

Scott M. Ellis
Elementary
Student & Family
Handbook

2014-2015



Drawing by Ryan Arp

Welcome Message

Welcome to Scott M. Ellis Elementary School! Our faculty and staff focus on providing students and their families an outstanding school experience, and a strong foundation for life-long learning.

The coming year will be filled with the excitement of new discoveries 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 participate in 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 myself or any member of the faculty with your questions.

Sincerely,

Peter Mahan
Elementary Principal

Scott M. Ellis Elementary School

Scott M. Ellis Elementary School Mission.....	page 1
Who We Are.....	page 1-2
Names and Numbers.....	page 3
Home-School Communication.....	page 4
What You Need to Know.....	page 5-8
The Academic Day.....	page 9-15
Parent Conferences and Progress Reports.....	page 16
Parents as Partners.....	page 17-19
Health Services.....	page 20-21
Food Services.....	page 22-23
Transportation.....	page 24-26
Code of Conduct	page 27-28
Notes	

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

The Scott M. Ellis Elementary School, consisting of nearly 550 students, serves the kindergarten through fifth grade population of Greenville Central School District. We implement our mission through a course of study that focuses on rigorous learning expectations, relevant content and strong relationships.

Students are grouped heterogeneously. Kindergartners have a full day experience at Scott M. Ellis Elementary. Students in first and second grades learn as part of a two-year progression or looping* classroom. This two-year cycle is continued during grades three and four in order to maximize learning and nurture long-term relationships among students and their teachers. Fifth grade students are assigned to a team of two teachers during their final year of elementary school and study in two classrooms each day while learning ELA, Mathematics, Science and Social Studies content.

Classroom instruction is aligned with the New York State Learning Standards, and is differentiated as needed for individual students. A variety of support services are available to students at Scott M. Ellis Elementary School. These services include access to an elementary guidance counselor, intervention programs and special education services.

Performance and visual arts are deemed an important part of the elementary program at Greenville. In addition to regular art and music instruction, fourth and fifth grade students can take instrumental lessons and become members of an elementary band. Each year an elementary musical is produced by the Scott M. Ellis fifth grade chorus. Our programs feature special concerts and a school-wide art show, which includes the work of each student within the school.

Because students learn best when material is presented in a relevant and meaningful way, teachers integrate subjects through an environmental studies program. These efforts include an environmental focus within the science curriculum, outdoor gardens, nature walks, activities at the Huyck Preserve in Rensselaerville, NY and the annual fifth grade week-long trip to Nature's Classroom in Beckett, Massachusetts.

Scott M. Ellis Elementary School is constantly changing and improving. Reflections from classroom practice, student assessment, and feedback from students, parents and teachers are used to guide our efforts to continuously improve. Action plans are developed yearly by the Building Level Team, which consists of teachers, parents, administrators and non-instruction employees.

When parents take an active, positive role in the education of their children, learning is enhanced. Scott M. Ellis offers numerous ways for parents to participate in their child's education and we encourage parents to be active within our PTA. In order to support positive communication, parents are encouraged to attend fall Open House events, volunteer in the classroom, read newsletters, and participate during parent-teacher conferences.

(* see notes page for explanation of looping)

Names & Numbers

Scott M. Ellis Elementary School: 966-5070

Main Office: extension 301

Peter Mahan, *Principal*

Deborah Sanchez, *Secretary, extension 332*

Karen Overbaugh, *Secretary, extension 302*

Elementary Pupil Support

Dr. Audrey Douglas, *School Psychologist, extension 322*

Rachael Shatsoff, *School Psychologist, extension 701*

Erin DuBois, *School Guidance Counselor, extension 313*

Dignity for All Students Act Coordinator

Peter Mahan, *Principal, extension 301*

Office of Pupil Personnel Services: extension 321

Brook Van Fleet, *Director of Pupil Personnel Services*

Registrar: extension 305

Lynette Terrell, *Registrar*

Transportation: extension 461

Karen Schrader, *Transportation Supervisor*

Food Service: extension 429

Tracy Churchill, *Head Cook*

Health Office: extension 320

Ellen Warga, *RN, School Nurse*

Sally Collins, *RN, School Nurse*

District Office: 966-5070 extension 501

Cheryl Dudley, *Superintendent of Schools*

Tammy Sutherland, *Assistant Superintendent for Business*

Jackie O'Halloran, *Secretary to the Superintendent*

Home-School Communication

Effective communication is essential for student success. Spending quality instructional time with students is a priority for teachers, so please call ahead to schedule a meeting at a mutually convenient time. Parents are welcome to send questions to their child's teacher or call the teacher to make an appointment to discuss any questions or concerns.

