth grade, parents are provided advance written notice of developmental topics to be covered.

## Special Areas

All kindergarten through fifth grade students receive instruction and participate in these special area classes:

Art	45 minutes once per week
Music	30 minutes twice per week
P. E.	40 minutes three times per week

*Art* – The Art program is designed to develop students’ understanding of art through hands-on experience with imaginary and realistic design challenges.



*Music* – The Music program is designed to foster students’ ability to enjoy and understand music. All students receive general music instruction twice weekly. In addition, fourth and fifth graders have the opportunity to learn to play a musical instrument. Fifth graders have the opportunity to learn and perform as part of a chorus.

*P. E.* – The Physical Education program includes activities in basic and creative movement, rhythm and dance, gymnastics, perceptual-motor skills and lifetime sports. Games are introduced to develop skills for individual and team sports. Students are encouraged to engage in vigorous physical activity daily at home.

## **Enrichment Activities**

A number of enrichment activities are available to students according to their special interests, talents and needs. The programs offered often emerge from the curriculum. Our Enrichment-Challenge teacher organizes a wide variety of long-term and short-term activities, courses and independent studies to enhance student knowledge, creativity and inquiry skills.

The regular classroom program is carefully designed to provide challenges and opportunities for all students to expand their learning and thinking skills. Students are recommended for additional enrichment activities based on performance as well as interest.



## Field Trips

Field trips (on or off campus) provide an excellent means of instruction for students, and teachers are encouraged to provide these opportunities to their students. Field trips are part of the curriculum and give students an opportunity to visit locations and have experiences that they might not otherwise have the opportunity to explore.

The District provides bus transportation for off campus field trips. Children must report to school on the morning of the field trip and ride the bus to the destination in order to be marked as in attendance and be part of the class trip.

If a parent must meet their child at the end of a trip (due to an after school appointment) a written note must be submitted 24 hours prior to the departure of the trip.

Parent chaperones are asked to assist with many field trips. We carefully monitor the number of chaperones that attend field trips with our students. Kindergarten through second grade students will have one parent chaperone assigned for every four students. Field trips for students in grades 3-5 will have one parent chaperone assigned for every six students. These parent chaperones will be in addition to any teachers or staff members who are participating in the trip. Teachers will charge chaperones with specific duties and provide them with clear expectations for the field trip.

Chaperones are required to ride the school bus with the students so that they can assist teachers in communicating important messages and help with student management. For this reason we expect parents not drive to field trip locations as it creates confusion for students and teachers.



# Homework

## Purpose of Homework

Homework in elementary school is designed to prepare students for upcoming learning, or to reinforce instruction that happened during the school day. Homework doesn't always have to be written. Studying spelling words, practicing math facts, reading independently, studying for tests and completing a science project all qualify as homework.

Homework should make authentic use of students' reading and writing skills.

## Estimated Homework Times

Scott M. Ellis follows developmental guidelines for homework, similar to those of the National PTA.

In addition to daily reading and math fact review:

Kindergarten	Homework calendar- 5 – 10 minutes
First & Second Grades	10 – 15 minutes
Third Grade	15 – 30 minutes
Fourth Grade	30 – 60 minutes
Fifth Grade	40 – 60 minutes

Time guidelines are estimated for children who work at an average pace. If your child requires significantly more or less time, please contact your child's teacher.

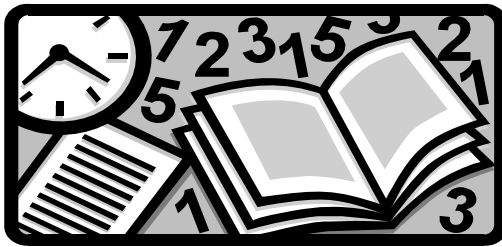
Typically, weekend homework is reserved for long-term projects, for "catch-up" due to absences, or for students in grades 3-5.

When your children are young, parents are often heavily involved in their homework. As children get older, parents' roles change but are no less important.



