

# Green Primary School

## Student/Parent Handbook



### Green Primary School

2300 Graybill Road  
P.O. Box 218  
Green, OH 44232

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**Krista Seals, Principal**

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## **GPS QUICK FACTS**

For important building information such as phone numbers, office staff names, start times, end times and drop off/pick up procedures, please see the linked quick facts document.

## **DISTRICT WEBSITE**

Click the above link to access important district information, annual forms, calendars, etc...

## **PARENT CALENDAR**

Bookmark our parent calendar and keep up to date with all of the important events and happenings at GPS! Please note that this calendar is updated frequently throughout the year.

## **GPS FACEBOOK PAGE**

Check out our GPS Facebook page and FOLLOW to keep up to date with what is happening in and around the building!

## **ALL BOARD of EDUCATION POLICIES**

Click the link above to access all of GLS Board Policies.

## **FINAL FORMS**

Please complete your final forms as soon as possible. You may update your annual forms at this [LINK](#). When a child becomes ill at school we will follow the procedure as given on the child's annual form. It is very important that more than one phone number is listed on the form, such as the number where a parent is employed and a neighbor's number. It is very important that the form is filled out carefully and completely. If your child has any medical problems, please list them as well as any allergies your child may have. Throughout the year if changes occur, please keep the school informed. Annual forms also need to be filled out in order for students to attend any field trips.

## **DAILY SCHEDULE**

<b>8:20</b>	School Doors Open
<b>8:30</b>	Tardy Bell
<b>3:10</b>	Bulldog Pick - up Begins
<b>3:15</b>	Bus dismissal

\*Please note that failure to make contact with a parent/guardian when a child has missed the bus or has not been picked up from school, will result in a well check and/or Children's Services call. This will occur when it has been 90 minutes since the school day has ended.

## **ATTENDANCE (Full Board Policy)**

In the event that you need to report your child absent, please call **330-896-7583** or submit online at this [LINK](#). Please note that failure to report your student absent will result in an unexcused absence.

Board Policy and State Law accepts the following reasons for absences. The Board of Education reserves the right to verify such absences and to investigate the cause of each single absence:

- Personal illness
- Critical illness in the family
- Quarantine of the home
- Death in the family
- Observation of a religious holiday
- Such good cause as may be acceptable to the Principal/Superintendent

After 10 absences (65 hours missed including any tardies or early dismissals), families will be required to present a note from a registered physician in order for future absences to be considered excused.

Any student arriving at school after the TARDY bell rings (8:30 a.m.) must be accompanied by a parent when signing in tardy. If a student is going to be excused early from school, a written explanation from the parent/guardian must be turned in to the office on the morning of the early dismissal. In the interest of security and student safety, telephone calls for early dismissal cannot be honored after **1:00 p.m.** during the school day.

Students who take vacations during school are required to return a vacation form signed by the parent and have each of their teachers sign the Vacation Form *several days prior to leaving*. You can obtain a vacation form from the front office.

## **SCHOOL CLOSURE**

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. S/He shall prepare administrative guidelines for the proper and timely notification of concerned persons in the event of any emergency closing of the schools. The announcement of school closing may be heard on the following broadcasts:

[www.greenlocalschools.org](http://www.greenlocalschools.org)

Facebook

Remind text notifications

WHBC 94.1

FM WNIF 100.1

FM WKDD 98.1

FM WAKR 1590 AM

Television Channels WKYC, WEWS, FOX

## **BUILDING CLINIC**

Students should be sent to the office clinic when a teacher determines that a true medical condition exists. Medical referral slips are completed each time a student is sent to the office, and the form is sent home to inform parents of any medical attention that was administered. Parents are contacted and children are sent home if there is a temperature of 100.0 or higher, if a child is contagious, or if the office/health professional believes it is the right thing to do. **If a student is sent home due to a fever or vomiting, that student may not**

return to school for 24 hours.

## **STUDENT EMERGENCIES AT SCHOOL**

In cases in which parents of a child who is seriously ill or injured as to constitute an emergency cannot be located in time, an ambulance will be called for transportation to the hospital. The handling of emergency cases or illness is greatly facilitated by keeping on file a record of parents or other persons who may be contacted when such emergencies arise and the Emergency Medical Authorization form as required by the State Legislature. Always keep the school notified when your phone numbers change so we may keep your child's Emergency Form and Emergency Medical Authorization form up to date.

