

Greenville Elementary School

W6822 Greenridge Drive

Greenville, WI 54942

www.hasd.org

(920) 757-7160

Dear Parents:

Welcome to Greenville Elementary!

You and your child are important to us. We want you to know what is happening at Greenville Elementary School.

This booklet has been prepared for your information and convenience. It will have answers to many of the questions you may have throughout the year.

Anytime you have questions about your child's education that are not addressed here, contact your child's teacher or one of us.

Thank you for your continued confidence in our school and your support of our educational programs.

Sincerely,

Janna D. Cochrane, Principal

Sally A. Radke, Associate Principal

Mission Statement

The Hortonville Area School District, in partnership with our community, will provide ALL students with challenging and diverse opportunities to become enthusiastic lifelong learners who will build the future.

The Hortonville Area School District does not discriminate on the basis of religion, sex, race, national origin, age, ancestry, creed, color, political affiliation, National Guard membership, state defense force or any reserve component of the United States military or state military forces, pregnancy, marital or parents status, sexual orientation, or physical, mental, emotional or learning disability or handicap or other bases prohibited under state or federal law.

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ABSENCES

School attendance officers will continue to oversee student attendance and absences. Please understand that if your child's absences are questioned, it is because we take our responsibilities very seriously, and like you, we are concerned that your child has every advantage when it comes to their learning.

Anytime your child will be absent for anything other than sudden illness, it should be discussed in advance with the school. It is the schools responsibility to know where your child is from the moment they step on the bus or school begins in the morning. If you do not call them in absent, they will be marked unexcused.

1. **Parents are required to call, (757-7161) the attendance line no later than 8:00 AM on the day your child is absent. Parents/Guardians can call ahead of time 24 hours a day to let the school know of absences.**
2. Absences not reported excused by a parent/guardian within 24 hours of the absence will remain unexcused on the student's attendance record. Five or more of these may result in truancy. State statutes dictate that school attendance officers determine if an absence is excused or unexcused.

Attendance is taken by 8:30 a.m. each day. Any students who are not in their classroom by 8:00 a.m. will be considered tardy. Under the Compulsory Attendance requirement (State Statute 118.15) children between the ages of 5 and 18 years of age are required to attend school, unless they are excused or have graduated from high school. In accordance with the state statues the office documents all students who are absent. When it is noticed that tardies or absences are excessive, the attendance officer notifies the parents/guardians in writing that their child has an excessive number of absences or tardies. This is in accordance with Wisconsin Statute 118.153, which gives the attendance officer the responsibility to track all student absences and notify parents when there are attendance concerns. The attendance officer will then request a meeting to discuss the absences or tardies that have accumulated and works with the parents to develop a plan that will ensure regular attendance. If unexcused absences continue to occur, the process outlined in the attendance policy will be followed and may result in legal referral to the truancy officer or Social Services. The responsibility for regular school attendance of student rests upon the student's parent/guardian.

Planning a vacation? When children are out of school, key concepts may be missed, making it all the more difficult for them to catch up when they return. Avoid taking your child out of school for family vacations, especially during those days when we are doing state or district testing. Results of tests give us important diagnostic information about your child.

Long term pre-planned absences, up to 10 days per year, may be excused if written notification is given prior to the absence (State Statute 118.15(3)(c)). Prearranged Absence Form are available at www.hasd.org or one may be picked up in the school office. A prearranged absence form must be completed and sent to the office to be signed by the principal prior to vacations that exceed two days. The form will then be returned to the child's home indicating excused/unexcused.

We will make every effort to work with you regarding any attendance concerns. However, parents of elementary children who miss all or part of five (5) days of school per semester, or five (5) consecutive days of school without a valid excuse under WIS. STATE STATUTE 118.15 shall be referred to legal authorities for truancy and/or contributing to truancy of a minor.

QUESTIONS AND ANSWERS ABOUT STUDENT ATTENDANCE

In 1997, Wisconsin Act 239 was passed. This law revised the compulsory school attendance laws and laws governing truancy. As a result of this law, district attendance policies changed. The following questions are often asked in relation to attendance issues:

What are my responsibilities as a parent/guardian in regard to my child's attendance?

It is the responsibility of the parent/guardian to ensure regular school attendance for all hours of every day school is in session. Parent(s)/Guardian(s) are expected to provide an explanation of all student absence(s).

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's or parent/guardian's responsibility to contact the teacher(s) to make arrangements for getting missed work.
2. Teachers shall establish make-up policies for their classes.
3. Examinations missed because of excused absences shall be taken at a time determined by the teacher.

Are there any other excused absences?

The school attendance officer (one of the principals) and/or the Hortonville Area School District School Board may approve a legal excuse for these reasons:

- Evidence that the student is not in proper physical or mental condition to attend school. The district may request the parent/guardian to sign a medical release or obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be in writing and shall state the period of time (not to exceed 30 days) for which it is valid.
- An emergency in the family or other crisis that requires the absence of the student due to family responsibilities.
- Required court attendance.
- Professional appointments that cannot be scheduled outside of school hours.
- A religious holiday.
- A quarantine imposed by a public health officer.
- A suspension from school.
- Approved school activities during class time.

When can my child be considered truant?

A student is considered "truant" if he/she is absent from *part or all of one or more school days* during which the school has not been notified of the legal cause of such absence by the parent/guardian. Written notification of legal cause of absence shall be submitted by the parent/guardian prior to the absence or within 24 hours of the absence. If notification is not made, the student will be recorded as unexcused. The school will contact the parent/guardian if the school has not been notified of the student's absence.

When is a child considered "habitually truant?"

A student is a "habitual truant" if he/she is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a semester (18 weeks).

What is the school's responsibility when a child is "habitually truant?"

The parent/guardian will be notified when the student initially becomes a habitual truant. Then, a legal referral may be made to the district attorney and social services.

ACCIDENT INSURANCE

School district insurance (*Student Assurance Services*) may cover accidents that happen to students in school and on the school grounds when the accident is not covered by your own personal health or accident insurance. Please report all accidents to the school health office immediately. It is expected that you will file a claim for coverage with your insurance carrier. A claim may then also be filed with *Student Assurance Services*.

ART/MUSIC/WORLD LANGUAGE/PHY ED

Art, music, and physical education are provided to all students in grades K-4 several times a week. World language is offered as a special in grades 2-4.

BACKPACK CHECK AND OTHER HELPFUL ROUTINES

Here are some tips that will help your child be successful.

Assignment Notebooks:

- All students grades 2-4 are expected to use an assignment notebook. Ask your child to see the notebook every day to check assignments and for teacher notes. Initial or sign the page to let the teacher know that you have seen it. Assignment notebooks are an important communication tool.