Below are suggestions to assist your child, no matter his/her age, with homework:

- Encourage your child to attempt the homework independently.
- Provide a designated location, free of distractions, where homework should be done (i.e. bedroom, kitchen table).
- Be available for review, assistance, and/or help in organizing projects.
- Make sure schoolwork is a priority- before chores, social activities, or sports. School should be a child's "job".
- Encourage your child to talk to teachers if he/she doesn't understand an assignment. You, too, can contact teachers to know what is expected of your child.
- Continue to ask questions and be specific. Asking how your child's day went may lead to a one-word response. Ask specific and open-ended questions, such as, "What did you do in math today?" This way you are likely to stay informed about your child's school life.



## Textbooks

All textbooks and workbooks directly related to instruction are furnished by the school. In accepting the books issued by the school, parents accept the responsibility of bearing any financial assessment that may be levied for any loss or misuse of the books. All books are carefully inventoried, repaired and the condition of each book is recorded. Students should use covers for their textbooks. Students are also responsible for any materials signed out from the school library.



## Toys, Electronic Games and Devices

Play is an important part of learning. At Scott M. Ellis Elementary School we have many wonderful learning tools for children to use as part of their school day. Therefore, students should not bring toys from home, unless specifically requested by the classroom teacher.

As specified in the Greenville Central School District Code of Conduct, students are not permitted to possess or use personal electronics such as hand held games, radios, headphones, cell phone, or other disruptive devices in prohibited areas.

Students will be supplied with the electronic learning tools necessary for academic activities; therefore, personal electronic devices are prohibited throughout Scott M. Ellis Elementary School, unless specific permission is given by the classroom teacher.



The use of hand held games, personal music players and headphones is allowed on school buses, as long as these items do not disturb others or cause a disruption. Students are not allowed to share games or music players, or enter/exit the bus while wearing earbuds/headphones.

Proper care of these items is the responsibility of the owner.



# Parent Conferences and Progress Reports

## Conferences

Parent conferences for parents are scheduled at the end of each of the first two reporting periods. Parents are encouraged to make every effort to attend, since conferences are an excellent opportunity for important dialogue about your child.

## Report Cards

Our school year is divided into three report periods and at the close of each of these periods, a report card is prepared. These reports are designed to inform you of your child's progress in core academics, special areas, and work/study skills.

At report card time, one report card is sent home. If a non-custodial parent would like a copy of the report card and standardized test results, please send a letter of request, and, if possible, three (3) self-addressed stamped envelopes to your child/children's teacher(s). The teacher will mail the copies to you.

## Instructional Support Team

Teachers will sometimes have questions for parents, reading specialists, guidance staff, and principals. These questions are often about the best methods to address a child's academic or social needs and are met through an Instructional Support Team (IST) meeting. IST is another opportunity to support student learning and work to collaborate with school personnel.



## **Parents as Partners**

What are your responsibilities as parents or guardians of children attending Scott M. Ellis Elementary school? Understand that homework is an important part of your child's learning process that helps him or her accept the responsibilities of school life, and develop lifelong skills. Provide your child with the time, space and materials needed to complete assignments. Show an interest by asking to see your child's homework on a regular basis.

These settings reinforce the importance of homework and provide an opportunity to keep you informed about your child's progress. Be available to provide guidance and answer questions. Work closely and cooperatively with your child's teachers. Establishing this partnership will be the most effective way to help children improve in their responsibility. Please check your child's assignment notebook daily, sign if expected, and contact your child's teacher regarding any difficulties your child may be having with homework or projects.

### **Open Houses**

Each autumn the school will have a series of Open House events. Open House provides a time when you can meet your child's teacher and visit the classroom to learn about your child's school day. You will be notified by your child's teacher of the date and time of the event.

### **PTA (Parent/Teacher Association)**

Greenville Elementary PTA meetings are typically scheduled for the first Thursday of the month. Please see the district calendar for specific meeting dates and times. All are welcome.