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.
- 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:
last name, first initial followed by @greenville.k12.ny.us
ex: mahanp@greenville.k12.ny.us

Any ongoing questions or concerns should be reviewed with the building principal.

District Website

Greenville Central School has numerous resources posted on the district website. Parents can access information concerning upcoming events, school procedures, district news, transportation, or food services. Access to the school calendar and district events calendar is available through the district home page. Our web address is:
www.greenville.k12.ny.us.

What You Need To Know

School Schedule

Student Arrival:	7:55-8:05 a.m. (tardy after 8:10 a.m.)
Attendance and Pledge:	8:10-8:15 a.m.
Instructional Day:	7:55-2:25
Dismissal:	2:25 p.m.
Buses Depart:	2:35-2:40 p.m.

Student Arrival

In order to maintain a safe school environment, our school is locked prior to 7:45 a.m. Students are welcome to arrive after that time.

- Parents who transport their children should arrive between 7:45 and 8:05
- Parents dropping off students must use the north parking lot while buses are unloading students in the south lot.
- Buses arrive at Scott M. Ellis between 7:55 and 8:05. Students are welcomed by the principal and staff as they enter the building.

Student safety is a priority, and parents are asked to follow sign-in procedures if needing to walk 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. Please help us maintain student safety by remembering that parents are not permitted 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 once the parent/guardian arrives at the elementary lobby.

Students who ride buses home will be walked to the bus area by their classroom teacher. All students at Scott M. Ellis are accounted for at the end of every school day through bus attendance and parent sign outs. Parents can help make our dismissal more efficient by:

- Sending your child’s teacher a note if you are picking up your child, or
- Calling the bus notes desk at 966-5070 x 325 as early as possible
- Limiting pick-ups between 2:00 and 2:20. This time is particularly busy in elementary classrooms. We realize that picking up your child at the office just before the end of the day may save a few minutes for individual families; however, children receive important information and instructions from their teachers at this time of day. For this reason, parents who arrive near the end of the day will be encouraged to meet their child in the multi-purpose room to sign out their child at our 2:25 dismissal.

Early Pick-Up

Students who are signed out prior to 2:25 miss instructional time and can disrupt the learning of other students in the classroom. Students who leave prior to 2:25 are considered absent during the remainder of the instructional day (and are not eligible for “Perfect Attendance” recognition). Parents can help us maintain classroom learning by scheduling appointments after school hours.

Dismissal Pick-up

Children being picked up at dismissal will be sent to the multi-purpose room. We can best help parents when a note is sent with your child so the teacher is aware in advance. Include the name of the person who will be picking up your child/children, if not yourself. Parents and caregivers will be required to sign out students in our

multi-purpose room. 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 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 contact you in order to confirm the absence. Parents will receive written notification when students are frequently absent.

Students who are in attendance each day are recognized each quarter. Perfect attendance is celebrated at the end of the year, and is defined as a student who is on time and remains at school for the full day, every day.

Tardiness

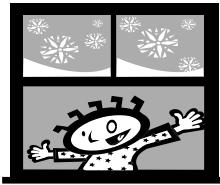
Students who enter the building after 8:10 a.m. are legally tardy and must sign in at the lobby desk.

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.

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 and television channels WRGB channel 6, WTEN channel 10 and WNYT channel 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.

If students are unexpectedly dismissed early due to an emergency, specific information related to the dismissal will be shared via the automated calling system, and **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), an emergency dismissal drill, 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 actual 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.

In addition to the core areas of English 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. These projects are developed to provide opportunities to research, create, report, and collaborate as students increase their understanding of content.