Backpacks:

- Check your child's backpack for handouts from school, permission slips that need to be signed, and homework. The contents of a child's backpack can be both revealing and interesting. It is *not* an invasion of your child's space to check his backpack merely assisting in the teaching of organization.
- Backpacks on wheels do not fit in our lockers and safety codes prohibit them from being left in the halls. Therefore, we ask that your child not bring one to school.

Homework:

- Establish a well lit, quiet, comfortable, well-stocked study area. Get your child into a routine so that he/she studies at the same time and in the same place every day.
- Help your child form a plan to get homework turned in and reinforce what the teacher says about homework. Find out how your child's teacher handles late homework. Fourth grade teachers may change homework policies during the year in preparation of students going to fifth grade.

Reading:

- Set aside 20-60 minutes to read with your child each night. Ask your child to read to you. The dialogue you begin about books will last a lifetime.

We live in an uncertain age and routines provide children with skills for success. The more predictable we can make our children's lives, the more secure they will feel and the more able they will be when it comes time for them to make their own decisions.

BIRTHDAYS

Healthy birthday treats and snacks are encouraged. You can find healthy treat ideas on many websites. Please use the U.S. Postal Service to mail birthday party invitations to your child's friends. This helps to avoid hurting the feelings of those classmates not invited.

BUS DISCIPLINE

Student behavior on the bus is monitored by bus drivers. Any behavior that jeopardizes the safety and well being of other passengers, or adversely affects the general sense of order and discipline on the school bus as determined by the driver, will be referred to the principal.

1. First Offense – conference with student; written report sent to parent.
2. Second Offense – conference with student; parent, and driver; written report sent to parent.
3. Third Offense – Two (2) day bus suspension; parent conference; written report sent home.
4. Fourth Offense – Three (3) day bus suspension; parent conference; written report sent home.
5. Fifth Offense – suspension from bus; conference; referral to Board of Education for possible bus expulsion.

*Any step in this policy may be bypassed depending on the severity of the infraction.

BUS TRANSPORTATION (Policy #9000)

Contact Information:

1. Harry Steenbock, Director of Transportation (779-7905) or email Transportation@hasd.org
 - a. If your child does not get off the bus, call the school office.
2. **Late Bus information line is 779-4055.**

Riding the bus to school is a privilege. Any student misbehaving or disrupting safety on the bus or the safety of its passengers will be disciplined and may be denied riding privileges.
STUDENTS ARE REQUIRED TO SIT IN ASSIGNED SEATS.

Children wanting to ride home on a bus different from their assigned bus MUST have a signed note from a parent and prior permission from the driver of the bus they wish to ride.

3. **Please take the time to discuss proper bus behavior with your child.** Bus drivers are responsible for monitoring and keeping order among children being transported, and shall promptly report any misconduct to the proper school authorities and/or parents.
4. **PBIS bus rules can be viewed on the website for guidance in proper bus behavior.**

GREENVILLE ELEMENTARY – 2011-2012 – CALENDAR DATES (tentative schedule)

<u>August</u>	8	Board of Education Meeting at 7:00 p.m. -HHS-G151
	22	Board of Education Meeting at 7:00 p.m.–HHS-G151
	31	Open House – 3:45 – 5:45 p.m.
<u>September</u>	1	FIRST DAY OF SCHOOL for Grades 2-4
	1,2,6	Kindergarten & First Grade Staggered Start Days
	5	NO SCHOOL-LABOR DAY
	7	All Kindergarten & First Grade Students attend school together
	8	Packer Game – Students & Teachers wear Green and Gold (POPS Event)
	10	Market Day pick-up 9:00 – 10:00 a.m.
	12	Wear Red, White and Blue for Patriot Day (Student Council event)
	12	School Board Meeting 7:00 p.m. – HHS G151
	12-30	Sally Foster/Entertainment Book Fundraiser
	13	NWEA MAP (Measures of Academic Progress) – Grades 2-4 Begins
	14	PTO Dines Out at Vinny’s Pizza 4-9 P.M.
	15	Kindergarten Parent Orientation at 5:30 – 6:30 in Teacher Classroom
	19	PTO Meeting - 6:30 p.m. in Library
	21	EARLY RELEASE (Grades K-4) 12:50 p.m.
	21	PTO Badger Sports Park Event
	22	Heavenly Hat Day–for a \$1 donation wear a favorite hat (Student Council event)
	23	Picture Day
	26	School Board Meeting 7:00 p.m. HHS-G151
	29	PTO Dines Out at Chuck E Cheese 3-9 P.M.
<u>October</u>	6	PTO Dines Out at Culver’s of Appleton 4-8 P.M.
	7	Spirit Day- Wear Polar Bear colors/spirit gear (Student Council event)
	7	Entertainment book pickup in the GES lobby 2 P.M. – 6 P.M.
	7	NWEA MAP (Measures of Academic Progress) - Grades 2 – 4 Testing ends
	8	Market Day pick-up 9:00 – 10:00 a.m.
	10	School Board Meeting 7:00 p.m. HHS-G151
	17	PTO Meeting - 6:30 p.m. Library
	17-18	Child Development Fair (Monday 12 – 6 p.m. & Tuesday 10 a.m. – 5p.m.)
	18	PTO Dines Out at Happy Joe’s Pizza 4-9 P.M.
	19	EARLY RELEASE (Grades K-4) 12:50 p.m.
	24	Grade 3 & 4 WKCE Testing Begins
	24	Annual Meeting at 8:00 p.m. HHS-G151
	24	School Board Meeting 7:00 p.m. HHS-G151
	26	“Sock it to Drugs”–wear goofy socks for AODA awareness (Student Council event)
	27-28	NO SCHOOL – Teacher Convention
	31	Wear Black and Orange (Student Council event)
<u>November</u>	3	Sally Foster Cookie Dough Pickup in Multi-Purpose Room 2 P.M. – 7 P.M.
	4	1 st Quarter End
	4	PTO 80’s Punk Rock Dance 6:00 p.m. – 8:30 p.m. (Costumes Optional)
	5	Market Day pick-up 9:00 – 10:00 a.m.
	7	2 nd Quarter Begins
	7	WKCE-CRT State Assessment for Grades 3 & 4 begins
	8	Parent-Teacher Conferences (K-4) 3:45-7:00 p.m.
	8	PTO Dines Out at Pizza Hut on College Ave 4-9 P.M.
	10	Mix it up day- mix up your clothes and lunch tables to meet new friends
	10	Parent-Teacher Conferences (K-4) 3:45-7:00 p.m.
	10	PTO Dines Out at Pizza King in Greenville 4-9 P.M.
	11	Parent-Teacher Conferences (K-4) 8:00 a.m.-11:30 a.m.
	11	NO SCHOOL FOR ALL STUDENTS