## Visitors and Volunteers

Visitors and guests are always welcome at Scott M. Ellis Elementary School. In order to maintain a safe and orderly environment for students and their teachers, we ask that when possible, classroom visits are arranged in advance to avoid delays or disruptions to instruction. Please remember that teachers are expected to not use instructional time to discuss individual matters.

All guests must sign our guest register and will be given a visitor's badge to wear (picture identification may be requested). Guests will be asked to wait for office staff to call the child's teacher before sending visitors to the classroom.

We require that guests go directly to the location listed on our guest register and return directly to the main office prior to going to another location in the building.

## Parents Involved in Decision Making

The Scott M. Ellis Building Level Team (BLT) is a K-5 shared decision making team focused on student achievement. The BLT's membership is composed of parents, teachers, support staff members, and administrators. Annual training assists BLT members in their review of achievement data, the More Effective Schools Survey and District Goals. Annual goals are developed based on these resources. Questions regarding the Scott M. Ellis BLT can be e-mailed to Peter Mahan, Elementary School Principal at [mahanp@greenville.k12.ny.us](mailto:mahanp@greenville.k12.ny.us) or Wendy Freligh, co-chairperson of the BLT at [frelighw@greenville.k12.ny.us](mailto:frelighw@greenville.k12.ny.us).



## Assessment Results

Test results are available to parents. In addition to tests generated by classroom teachers, Greenville students are also required to take standardized tests at the third, fourth and fifth grade levels. Students in grades three through five take New York State Assessments in English Language Arts (ELA), Math, and Science. Parents will receive a written report about their child's test performance as soon as it is available from the New York State Education Department.

Parents may review and discuss any information within the student's school record.

## Custody

If custody of a child is limited by court order, a copy of that order should be on file in the main office. Without a signed court order, either parent may be contacted in the event of an emergency, request to see a teacher, view school records, or sign out their child at school. Any changes in custodial arrangements must be submitted to the district registrar.



## Health Services

**School Nursing Services-966-5160 ext. 320**

**fax-966-5321**

### Health Information

If your child becomes ill at school, it is necessary for him/her to report to the nurses' office. The nurse will place a telephone call to the appropriate person on the Student/Parent Contact Information Form. It is most helpful if parents inform their child when they are planning to be out of town for the day.

Any injury during the school day or at a school activity must be reported immediately to the teacher or other adult in charge. The teacher will either send the student to the nurses' office or send for the nurse. The nurse may administer first aid to students who are injured. A student who is considered ill or injured will need to be picked up by the parent or guardian. Please notify the school nurse if your child is ill for three days, if he/she has an injury, contagious disease, or has been put on medication by a health care provider.

### Medications

If a student requires prescription or nonprescription medication during school hours, the medicine must be brought to school by the parent/guardian in the prescription bottle. **The school nurse cannot administer prescription or non-prescription medicine without written permission from the parent or guardian and a physician.**

### Physical Examinations

Under an amendment to Section 903 of the State Education Law, a physician's health certificate must be furnished for children entering school for the first time including Kindergarten and new entrants to the district. All children entering grades 1 and 3 must also have a physical examination. School physicals will be given in grades 1 and 3 as needed. Your family physician may provide the examination. Forms are available from the health office.



## **Immunizations**

Upon entrance to school all students **MUST** have three doses of polio, three doses of DTP (Diphtheria, Tetanus and Pertussis) and two doses of MMR (Measles, Mumps, Rubella). Our school physician recommends that each student be given additional boosters of polio and DTP.

All students must have three doses of Hepatitis B. All students born on or after January 1, 1994 must have the varicella vaccine or a physician's documentation of the disease (chicken pox).

## **Scoliosis Screening**

Each child between the ages of 8 and 16 is required, by law, to be screened for scoliosis (curvature of the spine). This is done by the physical education teachers, nurses and school physician.

## **P.E./Recess Excuses**

Any elementary child who has been ill or injured, wishing to be excused from physical education, must have a written note from a parent indicating they should not take physical education for a day, or at the most, three classes. The excuse is to be given to the elementary nurse. Any child excused for more than three classes must have a written note from a physician. A child who is excused from physical education will not be permitted to play at recess.