## **FIRST AID**

The school attempts to provide an environment in which your child will be safe from accidents. If an accident does occur, first aid will be administered. First aid implies an ice pack, simple bandage or washing of a cut. Regulations prevent any further treatment. The parent will be notified if additional treatment is deemed necessary.

## **PHYSICAL EDUCATION RELEASE**

Students need a doctor's note not to participate in Physical Education classes and/or recess. A doctor's note is needed to resume activities.

## **MEDICAL CONCERNS**

Bee Stings and Other Allergies

1. Parents are responsible for informing the school of the child's allergies, especially allergies to bee stings.
2. In case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered.

Other allergies or health concerns must be made known to the health professional in the office before the child begins school by contacting her directly. A note to the teacher is also recommended for the safety of your child. If you have questions, please contact our clinic at **(330) 899 - 8785**.

## **IMMUNIZATION LAW ([BOARD POLICY](#))**

Children who do not have evidence of proper immunizations will be excluded from school after 14 days.

## **MEDICATIONS AT SCHOOL ([BOARD POLICY](#))**

Medications can be administered at school by our health professionals. Before prescribed medication may be administered, the clinic must be provided with a written statement from an authorized health professional, as well as a written authorization from the parent. Non-prescribed medication can be administered by our health professionals with written consent and a liability waiver from the parent. Medication must be in its original container, labeled with a date, student's name and exact dosage.

For more information, regarding specific medications or health conditions, please see the Board policy linked above or contact our clinic at **(330) 899 - 8785**.

## BIRTHDAYS

Due to safety concerns, food - based birthday treats will no longer be permitted at GPS/GWD. We will celebrate every child's birthday by announcing them on the BULLDOG BUZZ and awarding them with a small prize, courtesy of Green Schools Foundation. You are welcome to send in non - food birthday treats, such as pencils, books, party favors, etc... However, please do not feel obligated to do so! We appreciate your understanding and support in keeping all of our students safe.

## REPORT CARDS

One of the most important methods for improving student performance is feedback. At Greenwood and Green Primary School, the purpose of the report card is to give parents and students feedback that is accurate, specific, and frequent.

Please note that 1st and 2nd grade students will receive report card marks (M, P, L) as described below. 3rd grade students will receive traditional letter grades for Mathematics and English Language Arts (A, B, C, D, F). Report cards are sent home at the end of each 9 week grading period, and they are also available digitally through Progress Book.

Grading Scale for Kindergarten 1st & 2nd Grade	Grading Scale for 3rd Grade	
<p><b>M- Meeting Standard</b>                      -Proficient in meeting grade-level skills or concepts                      -Independently demonstrates consistent grasp of concepts and skills                      -Can perform the skills or process without making errors that affect understanding</p> <p><b>P- Progressing Toward Standard</b>                      -Developing an understanding of concepts or skills but there are some gaps in conceptual understanding                      -May require some assistance from teachers/peers/parents                      -Makes some errors in performing the skill or process important to the topic</p> <p><b>L- Limited Understanding of Standard</b>                      -Shows minimal understanding of the concepts or skills                      -Cannot complete the task independently                      -Makes many significant errors in performing the skill or process important to the topic</p>	Grade	Percentage Range
	A+	98-100
	A	93-97
	A-	90-92
	B+	87-89
	B	83-86
	B-	80-82
	C+	77-79
	C	73-76
	C-	70-72
	D+	67-69
	D	63-66
	D-	60-62
F	0-59	

## FAQs

### How do I set up a ProgressBook account?

Any parent/guardian that does not have a Progressbook account setup will be sent an email with directions on how to create the account along with the registration key needed to connect to their student. This will be sent to families during the first or second week of school. If you don't get an email, you already have an account and can login with the same credentials as last year.

### Will every standard on the report card be assessed every quarter?

There will be some standards on the report card that will not be assessed each quarter.