- Nov. continued**
- 12 Younkers Community Day Event
 - 13-19 American Education Week
 - 14 School Board Meeting 7:00 HHS-G151
 - 18 WKCE-CRT State Assessment for Grades 3 & 4 ends
 - 20-23 Penny Wars (PTO event)
 - 21 PTO Meeting 6:30 p.m. Library
 - 23 Wear Fall Colors (POPS event)
 - 23 Grades 3 & 4 WKCE Testing Ends
 - 24-25 NO SCHOOL – Thanksgiving
 - 28 School Board Meeting 7:00 HHS-G151
 - 29 PTO Dines out at Stevie B's
- December**
- 1-31 PTO Dines Out at Chili's on Casaloma in Appleton
 - 3 Market Day pick-up 9:00 – 10:00 a.m.
 - 4 PTO Dines Out at Pizza King in Greenville 4-9 P.M.
 - 12 School Board Meeting 7:00 p.m. in HHS-G151
 - 13 PTO Dines out at Chuck E Cheese 3-9 P.M.
 - 14 EARLY RELEASE (Grades K-4) 12:50 p.m.
 - 14 Caroling/Bell Ringing at Hortonville Kwik Trip (Student Council members)
 - 16 Staff Cookie Exchange (bring cookies in morning after 7:30 A.M.)
 - 23 Wear Red & Green (Student Council event)
 - 26-30 NO SCHOOL – Winter Vacation (12/24/2011-1/1/2012)
- January**
- 2 Students return from Winter Vacation
 - 9 School Board Meeting 7:00 HHS-G151
 - 14 Market Day pick-up 9:00 – 10:00 a.m.
 - 16 Martin Luther King Day - Wear grey to show unity (POPS event)
 - 16 PTO Meeting 6:30 p.m. Library
 - 17 PTO Dines Out at Happy Joe's 4-9 P.M.
 - 19 PJ Day – \$1.00 donation wear your pajamas for the day (Student Council event)
 - 20 2nd Quarter End
 - 20 NO SCHOOL - Teacher In-service
 - 20 PTO Movie Day – Free Family Event
 - 24-25 Knowledge-A-Thon
 - 23 3rd Quarter begins
 - 23 School Board Meeting 7:00 HHS-G151
 - 24 NWEA MAP (Measures of Academic Progress) – Grades 2-4 Begins
 - 24 Greenville Elementary Music Program-2nd Grade @ 6:30p.m. HHS Auditorium
- February**
- 1 PTO Dines Out at Vinny's Pizza 4-9 P.M.
 - 8 EARLY RELEASE (Grades K-4) 12:50 p.m.
 - 8 Career Day – Dress in your favorite career (Student Council event)
 - 10 NWEA MAP (Measures of Academic Progress) Grades 2-4 Testing Ends
 - 11 Market Day pick-up 9:00 – 10:00 a.m.
 - 13 School Board Meeting 7:00 HHS-G151
 - 14 Valentine's Day - Wear Pink/Red/White (POPS event)
 - 14 Parent-Teacher Conferences (K-4) 3:45-7:00 p.m.
 - 15 PTO Dines Out at Pizza Hut on College Ave 4-9 P.M.
 - 16 Parent-Teacher Conferences (K-4) 3:45 – 7:00 p.m.
 - 16 PTO Dines Out at Pizza King in Greenville 4-9 P.M.
 - 17 Parent-Teacher Conferences (K-4) 8:00 a.m. –11:30 a.m.
 - 17 NO SCHOOL FOR ALL STUDENTS
 - 20 Wear Red, White and Blue for President's Day (POPS event)
 - 20 PTO Meeting – 6:30 p.m. Library
 - 20-24 COTS Donation Drive (Student Council event)
 - 27 School Board Meeting 7:00 HHS-G151
 - 29 Dental Screening

<u>March</u>	1	Greenville Elementary Music Program-3rd Grade @ 6:30p.m. HHS Auditorium
	2	Read Across America/Dr. Suess' Birthday
	7-8	4K/Kindergarten Registration 8:00 a.m. – 3:00 p.m.
	10	Market Day pick-up 9:00 – 10:00 a.m.
	12	School Board Meeting 7:00 HHS-G151
	13	PTO Dines Out at Stevie B's
	14	EARLY RELEASE (Grades K-4) 12:50 p.m.
	14	PTO Skaters Edge – Free Family Event
	16	Wear Green and “March Hoops Madness” (Student Council event)
	19	PTO Meeting - 6:30 p.m. Library
	20	Greenville Elementary Music Program-1st Grade @ 6:30p.m. HHS Auditorium
	23	3 rd Quarter Ends
	26	4 th Quarter Begins
	26	School Board Meeting 7:00 HHS-G151
	27	PTO Dines Out at Texas Roadhouse 4-9 P.M.
	<u>April</u>	2-6
7		Market Day pick-up 9:00 – 10:00 a.m.
9		Students return from Spring Break
9		School Board Meeting 7:00 HHS-G151
9-13		Writing Assessment Gr. 2-4
16		PTO Meeting, 6:30 p.m. Library
17		PTO Dines Out at Golden Coral 4-9 P.M.
17		Greenville Elementary Music Program-4th Grade at 6:30 p.m. HHS Auditorium
23		Earth/Arbor Day-Wear Earth colors (blue/green/brown) (Student Council event)
23		School Board Meeting 7:00 HHS-G151
24		NWEA Map (Measures of Academic Progress) Grades 2-4 Begins
30	PTO Turn Off TV Week	
<u>May</u>	1-4	PTO Turn Off TV Week
	7-11	Teacher Appreciation Week
	10	PTO Dines Out at Culver's of Appleton 4-8 P.M.
	12	Market Day pick-up 9:00 – 10:00 a.m.
	14	School Board Meeting 7:00 HHS-G151
	18	NWEA Map (Measures of Academic Progress) Testing ends
	18	Student Council sponsored Teacher Appreciation Breakfast
	21	PTO Meeting - 6:30 p.m. Library
	22	PTO Dines Out at Chuck E Cheese 3-9 P.M.
	23	PTO Volunteer Appreciation Luncheon
	24	All School walk – wear comfortable clothes (POPS event)
	25	Hawaiian/Beach Day–wear your favorite beach clothes-\$0.25 (Student Council event)
	25	PTO Field Day for students
	28	NO SCHOOL – Memorial Day
28	School Board Meeting 7:00 HHS-G151	
30	4 th Grade Breakfast for students only	
<u>June</u>	1	End of Fourth Quarter
	1	Last Student Day
	4	Workday for Teachers (2 nd Emergency Day Make-Up)
	5	(4 th Emergency Day Make-Up)
	11	School Board Meeting 7:00 HHS-G151
25	School Board Meeting 7:00 HHS-G151	
<u>July</u>	16	School Board Meeting 7:00 HHS-G151

CELL PHONES

If your student needs to have a cell phone at school, they are to be kept in their backpacks in their locker and turned off during the school day.