The core classroom curriculum includes the following:

English Language Arts engages students in extensive reading, writing, listening and speaking activities in designed to develop language competence and skill through non-fiction text and literature. Students often choose their own reading materials and topics for writing. The emphasis is on encouraging students to love text 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 abilities.

Mathematics places an emphasis on problem-solving skills. Students are presented with situations or problems that require mathematical thinking and practice, which stimulates students' development of 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 use of computers and other technological tools. These resources are available to students in the classroom, in our computer lab, and via the school library program.

Health is designed to provide students with a comprehensive program. The kindergarten through fifth grade curriculum uses a 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

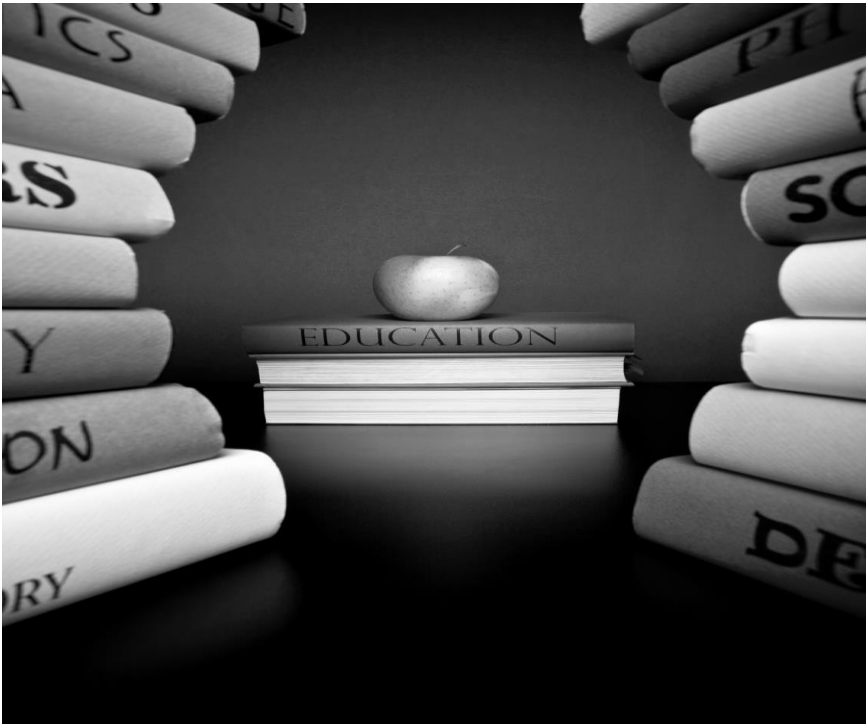
All kindergarten through fifth grade students will receive instruction and participate in these special area classes:

Art	45 minutes once per week
Music	30 minutes twice per week
P. E.	30 minutes daily- grades K-3
	30 minutes four times per week-grades 4 & 5

Art – The Art program is designed to develop students’ understanding of art through hands-on experience with creative 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 are encouraged 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/ Field Trips

The classroom program is carefully designed to provide challenges and opportunities for all students to enhance their knowledge, creativity and inquiry skills.

Field trips (on-campus or off-campus) provide an excellent means of instruction for 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 requested for 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. Unauthorized chaperones will not be included in field trip groups or activities.

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. Reviewing spelling words, practicing math facts, studying for tests and completing a science project all qualify as homework. Students are strongly encouraged to read at home each day. A weekly reading log will be provided by your child's teacher to assist in recording reading activities.

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 practice:

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

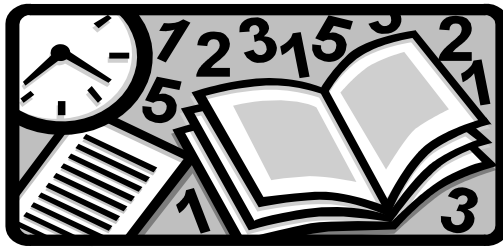
Time guidelines are estimated for children who work at an average pace. If your child requires significantly more or less time, please contact your child's teacher.