### Why do GWD/GPS KG, 1st and 2nd graders have a standards referenced report card?

Educational literature has suggested that a standards referenced approach to assessing young children is most developmentally appropriate. Furthermore, the literature states that standards referenced reporting can have a positive impact on student achievement.

### How is the final mark calculated?

The final mark is an average of the assessments.

## PBIS

Each student is responsible for his/her own behavior. Each student can behave according to the established classroom/building guidelines and by following the school-wide Be Bulldog Strong expectations that focus on the following expectations.

- **Be Safe**
- **Be Kind**
- **Be Responsible**

If students engage in behavior that is deemed to be unsafe, unkind or irresponsible, students may be subject to consequences deemed appropriate by the administration and/or student Code of Conduct.

At this level, we are truly committed to teaching our students how to meet these expectations and acknowledging students that do. We are also committed to establishing consequences for students that are teaching tools. As a result, if one of these expectations is not met, students may bring home a reflection letter detailing what happened. Teachers are also encouraged to contact parents to let them know when any negative behaviors or concerns arise. If you have questions regarding PBIS or your child's behavior at school, please do not hesitate to reach out to your classroom teacher.

We also encourage parents to use our language (Be Safe, Be Kind, Be Responsible) at home.

## STUDENT CODE OF CONDUCT ORC ([BOARD POLICY](#))

Students who violate any of the rules of conduct may find themselves subject to disciplinary action. Please see our full detailed student code of conduct at the link above. Below are student code of conduct violations that may result in disciplinary action, including emergency removal from school, when appropriate.

RULE 1: Disruption of School

RULE 2: Damage to School Property and/or Private Property

- RULE 3: Assault
- RULE 4: Dangerous Weapons and Instruments/Use of an Object as a Weapon
- RULE 4a: Knowledge of Dangerous Weapons or Threats of Violence
- RULE 5: Narcotics, Alcoholic Beverages, and Illegal Drugs or Look-Alike Substances
- RULE 5a: Use of Tobacco
- RULE 6: Repeated Violations
- RULE 7: Inappropriate Physical and/or Menacing Behavior; Harassment; Bullying
- RULE 8: Truancy and Tardiness
- RULE 9: Disrespect and Insubordination
- RULE 10: Fighting
- RULE 10a: Unauthorized Touching/Words of Provocation
- RULE 11: Profanity/Abusive Language
- RULE 12: Theft/Forgery
- RULE 13: Reckless Operation of a Motor Vehicle (Does not apply to GPS)
- RULE 14: Trespassing/Loitering
- RULE 15: Cheating/Plagiarism
- RULE 16: Inappropriate/Unauthorized use of Technology
- RULE 17: Aiding and Abetting
- RULE 18: Extortion
- RULE 19: School Bus Rules
- RULE 20: Misconduct Against a School Official or Employee or the Property of Such a person Regardless of Where it Occurs
- RULE 21: Misconduct by a Pupil that Occurs Off of School Property but is Connected to Activities or Incidents that occurred on Property Owned or Controlled by the District
- RULE 22: Violation of Individual/School/Classroom Rules
- RULE 23: Any Act or Deed Detrimental to the Operation and Welfare of the School

## **REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS ([BOARD POLICY](#))**

### **SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES ([BOARD POLICY](#))**

The school provides bus transportation for all students. The bus schedule and route is available by contacting the bus garage at 330-896-7510. Students may have bus privileges revoked for bus behavior that is deemed to be in violation of our student code of conduct. Students will ride only assigned buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses without prior approval from the transportation department.

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

## **PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES ([BOARD POLICY](#))**

## **DUE PROCESS RIGHTS ([BOARD POLICY](#))**

### **EMERGENCY REMOVAL OF STUDENTS ([BOARD POLICY](#))**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, Principal or assistant Principal may remove the student from curricular activities or from the school premises. Please see the above linked policy for more information.