CHARACTER EDUCATION (CHARACTER PLEDGE/PBIS/Kids at Hope)

We are committed to building character in an effort to create moral behaviors where respect, honesty, responsibility and caring are modeled, taught, expected, celebrated and continuously practiced in everyday interactions.

CHARACTER PLEDGE

Students live by the Greenville Elementary School Character Education Pledge as follows:

At Greenville Elementary, I pledge to treat others as I wish to be treated. I will be a good friend by caring, sharing, and learning together. I will show respect by playing fairly, listening to others, and using a kind voice when speaking to someone. I pledge this who I will be, even when no one is watching me.

PBIS

Greenville Elementary is a PBIS school. PBIS (Positive Behavioral Intervention and Supports) is a systematic approach to proactive, school wide discipline based on a Response to Intervention model. PBIS applies evidence-based programs, practices and strategies for all students to increase academic performance, improve safety, decrease problem behavior, and establish a positive school culture.

Four Elements of PBIS:

Systems: Policies, procedures, and decision-making processes that consider school-wide, classroom, and individual student systems.

Data: Guide decision-making processes and measure outcomes

Practices: Strategies and programs that are used to enhance student learning outcomes and teacher instructional approaches.

Outcomes: Academic and behavioral targets that are measured using the gathered data.

CHARACTER EDUCATION/KIDS AT HOPE

Kids at Hope is a belief system in which *all children are capable of success, NO EXCEPTIONS*. The strategies of Kids at Hope are being embraced by the entire community to promote the talents and strengths of our children. Caring adults in the students' lives encourage the children's hope and belief for their future and constantly strive to show them the path to their success.

Success is defined in terms of life's destinations: Home and Family, Education and Career, Community and Service, and Hobbies and Recreation. Supporting the success of all children, NO EXCEPTIONS requires that each young person have a sense of their future. Creating HOPE in all youth involves helping your child create a vision for his/her future and understand the skills required to be successful in the 21st century.

At least once a week as a school we recite the Kids at Hope Pledge. The Kids at Hope Pledge is:

I am a Kid at Hope. I am smart, talented and capable of success. I have dreams for the future and I will strive to meet those goals and dreams every day.

CHILD ABUSE OR NEGLECT

The State of Wisconsin requires that all professional staff members report the situations or conditions as described in Wisconsin Statute 48.981: Any mandated reporter **having reasonable cause** to suspect that a child seen in the course of professional duties has been abused or neglected, or having reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect will occur shall immediately make a report to Child Protection.

CLASSROOM PARTIES

Please notify your child's teacher of any nutritional or cultural restrictions at the beginning of the school year. Classroom parties are generally scheduled in the afternoon. Teachers set the parties according to their schedules. Your child's teacher will communicate any planned special activities or celebrations to you.

CLASSROOM PLACEMENTS

In developing class lists, the following criteria have been used:

1. Balancing the ability levels of students.
2. Equalizing class size.
3. Separating children who have demonstrated personality conflicts.
4. Distributing the ratio of boys and girls.
5. Configuring classrooms for access to resource teachers.

If you wish to suggest a specific classroom placement for your child, please submit a written statement which contains the reasons why such a placement is important for your child's education. The recommendation should include the date, child's name, his/her grade level for the following school year, the first and second choice of a teacher, academic and social rationale for the suggestions, and a parent/guardian signature. All recommendations must be received in the elementary office no later than April 18 of the school year prior to the year of requested placement. Parental requests for special consideration will be processed in the order in which they are received with priority given to suggestions that have valid educational reasons supporting the placement. Please be assured that we will try our best to accommodate requests, but also, be reminded that other variables must be considered. Only four requests per classroom will be honored. All parents will be notified of their child's specific classroom placement in August at back to school registration.

COLLECTION OF MONEY

Please send all money in sealed envelopes. On the front of the envelope write the child's full name, teacher's name, and what the money is for. Lunch money checks need the child's lunch account number written on them.

CUSTODIAL ISSUES

Without a copy of certified court orders on file, we cannot enforce custody restrictions. **We maintain a neutral stance in all custody situations.** If there is information the school needs to have to help us serve your child please give us paper copies for our files.

DISASTER PROCEDURES:

Should a disaster such as a tornado or fire occur during school hours, that make the building to be unsafe, students will be evacuated and transported to the YMCA on School Rd., off Highway 76.

DISTRICT NURSE

The District School Nurse is Sandy Schulz. If you have a health-related concern, or need medication dispensed to your child during the school day, contact Sandy at 779-7933 ext. 17132 or the Health Aide at Greenville Elementary, at 757-7162. **(All medication, including non-prescription drugs, must be dispensed through the nurse's office.)** A consent form must be filled out for our staff to dispense Advil or Tylenol. This form was available at registration so you may have already completed it. No verbal (over the phone) permission from parents to dispense non-prescription medications such as Advil or Tylenol will be accepted.

When a child has a communicable disease, it is the parent's responsibility to notify the District School Nurse at 779-7933 ext. 17132 or the school nurse's office at 757-7162.

State attendance law requires that for an absence of longer than five consecutive days or after more than 10 days absent in one semester, a statement from your family doctor must be submitted with the child's return to school date.

EARLY RELEASE IN-SERVICE DAYS

On early release in-service days, staff members are involved in a variety of afternoon workshop activities. All K-4 students will be dismissed from school at 12:50 p.m. Buses will run their normal PM routes for all students.

ELEMENTARY NEWS

Once a month (15th) you will be **emailed** an elementary school newsletter titled "Greenville Elementary News." This news publication contains information regarding upcoming school activities. Each edition will also include articles written by school personnel telling about recent class projects and tips on how to help your child succeed in school. The newsletter will also be posted on the district website www.hasd.org. If you would like a paper copy, please contact the school office.

ELEMENTARY SCHEDULE

7:45	Doors Open and First Bell
8:00	Announcements on Mondays
8:00	Classes Begin
10:00 - 10:20	Recess* (Grades 1-2)
10:45 - 11:15	Lunch for Kindergarten
10:55 – 11:25	Lunch for 1 st Graders
11:20 – 11:50	Recess for Kindergarteners
11:30 - 12:00	Recess for 1 st Grade
11:00 - 11:30	Recess for 2 nd Grade
11:30 - 12:00	Lunch for 2 nd Grade
12:00 - 12:30	Lunch for 3 rd Grade
12:30 - 1:00	Recess for 3 rd Grade
12:30 - 1:00	Lunch for 4 th Grade
12:00 - 12:30	Recess for 4 th Grade
2:00 - 2:20	Recess* (Grades: Kindergarten, 3 & 4)
3:10	Dismissal
3:19	Buses Leave

*Students have one 20 minute recess during the day at either 10:00 or 2:00 in addition to their lunch recess.