The wearing of jewelry in Physical Education classes is not allowed as it poses a potential safety problem. This includes all earrings. Parents having their child's ears pierced are asked to consider having them done in July to prevent discomfort to children taking in/out earrings from new piercings.



## Food Services

School breakfast and lunch are available to all students on a daily basis. Monthly menus will be sent home at the beginning of the month, often attached to our school newsletter. Menus may also be found on our website under food service. The lunch period consists of a 20 minute lunch, followed by 25 minutes of recess.

### Breakfast and Lunch Prices

Student breakfast	\$1.50
Adult Breakfast	\$2.25
Student Lunch	\$2.50
Adult Lunch	\$3.75
Reduced Student Breakfast/Lunch	\$.25

### Personal Identification Number (PIN)

The Food Service Department has automated our school cafeteria which allows families greater access to information about their child's breakfast/lunch accounts.

Every child within the school has been assigned a student PIN number. The PIN is a 4-digit number series. This number is maintained each year. Each family with a kindergarten student or new enrollee was sent a letter with your child's PIN, please help children learn this number. If you did not receive a letter, or have forgotten your child's PIN number, please call the elementary office.

### Snack Time

Many classroom teachers allow students time for a mid-morning snack. Please talk to your child's teacher about specific information about snack routines. Our staff encourages healthy snacks of vegetables, fruits, or cheese and crackers. Soda and candy are not encouraged.



## Recess

As a rule, the children go outdoors for fresh air and exercise each day during the school year after lunch for 25 minutes, unless severe weather conditions prevent them from doing so. Please make sure that all children are properly attired, which means hats, gloves or mittens, snow pants, boots and jackets appropriate for the weather. Decisions regarding outdoor recess are based on recommendations from the National Weather Service, Wind Chill Temperature Index. This calculation considers temperature, wind speed, and time outdoors.



# Transportation

The District provides transportation to and from school for all students. Information of bus routes and pick up times for each student is mailed in early August each year. The route numbers and symbols are posted in the windows of the buses. (Numbers painted on the buses are for other purposes and not the route numbers.)

Children are only allowed to ride their assigned bus. It generally takes about two weeks each fall to make adjustments in the routes for consistent arrival times. All of our buses are at or close to capacity. It is for this reason that we have very little leeway in allowing children to ride buses other than their own unless it is absolutely necessary or an extreme emergency. The transportation department will not honor, under any circumstances, requests for parties or play-dates.

Animals, glass containers or breakable items are not allowed on the bus. Students should not bring anything onto a school bus that is bigger than they can comfortably hold. Parents should arrange to transport very large musical instruments (such as baritones and tubas), school projects, etc. This is important for the safety of all the children riding the bus.

## Bus Safety Drills

A minimum of three bus drills are held each year. The first drill is conducted during the first week of school. The drill includes instructions in the use of windows and emergency exit doors as a means of escape in case of fire or accident. Please be aware that your child will be arriving home a few minutes later than usual on the days bus drills are held.



## Bus Requests

Parental requests for **all** transportation changes must be in writing, in a separate note for each day affected. If the child is riding the same bus but getting off at a different stop, a note is required. The notes must be handed in to the teacher at the beginning of the day and forwarded to the bus notes desk for processing. Students will not be allowed to make arrangements over the phone during the day except in cases of extreme emergency.

## Bus Rules and Regulations

- Baby-sitters must reside within district for transportation
- Route changes will only be allowed for childcare and dire emergency
- The procedures for notifying the school about transportation changes are:
  - A written note handed to the teacher - information will then be forwarded to the Transportation Office
  - A phone call to the bus note desk (ext. 325) - information will then be forwarded to the Transportation Office
- Be on time for your morning pick up. It is recommended that students be at their bus stop 5 minutes early. If the buses have to wait for students to walk from their houses, then the bus will be that much later for the rest of the stops.
- Kindergarten students will only be released at a bus stop when a parent/guardian or older sibling is present. If you desire to have your kindergarten student dropped off without an adult or sibling present, please have that in writing for our files.
- The proper crossing will be enforced for your child's safety. Students must walk 10 feet away from the front of the bus to see the driver and cross with the signal.