### **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **SEARCH AND SEIZURE ([BOARD POLICY](#))**

### **CIVIL RIGHTS COMPLIANCE OFFICERS**

Alana Niemiec, Assistant Superintendent ~ 330-896 - 7500

Joya Mitchell, Student Services Director ~ 330- 896 - 7593

Kimberly Brueck, Director of Human Resources ~330 - 896-7511

## **NON DISCRIMINATION AND ACCESS TO EQUAL EDUCATION OPPORTUNITY ([BOARD POLICY](#))**

### **TOYS AND NOVELTIES**

We ask that students refrain from bringing toys and novelties from home into the classroom or on buses, unless otherwise permitted by the classroom teacher or administration. Toys can be distracting to students, cause disagreements among students and can be easily broken or destroyed at school.

### **ELECTRONIC DEVICES AT SCHOOL**

Possession of a telephone or other electronic communication device by a student is a privilege which may be forfeited by any student who fails to abide by the terms of this guideline or otherwise engages in misuse of the privilege. Unauthorized use of electronic



devices is prohibited. Students may be allowed to possess cellular phones and other electronic communication devices while on school property or while attending school-sponsored activities on or off school property as long as these devices are silent and out of sight during instructional times. Use of any camera or other recording device is prohibited on school property and at school sponsored events without teacher/administrator permission. The District assumes no liability if these devices are broken, lost or stolen. Notices of this policy are posted in a central location of the school building and in this student handbook. Exceptions may be made for the use of these devices with prior approval of teachers and/or administrators. If there is a violation of this policy the staff may confiscate the device. Violations of this policy could result in confiscation, loss of privileges and forfeiture of the device to the District.

### **ANIMALS ON SCHOOL PREMISES ([BOARD POLICY](#))**

Students are not to bring personal pets to school at any time without the approval of the principal. Classrooms are permitted to have one classroom pet if all of the Board of Education guidelines are met. Service animals are allowed when documented in a student's IEP or 504 plan. Please see the linked Board policy for more information.

### **VISITORS ([BOARD POLICY](#))**

All visitors should park in the front parking lot on Graybill Road and enter through Door #1. All visitors are required to present a photo I.D. when entering. Lunch and classroom visitors are not permitted without prior approval from the classroom teacher or administration.

### **VOLUNTEERS ([BOARD POLICY](#))**

Please see the linked volunteer policy. Green Primary offers many ways for parents to volunteer throughout the year. The best way to find volunteer opportunities available is to join our building PTA. Please look for information regarding our PTA to come home in the early weeks of the school year.

### **DRESS CODE**

All students are expected to be groomed and to dress appropriately with respect to the following criteria. General guidelines for appropriate dress at school.

- Shorts may only be worn in August, September, and after Spring Break unless otherwise deemed appropriate by the Principal.
- Shirts and tops must be at the minimum waist length.
- Socks must be worn at all times. This is for student safety on the playground.
- Clothing must not contain vulgarity of any kind, nor inappropriate gestures, illustrations, or sayings that advertise the use of tobacco, alcohol, etc.

### **OUTSIDE RECESS AND WEATHER**

Students are expected to go outside for recess every day unless weather prohibits otherwise. If the temperature and wind chill drop below 20 degrees Fahrenheit, students will participate in indoor recess inside their classrooms. Students and parents are asked to use good judgment in dressing appropriately for the current weather conditions. Children who come to school unprepared will not be excused from outside recess, but may phone home to have

proper clothing brought to school. **A doctor's excuse is required for a child to stay in from outside recess.**

## **FIELD TRIPS**

In order for students to attend school field trips, annual forms must be completed. The parents have the right to deny participation. Only students whose parents have signed permission slips will be permitted to participate in such activities. Parents asked to chaperone may not bring young children and must wear a chaperone badge identifying them as with Greenwood or Green Primary School. Only a certain number of chaperones may go on a field trip. Sometimes this is dictated to us by where the class is going, bus space, or necessary help needed to chaperone. Parents will be made aware of field trips and chaperoning opportunities by the classroom teacher.

## **FUNDRAISING**

The purpose of school fund-raising is to provide the additional dollars necessary for the many programs, enrichment opportunities, and events sponsored and made available for students. Just a few examples include: school-wide assemblies, incentives for good behavior, star student activities, certificates, school beautification, community outreach, etc.

If preferred, families are always welcome to make a straight financial contribution to the school. Please make checks payable to Greenwood or Green Primary School (Memo: Donation).