EMERGENCY SCHOOL CLOSING It is important that parents have a “plan” for school closing days. **Emergency School Closing Information Cards will be filled out by parents at registration.** The teachers will follow these instructions in the event school is closed early for any reason. If those plans change, please notify your child’s teacher. Please, do not call the school on bad weather days. The phone lines need to stay open for emergencies.

On days when it will be necessary to close school because of inclement weather, the announcement of school closing or two hour delay will be made near 6:30 a.m. over radio stations WHBY 1150 AM, WAPL 105.7 FM, WIXX 101.1 FM, WNAM 1280 AM, WOSH 1490 AM, WPKR 99.5FM, WNFL 1440 AM, WROE 94.3 FM, WJMQ 93.2 FM WDUX 800 OR 92.7FM, WEMI 91.9 FM, WOZZ 93.5 FM, WVBO 103.9 FM, WZBY 99.7 FM, WNCY 100.3 FM, WECB 104.3FM, WSCO 1570 AM, WTAQ 1360 AM, WWWW 96.9 FM, WZOR 94.7 FM, AND TV STATIONS Channel 2, Channel 5, Channel 11 and Channel 26. You may also check websites www.hasd.org and www.wbay.com. **Late Bus Info Line is 779-4055.**

FIELD TRIPS

Your child’s class may take a field trip during the school year. Permission slips will be sent home and **MUST** be filled out (including emergency information) and returned prior to your child participating in any field trip. There may be a cost for some field trips. **There are no refunds for field trips. Students will not be allowed to take part in field trips without a signed permission slip on file with the classroom teacher.**

GUIDELINES FOR FIELD TRIP CHAPERONES: All Field trip chaperones need to have an approved volunteer form. If you do not have an approved volunteer form on file, please contact the school office.

- 1. Parents chaperoning field trips are asked not to bring siblings on the trip.**
2. Parent chaperones are asked to pay their own admission fees.
3. The number of parent chaperones is limited. Classroom teachers have control over the number of chaperones allowed.
4. Plan on being responsible for the supervision of a small group of children.
5. As a supervisor, be aware of the behaviors of the entire group. Address inappropriate behavior and be prepared to assist staff members should a problem arise.
6. Cell phones can be a distraction and personal calls should be limited as you are supervising children.
7. Help reinforce the importance of the information being learned on the trip by encouraging all students to be good listeners during presentations or demonstrations.
8. Parents are not allowed to go off on their own with their children on a field trip.

FEE WAIVER INFORMATION

Information on Free and Reduced Applications is available at registration, in the office, and at www.hasd.org. The District Business Office will notify you if you are approved.

FUNDRAISERS

Children are not allowed to fundraise at school.

GREENVILLE ELEMENTARY STAFF

School Board: Paul Thome – President
Bob Van Den Elzen – Vice President
Craig Dreier – Treasurer
Marv Obry – Clerk
Members at Large: Willard Griesbach
Bill Murphy
Jim Richards
Principal: Janna D. Cochrane
Associate Principal: Sally A. Radke
Secretary: Dana Newhouse
Secretary: Lori McCarthy

920-757-7160

<u>Faculty & Staff</u>	<u>Subject/Grade Level</u>	<u>Room #</u>	<u>Ext. #</u>
Becky Hofacker	Kindergarten	A126	41126
Patty Nault	Kindergarten	A132	41132
Beth Ott	Kindergarten	A130	41130
Trina Gannon	Kindergarten	A128	41128
Alyssa Stratton	Kindergarten	A125	41125
Kelli Lawson	Kindergarten	A122	41122
Kelly Cappellani	Kindergarten	A124	41124
Cynthia Anderson	Grade 1	A108	41108
Pat Gioffredi	Grade 1	A106	41106
Joan Gostomski	Grade 1	A109	41109
Jennifer Liesch	Grade 1	A102	41102
Nancy Sweet	Grade 1	A100	41100
Barb Wilhelms	Grade 1	A104	41104
Amanda Mohr	Grade 2	B101	42101
Mary Fischer	Grade 2	B105	42105
Sharon Hofmann	Grade 2	B100	42100
Paula Le Mere	Grade 2	B102	42102
Tracie Olson	Grade 2	B103	42103
Kay Schmidt	Grade 2	B104	42104
Theresa Van Hecke	Grade 2	B107	42107
Teri Dillenberg	Grade 3	B106	42106
Marian Moberg	Grade 3	B120	42120
Sue Siewert	Grade 3	B124	42124
Aimee Stevens	Grade 3	B122	42122
Jen Smith	Grade 3	B128	42128
Scott Christensen	Grade 3	B108	42108
Vicki Brull	Grade 4	B110	42110
Rochelle Eggebrecht	Grade 4	B118	42118
Amanda Frenkel	Grade 4	B112	42112
Sara Hans	Grade 4	B116	42116
David Harris	Grade 4	B114	42114
Cari Van Handel	Grade 4	B126	42126
Julie Miller	Art	C205	43205
Jennifer Newell	Art	C100	43100
Nicole Eidahl	Vocal Music	C101	43101
Maureen Glennon	Vocal Music	C104	43104
Jason Flannery	Physical Education Teacher	C140	43140
Daniel Milliren	Physical Education Teacher	C140	43140
Jim Prince	Physical Education Teacher	C144	43144
Sarah Fletcher	Physical Education Teacher	C140	43140