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

When children are young, parents are often heavily involved in student homework. As children get older parents' roles change but the support of parents continues to be 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 obligation for any loss or misuse of the books. All books are carefully inventoried 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.

Electronic devices are not allowed in our cafeteria or on the playground.



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 and storage of these items is the responsibility of the owner.

Parent Conferences and Progress Reports

Conferences

Parents are invited to parent/teacher conferences twice per year. Parents are encouraged to attend, since conferences are an excellent opportunity for important dialogue about your child. In order to effectively share and discuss student information in a consistent manner, teachers will schedule one conference per student during each conference cycle.

Report Cards

Our school year is divided into four report card periods. Report cards are designed to inform you of your child's progress in core academics and work/study skills. Parents will receive progress reports for Art, Music and Physical Education at the end of each semester (January and June).

Report cards are available to parents via the parent portal. Paper copies are available through teachers and/or office staff. Parents who reside at an address that is different from their child may also use the parent portal or request a copy of their child's report card. Please send a written 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.

Response to Intervention Team

RtI is a data-driven process used to determine if a student is responding to classroom instruction and progressing as expected. In an RtI process students receive individualized academic or behavioral support. Multiple tiers (levels) of support increase in intensity and are matched to the student's specific needs. Interventions are implemented as early as possible to promote student success. Please see the district website for additional information.

Parents as Partners

We ask parents to support learning by:

- Providing your child with the time, space and materials needed to complete assignments.
- Showing an interest by asking to see your child's school work on a daily basis.
- Understanding 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.
- Being available to provide guidance and answer questions.
- Working closely and cooperatively with your child's teachers. Establishing this partnership will be the most effective way to help children improve in their responsibility.
- Checking and signing your child's assignment notebook daily, and
- Contacting 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 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, survey data and district goals. Annual goals are developed based on these resources. Questions regarding the Scott M. Ellis BLT can be e-mailed to Wendy McElwey, our BLT chairperson, at mcelweyw@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 when scores are made available from the New York State Education Department.

Custody

If custody of a child is limited by court order, a copy of that order must 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-966-5070 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

Immunization requirements are updated by New York State officials periodically. Please contact the school health office with specific questions regarding your child's immunization needs.

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 during recess.

The wearing of jewelry in Physical Education classes is not recommended 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 earrings in and out 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 25 minute lunch, followed by 25 minutes of recess.

Breakfast and Lunch Prices

Student breakfast	\$1.75
Adult Breakfast	\$2.50
Student Lunch	\$3.00
Adult Lunch	\$4.00
Milk	\$.60
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. Children are only allowed to ride their assigned bus. Information concerning bus routes and approximate pick up times for each student is mailed in early August each year, please remember that these times are estimates and will vary day-to-day. Students are encouraged to be at their designated bus stop five minutes before the estimated arrival of the bus. 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.)

All of our buses are at or close to capacity. It is for this reason that children are expected to ride their regular bus route unless a change is absolutely necessary. The transportation department will not honor, under any circumstances, requests for transportation to after-school 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. Please include the name of the adult who will be receiving your child, the street address, and a phone number. 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, and the Code of Conduct will be enforced.

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, 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 or head coverings in the classroom or hallways except for transitions to or from outdoors, a medical or religious purpose, or approved special events.
- Not include items that are vulgar, obscene, lewd, offensive, or denigrate others on account of race, color, religion, creed, national origin, ethnicity, gender, sexual orientation, gender identity or expression, weight, 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

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, members of the school community and for the care of school facilities and equipment.

Disciplinary action will be fair, firm and developmentally appropriate, according to a student's age. At the elementary level, the building administrator, 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.




New York State Dignity for All Students Act (Dignity Act)

The New York State Dignity for All Students Act provides that **all** students enrolled in public elementary and secondary schools have the right to attend school in an environment free of discrimination and harassment, including but not limited to, conduct, verbal threats, intimidation or abuse on school property, on a school bus, or at school-sponsored events based on a person's actual or perceived: race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), or sex.

Any questions regarding the Dignity Act can be referred to the Dignity Act Coordinator, via the school principal's office.

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Revised 08/2014