At GPS, our one and only fundraiser is the Green Bulldog Dash, and we encourage all of our families to sign up and get involved in this fun family event. For more information, please visit [www.greenbulldogdash.com](http://www.greenbulldogdash.com)

If you are interested in sponsoring this amazing family event, please contact Mrs. Seals at [sealsmurray@greenlocalschools.org](mailto:sealsmurray@greenlocalschools.org)

## **LOST AND FOUND**

The lost and found areas are in the front foyer at Greenwood and in the GPS café. Students who have lost items should check there and may retrieve their items at any time during the school year. Unclaimed items will be given to charity three times a year.

## **AFTER SCHOOL PROGRAMS**

Many after school activities are offered at Greenwood and Green Primary School. If your child is participating in an after school activity such as Kids Art, Girl Scouts or Bricks for Kidz, it is imperative that a note be sent to school EACH day that your child will be staying after. This will eliminate any confusion about whether or not a student is supposed to stay or ride the bus home.

## **CLASSROOM PARTIES**

The delivery of instruction is our first priority. The PTA works jointly with the classroom teacher to choose a volunteer coordinator for the year to help out with class parties. Party

coordinators and volunteers are scheduled through PTA.

**\*\*Please remember, no siblings allowed at parties.**

## **PTA**

By joining our PTA, you will be the first to know about volunteer opportunities, class parties, building events, etc.. We encourage all parents to sign up, and information will be sent home at the beginning of the school year.

## **DIRECTORY INFORMATION NOTIFICATION**

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students over eighteen (18) years of age ("adult students" or "eligible students") certain rights with respect to the student's education records.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for purpose of the Board's policy include a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, insurance carrier or medical consultant); a contractor, consultant, volunteer or other party to whom the Board had outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers). An individual will have a "legitimate educational purpose" if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task, or to perform a service or benefit for the student or the student's family.

Both FERPA and Ohio's Student Privacy Law (R.C. 3319.321) require that the Board, with certain exceptions, obtain a parent or adult student's written consent prior to the disclosure of personally identifiable information about a student. However, the Board may disclose appropriately designated "directory information" without written consent, unless the parent or adult student advises the Board to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. Examples include: a playbill, showing a student's role in a drama/musical production; the annual yearbook; honor roll or other recognition lists; graduation programs and sports activity sheets (e.g. showing weight and height of team members). Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings – unless parents or adult

students have advised the District that they do not want their student's information disclosed without their prior written consent.

Parents, guardians or students may file a written complaint with the District's Civil Rights officer if they feel a student's rights under this policy have been violated. Complaints may be sent to Green Local Schools, Civil Rights Officer, P.O. Box 218, Green, OH 44232.

Joya Mitchell - Title VI Title IX, Section 504 Coordinator

### **NON-CUSTODIAL PARENTS ACCESS**

1. A divorce or change in custody does not change the right of a natural parent to have access to their child's records.
2. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.
3. Step-parents have no rights to records, reports, or conferences unless these rights are conferred on them by the custodial parent.

### **STUDENT RIGHTS & PARENT ACCESS TO INFORMATION**

Parents are provided the opportunity and process to be heard when concerns exist about staff members, instructional materials, or district-provided services. Board Policy 9130 outlines these procedures and the processes for parents.

Green Primary School recognizes and respects the privacy rights of students and their families. Students will not be required to participate in any survey, analysis, or evaluation that reveals private information. Board Policy 2416 outlines these steps and privacy rights in full detail.

Parents may review textbooks, reading lists, instructional materials, and academic curriculum used in the District by contacting the building principal.

### **CHILD CUSTODY**

1. Parents have an obligation to inform the school anytime the custody of a child changes (SB-140 requires this information).
2. The school officials will need to see and copy court orders pertaining to a child's custody.
3. All court cases should be settled outside of the school. School officials only look after the best interests of the child and do not want to be involved in the domestic matters of the situation. The school counselor or principal should be the first contact with such matters.
4. Non-custodial parents may request newsletters, report cards, etc.... by sending in self-addressed stamped envelopes to the classroom teacher.