Kim Cohorst	Special Education Teacher	C102	43102
Erin Giles	Special Education Teacher	C135	43135
Amy Zdanovec	Special Education Teacher	A120	41120
Julia Andersen	Speech/Language	A123	41127
Sara Ratchman	Speech/Language	A123	41123
Susan Blakewell	ELL	A121	41121
Erin Edwards	World Language	C205	43205
Paula Resop	World Language	C137	43137
Donna Tiarks-McGovern	School Counselor	C128	43128
Barb Heidmann	Library Resource Coordinator	C132	43131
Kerry Franklin	Psychologist	C106	43106
Sandra Schulz	District Nurse	C111	43111
Melissa Billmeier	Reading Recovery	A105	41105
Julie Wilkins	Reading Recovery	A113	41113
Carla Van Den Elzen	Reading Recovery	A107	41107
Linda Vaughn	Remedial Reading	A101	41101
Paula Martinson	Primary L.C. Coordinator	A103	41103
Jennifer Bengel	Intermediate L.C. Coordinator	C148	43148
Michelle VandeWettering	Occupational Therapist	C150	43150
Brenda Miller	Physical Therapist	C150	43150
Wendy Pfundtner	Title I Math	C105	43105
Lisa Borowski	GATE Teacher	C105	43105
Barb Witt	Library Paraprofessional	C132	43131
Trudy Close/Laurie Behnke	Paraprofessional	C132	43131
Barb Buchholz	Paraprofessional	A120	41120
Mary Buchman	Paraprofessional	A122	41122
Polly Schmidt	Paraprofessional	C135	43135
Dana Newhouse	Secretary	C114	43116
Lori McCarthy	Secretary	C114	43114
Lynn Schleitwiler	Paraprofessional	C136	43136
Julie Vanden Heuvel	Health Aide	C111	43111
TBD	Maintenance	C142	43142
Laurie Behnke	Playground/Cafeteria Aide		
Deborah Hesse	Playground/Cafeteria Aide		
Jane Koehnke	Playground/Cafeteria Aide		
Patti Zentner	Playground/Cafeteria Aide		
Sandra Renner	Head Cook	C123	43123
Karen Kern	Kitchen Aide		
Mary Koleske	Kitchen Aide		
Diane Peterson	Kitchen Aide		
Susan Lecker	Kitchen Aide		

Superintendent of Schools:	Dr. Heidi Schmidt	779-7900
Director of Bus Transportation:	Harry Steenbock	779-7900 ext. 18011
Director of Special Education:	Jean Kubisiak	757-7140 ext. 53110
Police School Liaison Officer:	Brian Bahr	779-7940

HOMEWORK

Your child's success is dependent on good study habits. There may be times when a child is assigned work to complete at home. It is important to set up a well lit, quiet, adequately supplied homework station. Please schedule a 10-30 minute period of reading for pleasure in the evening. **Homework for students on vacation will be given to students upon their return.** Parents are encouraged to contact the teacher or look online for homework if child is able to do homework and is absent for two (2) or more days.

IDENTIFICATION

Mark your children's school clothing and materials with his/her name!

ILLNESS AND ACCIDENTS OCCURRING AT SCHOOL

If your child becomes sick or seriously injured at school, we will immediately make every effort to notify you by calling your home number, work number and all emergency contact numbers. Please be sure to keep the school student information system updated with your current information by using your Skyward parent login or by contacting the school office.

LEAVING CAMPUS DURING THE SCHOOL DAY

Students are not allowed to leave the school grounds during the school day. It is great support of your child's education when you make every effort to schedule appointments outside the school day. **If you must take your child out of school for any reason, you must sign them out and back in on the office register.**

- * For safety purposes, a parent or legal guardian must sign out all children unless we have written permission for a parent designee to remove a child from school. Parent designee's may be asked to show proper identification before a child will be released to them.
- * When your child returns to the building after an appointment or if your child is tardy in the morning, a parent must come to the office to sign the child in.

LIBRARY AND COMPUTER ROOM

This service is available to all grades. There is a fine for lost or damaged library materials and computer components. You and your child will sign a computer use agreement at registration.

LITERACY INSTRUCTION

Greenville Elementary School is a Literacy Collaborative School. Raising the achievement levels for all students is our goal. Professional development in the areas of language and literacy is at the core of the collaborative instructional model. All academic teachers at Greenville Elementary School receive yearly training and on-going support from one of our two literacy coordinators. These coordinators, in turn, are closely affiliated with Ohio State University and Lesley University. Training at these institutions allows our coordinators the ability to access, demonstrate, and stay abreast of currently researched best instructional practices.

We are very proud of our literacy initiative at Greenville Elementary. Our students perform well on standardized measures of student performance at a state level and against national norms. Results of these assessments are published annually in the district's Annual Reports and can be accessed by contacting the school office.

Literacy Collaborative at the intermediate (3-4) level addresses the same three main blocks of daily literacy instruction. The instruction becomes more in-depth with each block tailored and enhanced based on student data results.

The Literacy Collaborative model requires thorough **assessment** of all students at various times throughout the year. Instructional decisions for each child are based on the data collected through this assessment. Assessment information also drives programming decisions related to literacy.

Specific components are evident in Literacy Collaborative schools. Through the Collaborative approach, a **framework** for teaching our literacy curriculum is implemented in each classroom. **Two leveled bookrooms are** available for teachers. This resource allows teachers to differentiate instruction through the use of reading materials which are selected at each student's identified area of instruction. In addition to the bookrooms, **classroom libraries** are created, providing students immediate access to quality literature covering a range of genres, authors, and reading levels. **Supplemental programming** is available to address the needs of students who may need additional support. **Parent outreach** is an additional component. It is achieved in numerous ways such as student "*Take Home Books*" or *Orientation/Informational nights*.

Three specific literacy blocks: **Language/Word Study, Reading Workshop, and Writing Workshop** comprise the **framework** that you can expect to see in a Literacy Collaborative classroom. At the primary (K-2) level, specific activities which are incorporated into the three workshop blocks include:

- **Interactive Read Aloud:** The teacher reads high quality literature to the students. At points in the text, children and teachers engage in literary discussion.
- **Shared Reading:** The teacher and children read aloud from a common text focusing on instruction of the reading process.

- **Shared Writing:** The teacher and children collaborate to compose a text based on educational experiences or responses to children's literature. The teacher acts as scribe and demonstrates the process of writing.
- **Interactive Writing:** The process is the same as shared writing, except that students are selected based on instructional needs to come to the easel and do some of the writing themselves.
- **Word Study:** The teacher provides an explicit lesson on phonics which teaches the principles of letters, sounds, and words.
- **Buddy Study System:** The teacher provides spelling lessons on important principles and the group generates examples. Students work on weekly lists of individual words related to the principle as well as high frequency words.
- **Independent Reading and Writing Work:** Students can engage in managed independent learning activities or *MIL*'s. *MIL* activities represent a wide range of individualized work which may include poetry, books on tape, reading books from "browsing boxes," doing word study application activities, reading books chosen from the classroom library, and working on special art, writing, science, or social studies projects. This transition in the later part of second grade through fourth grade to a sustained time for reading and writing.
- **Guided Reading:** The teacher provides small group instruction for students who are similar in their reading behaviors and read at similar levels of text.
- **Writing Workshop:** Students develop writing strategies and skills, learn about the writer's craft, and use writing as a tool for learning and communication. Writing for sustained periods, they explore different genres and formats of a range of purposes and for a variety of audiences.

Grade Level Literacy Collaborative brochures are available in the school office.