## Bus Rules

- No eating, drinking, chewing gum or lollipops
- No writing on the seats, walls, windows, each other or others' belongings
- No skateboards, pets or large items that are not approved
- No poking holes, ripping seats, or removing seat tape
- No hitting, screaming, biting, kicking, spitting, swearing
- No bullying, threatening, teasing, name calling
- Do not touch or take other students' belongings
- Do not put arms, papers, or belongings out the window
- Do not throw anything around in or out of the bus
- CD players, mp3 players, music devices, or hand held games must be played low so as not to disturb others, and cannot be used when boarding or unloading from the bus (earbuds out)
- Cell phones are not to be used on the bus, no picture-taking
- Stay seated at all times, sit facing forward
- Seatbelts are to remain buckled when not in use
- Keep body and belongings out of the aisle and in your seat, keep the rear emergency exit clear
- Wait until the bus comes to a complete stop before standing
- Get off at your own stop. If you need to go elsewhere:
  - Elementary students must have a note from parent to be handed in to bus notes
  - MS/HS students must have a signed note from attendance officer
- When crossing in front of the bus, look before stepping, wait for the driver to signal, cross ten feet in front of the bus
- Driver can assign seats, always follow the driver's directions
- All rules apply when a substitute is driving

No student shall prevent the bus driver from driving a bus safely and no student shall prevent another student from having a safe and orderly trip.

Students and parents must understand that transportation services are an extension of the school building. The Code of Conduct will be enforced and the same expectations apply.



# Code of Conduct

The Code of Conduct is adopted by the Board of Education annually. A summary of the Code of Conduct is sent to each family in August, is available on our district website at [www.greenville.k12.ny.us](http://www.greenville.k12.ny.us), and may be obtained through the school office. This Code is part of our efforts to create and maintain a safe, nurturing school environment for your child which builds on the strengths and assets of each student. Our Code of Conduct includes, but is not limited to:

## Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

- Be safe and not disrupt or interfere with the educational process
- Recognize that extremely brief garments that are revealing or provocative are not appropriate
- Ensure that underwear is completely covered with outer clothing
- Include footwear at all times. Footwear that is a safety hazard will not be allowed
- Not include the wearing of hats, head coverings in the classroom except for a medical or religious purpose
- Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.



## **Prohibited Student Conduct**

All students are expected to conduct themselves in an appropriate and civil manner, with respect for the rights and welfare of other students and members of the school community. Bullying and all forms of harassment will not be tolerated.

Students must show respect and care of school facilities and equipment.

Students may be subject to a range of disciplinary actions if they engage in conduct that is disorderly, insubordinate, disruptive, violent, or endangers the safety, morals, health or welfare of others. Misconduct on a school bus, academic misconduct such as cheating, and discrimination are examples. These are outlined specifically in the Code of Conduct.

Disciplinary action will be firm, fair and developmentally appropriate, according to a student's age. At the elementary level, building administrators, the child's teacher, school counselor, and the Instructional Support Team may be involved in a progressive disciplinary plan. An emphasis is placed on parent involvement as well as prevention and support.




Parents will be informed when the student's behavior conflicts with the Code of Conduct. Penalties range from an oral warning or time out to more serious measures such as suspension.

## **Code of Conduct for All Individuals on School Property**




All of those who use or occupy school property or premises under the control of the school are expected to model safe, lawful, respectful and civil behavior. This includes parents, staff, members of the board of education and all visitors to school. Those in violation of the code of conduct will be asked to leave school premises, or may be subject to action by law enforcement agencies. Employees of the school district may be subject to applicable employee disciplinary proceedings.





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Revised 08/2010