LOST AND FOUND

A lost and found box is kept in each entryway to the playground and in the gym. Those items that remain unclaimed will be donated to Goodwill three times each year: after Parent Conferences in November and February, and at the end of the school year. Labeling your child's boots, snow pants, and other items brought or worn to school is a great idea.

LUNCHES (See September Elementary News for 2011-2012 Lunch Cost)

Kindergarten thru Grade 4 students:

A daily 2010-2011 lunch is \$1.85, a week is \$9.25, and a month is \$37.00

2011-2012 prices is **TO BE DETERMINED**

To deposit money into the account

Please make checks payable to the Hortonville Area School District. Put your check or cash in an envelope with the student's full name, lunch number and teacher's name. (There is a lunch deposit box on the North wall of the cafeteria.)

Each student is assigned a lunch account number. Returning students will have the same number as the previous year. These are family accounts but each family member in our school system will have a different number. You will receive a notice when the account is low. The balance of the account however is drawn from a single "family" account. If there is no money or a negative balance in the lunch account, students are provided with a cheese sandwich and white milk. Parents can send money to school with their student anytime during the week. Food service management may be reached at 779-7904 whenever you have any questions concerning your account.

Students who bring cold lunch may purchase milk in the cafeteria. Shake day is every Wednesday. Students may purchase a shake in the cafeteria during lunch time. This fee may be deducted from their school lunch account. **Soda is not allowed as a lunch or snack beverage.**

Parents are welcome to join any of their children for lunch at anytime. Please stop in the office to sign in and receive a visitor badge. You can either pay cash at the end of the lunch line or use your family lunch account. We strongly encourage healthy meals if bringing in a lunch.

MEDICATION

Written permission from parents is needed for students who may want to take an Advil or Tylenol while at school. Permission forms are available in all school health offices. This permission slip will have to be renewed each year. You may also request a form on-line at sandraschulz@hasd.org

MILK

Milk was \$0.35 a carton for 2010-2011 school year and fees are to be determined for 2011-2012 year and can be paid throughout the year. Checks should be made out to Hortonville Area School District and dropped off at the lunch deposit box on the North wall of the cafeteria. Fees for milk will be taken out of the same account as lunches.

MOVING OR CHANGE OF ADDRESS

Please notify the school office immediately of any address or phone number changes. **If you are moving out of the district or changing schools let the school office know as soon as possible.** Your registration information needs to stay current so we can best serve your child. You may also make changes by going into your Skyward account and updating the demographics.

PARENT/TEACHER ORGANIZATION – PTO

The purpose of the PTO is to “serve as an active forum, strengthening communications and involvement, by building a supportive partnership between school, staff, and families, all in the spirit of fun.” Officers for the 2011-2012 school year are:

President:	Renee Lafleur-Linder	920-757-0482
Vice President:	Barb Miller	920-419-2740
Treasurer:	Kristen Borgen	920-540-0024
Secretary:	Amie Day	920-757-9809

PTO meetings will be held the third Monday of every month. No meeting will be held in December.

PETS (Policy #7015)

1. No classroom pets.
2. No visiting animals.
3. Animals for demonstration purposes – follow policy procedure which includes administrative approval.

PHYSICAL EDUCATION

For physical education classes, each child in grades K-4 must have a pair of gym shoes that will be kept at school.

Physical Education is a state required course (Chapter 11, Section 118.01 of Law of Wisconsin). School policy will allow a student to be excused from physical education for a single day based upon a parent’s written request, or, in certain cases, the nurse’s decision here at school. For students continually requesting a single-day excuse and for students who need to miss physical education for more than two (2) days, a doctor’s written statement specifying the reason and time frame for the non-participation is required.

PLAYGROUND

It is important to your child that they be dressed properly so as to be able to participate in outside recreation during the noon hour. It is advisable to send an extra pair of socks and pants to school for instances when children get wet during recess. Any extra clothing that is sent to school will be kept in the child’s locker. Adult playground supervisors will be on duty during recesses. It is a good idea to put your child’s name or initials on their clothing. By labeling the clothing, it will make it easier to find misplaced items.

Weather Apparel

Snow - Snow boots and snow pants are required to play on or in snow. Students without boots **MUST** remain on blacktop or sidewalk area.

Snow Boots – are waterproof, winter boots, **NOT** worn in the classroom.

Shoes or boots – must be worn at all times on the playground. Flip flops are highly discouraged as they do not provide adequate foot protection.

Clothing - **ALL** students are expected to wear clothes warm enough for the weather and some type of jacket until the temperature reaches **55 degrees**. (Jacket = jacket, coat, sweatshirt, or pullover clothing that is **NOT** worn in the building.)

In case of inclement weather, recess will be held indoors.

PLAYGROUND/RECESS RULES

Goal: A safe and positive playground experience for everyone.

Expectations for student behavior on the playground are shared with the students the first few days of school. Please review the PBIS Rules and watch the video on our website.

All students are required to go out for recess. A medical excuse is needed if a child is to miss more than one day of recess.

POLICE/SCHOOL LIAISON OFFICER

The HASD employs a full-time police/school liaison officer. The role of the officer at Greenville Elementary is normally that of prevention. However, there are times when the liaison officer may be used to investigate those things that may threaten the safety of our GES school community and its members. Such things as: child abuse, theft, weapons possession, and harassment.

POPS

POPS is an acronym that stands for the Power of Positive Students and Staff. This staff member committee recognizes the importance of positive attitudes in creating and maintaining a school climate which is conducive to learning. POPS sponsors numerous activities throughout the school year to promote this atmosphere. Activities include “citizen of the quarter” and a variety of dress-up days.

For POPS “citizen of the quarter” students nominate and select one peer who has demonstrated the character trait of Responsibility (1st Quarter), Caring (2nd Quarter), Honesty (3rd Quarter), and Respect (4th Quarter).

PUPIL HARASSMENT (POLICY #5054)

Harassing behavior that is directed toward another student or students is strictly prohibited in all forms. This includes behavior that creates an intimidating, hostile or offensive school environment. Students found to be harassing other students face possible disciplinary action up to and including suspension or expulsion from school. Greenville Elementary wants school to be a safe and enjoyable place for all students. Please take some time to explain and discuss harassment with your child.

SCHOOL ARRIVAL – 7:45 AM

Doors to the building open for students at 7:45 AM. Supervision is not provided before 7:45 AM. When the bell rings at 7:45 AM, all students will be greeted by their teachers in their designated line-up areas on the playground. Students should not congregate in the front entryway of the building but should walk around the building by the playground and line up with their class.

SCHOOL COUNSELOR

The school counselor works with students both individually and in small groups. The counselor also delivers a developmental guidance curriculum to all students in grades K-4. Any concerns or questions, please call Donna Tiarks-McGovern, school counselor, at 757-7163. Students may make their own appointment, or be referred by a parent, a school staff member, or a community agency. Students in third and fourth grade may choose to be a member of a peer group. The first and second graders participate in groups through parent and/or staff referral.

SCHOOL DEPARTURE BEFORE END OF DAY

Once students arrive at school, they are to remain here until 3:10 p.m. or until the bus arrives to take them home. If your child needs to be dismissed earlier for an appointment, please send a note to your child’s teacher and remember that your child must be signed out in the office by the parent or parent designee. Identification may be requested.

SCHOOL LOCKERS (POLICY #5015)

School lockers are the property of the HASD. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent and without a search warrant. Greenville Elementary wants school to be a safe place; therefore, students are not to bring to school anything that is not directly connected to the educational process. Under no circumstances is the HASD responsible for the loss or theft of items from lockers.

SCHOOL VISITOR POLICY

The left entrance doors, by the school office, are open throughout the school day. All other doors will be locked. All entry ways are monitored by security cameras. Visitors, defined as persons not employed by the HASD or pre-arranged volunteers, must report to the office to sign in and receive an identification badge. Upon leaving the building, please sign out. Parents are to wait in the lobby for pick up and drop off of students.

SNACK AND TREATS

Children are allowed healthy snacks during milk break. They may also bring a healthy treat on their birthday. Parents may be asked to donate snacks for special occasions. Please try to supply your children with healthy nutritious snacks and treats. Healthy snacks are raw vegetables, fruit, granola bars, or crackers. Junk food items such as candy, chips, cookies, twinkies, or soda should not be brought to school. If your child has special nutritional needs, please let his/her teacher know. Consider keeping a supply of healthy snacks for him/her here at school.

STANDARD BASED REPORT CARDS AND CONFERENCES

Report cards in grade 1-4 will be given out at Parent Teacher Conferences in November. They are also sent home with students in January and April and on the last day of school. Kindergarten Progress Reports will be given out twice per year, in January (end of first semester), and June (end of the year.)

STANDARDS OF CONDUCT

1. Come to school on time, prepared, and attend every part of all scheduled days.
2. Act in ways that supports your learning, the learning of others, and the teacher's ability to teach.
3. Respect those placed in authority.
4. Dress appropriately for school. Clothing should cover body parts such as chest, stomach, feet and should not expose undergarments or distract from the educational process. Students out of dress code will have to change. Parents will be called to bring in appropriate clothes.
5. Only bring items to school that are directly related to Greenville Elementary learning goals.

Clothing:

- Which promotes alcohol, drug or tobacco use, sassy slogans such as "Wake me when the class is over", "Homework are two words that should never go together," or which depicts violence, hatred, Satanism, or sexually suggestive material are prohibited.
- Jeans and pants with holes, tears, etc., are not to be worn to school. Jeans and pants are to be worn around the waist.
- Shoes are to be worn in the buildings at all times. **Flip flops are strongly discouraged.**
- Coats, jackets, sunglasses, hats, caps, headbands, bandanas, or other head gear may not be worn in the building during school hours.
- Apparel worn to demonstrate association with a gang is not allowed.
- Shorts and skirts need to be of appropriate length and fit according to acceptable standards. Shorts are allowed in hot weather **but not after November 1 or before April 15 of each school year or if weather is 70° or above.** Clothing that exposes the stomach or back is not allowed. When standing up shorts/skirts that do not extend at or past the finger tips when arm is at the side are too short.
 - Healties or shoes with wheels are not allowed at any time.

STRATEGIC PLANNING

Strategic Planning Mission:

The Hortonville Area School District, in partnership with our community, will provide ALL students with challenging and diverse opportunities to become enthusiastic lifelong learners who will build the future.

Hortonville Area School District stakeholder teams continue to develop the action plans related to the 5 year strategic plan. Strategic Planning Committees are: Curriculum, Communication, Facilities, Modernization of Educational Services, and Professional Development. Updates on the progress of these committees are available quarterly in the Board of Education minutes and can be found on the district website at hasd.org.

STUDENT FEES

Fees are paid at Back to School Registration in August. Kindergarten thru Third Grade fees is \$30.00. Fourth Grade school fees are \$34 due to an additional \$4 to purchase a recorder for music class.

TELEPHONE

All classrooms have access to a telephone. Under some circumstances teachers may give students permission to contact parents during non-class times. Only in cases of emergency, will students be allowed to use the phone during the school day. Teachers do not have long distance service in their classrooms. If your only means of phone contact is a cell phone, please keep that in mind when communicating with your child's teacher. You may want to call your child's teacher during their prep period.

TOYS

Items that are distracting to student learning such as Cell Phones, Electronic Devices, CD Players, Nintendo DS, iPods, Webkins, Bakugans, Transformers, stuffed animals, etc. should not be brought to school. School is not responsible for damaged, lost or stolen items.

TRANSLATION STATEMENT

If a student or parent/guardian would prefer to have this information translated into Spanish, please contact us at 757-7160.

Si un estudiante, padre ó guardian prefiere tener esta información traducida en Espanol, por favor contactenos en el 757-7160 extension 41121.

VOICE MAIL

Our phone number is (920)757-7160. You can call Greenville Elementary Staff and leave a voice message. A list of extension numbers is available in the Parent Guide.

VOLUNTEERS – Partners in Education – (PIE)

Throughout the school year volunteers are needed for various events. You will be required to submit paperwork for a background check. If you wish to volunteer in our school, see your child's teacher or contact the PIE organization Coordinator Lynn Schleitwiler at 757-7160, ext. 43136.

WALKING TO SCHOOL

The areas around Greenville Elementary have no sidewalks. It is the opinion of Greenville Elementary School Administration that it is unsafe to walk on the roadway to and from school and that all students will ride the bus or be transported by car. Please review the road rules for walking and biking with your child. Safe Routes to School committee is continually working on a safety route for students.

WEAPONS (POLICY #5053)

Greenville Elementary wants school to be a safe and enjoyable place for all students. Possessing a dangerous weapon, or facsimile thereof, with or without intent to threaten or cause bodily harm to others or property is a violation of District policy. A dangerous weapon is defined as a firearm, loaded or unloaded, and any device that is designed as a weapon and/or capable of producing bodily harm. If a student is, or was, in possession of a dangerous weapon, or facsimile thereof, on school property, including school buses on or off school property, or at a school function on or off school property, an expulsion referral may be initiated, as may a referral to law enforcement authorities. (Clarification: items such as kitchen knives, pen knives, pocket knives, and arrows are considered weapons and should not be brought to school.)