

**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.

If you have questions about your child's education at any time during the school year, please contact your child's teacher or one of us. We will be happy to help.

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

Sincerely,  
David S. Harris, Principal

**Mission Statement**

**Our community ensures every student learns at the highest level.**

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.

Updated 5/07/2025

## **PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY**

It is the policy of the Hortonville Area School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by section 118.13 of the statutes. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel

The Hortonville Area School District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The Hortonville Area School District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the student nondiscrimination policy in the School District.

**Any questions concerning this policy should be directed to:**

**Hortonville Area School District**

**District Administrator**

**P.O. Box 70**

**246 N. Olk St.**

**Hortonville, WI 54944**

**(920) 779-7921**

*Board Policy #2260 – Nondiscrimination and Access to Equal Education Opportunity*

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### **ABSENCES (Policy 5200: State Statute 118.15):**

School attendance is a powerful predictor of student success. We are partners with you along your child's educational journey and we value your child's presence at school. School attendance officers will continue to oversee student attendance and absences guided by Wisconsin State Statute 118.15 (3)(C) and HASD policy #5200.

- 1) **"State Statute 118.15(3)(C) parents may excuse their child from school for no more than 10 (all or part of) days a school year. After ten times of being excused, a medical excuse will be required to excuse the absence, or the absence may be treated as unexcused."** Attendance and Habitual Truancy Open Enrolled Students please refer to Policy #5113.
- 2) **Parents are required to call, (920-757-7161) 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.** When calling in your students' absence(s), please provide the reason(s) your child will be missing school. (sick-symptoms, appointments, etc.) If you do not call them in absent, they will be marked unexcused.
- 3) **Unexcused:** A student is considered unexcused if he or she is absent without an acceptable excuse for all or part of one or more days during which school is held - State Statute 118.16 (1) (a), (c). The school will contact the parent/guardian if the school has not been notified of the student's absence. When a student exceeds 10 partial or full days in a school year, absences without a medical excuse will be unexcused.
- 4) **Prearranged Absence:** Planning a vacation? When children are out of school they miss key concepts, like hands-on learning, teacher directed instruction, and social interactions. This time also impacts attendance and the Wisconsin ESSA requirements. Please avoid taking your child out of school for family vacations, especially during those days when we are doing state or district testing (refer to school calendar). Please submit a pre-arranged absence form for approval five (5) days prior to any planned absence that is three (3) or more days in length. Pre-arranged absence forms can be located on the HASD website at [www.hasd.org](http://www.hasd.org) or one may be picked up in the school office.
- 5) **Appointments:** If your child sees a professional due to an appointment or an illness (therapy, chiropractor, dentist, doctor, etc) please have them bring in an appointment slip. Those professionals can write or fax (920-779-7948) to GES and the time missed will not count toward the student's ten days.
- 6) **Tardy:** School starts at **7:40am** with doors opening at 7:30am. If your child is not here by 7:40am they must enter through Door 1 to get an Office Pass.
- 7) **Open Enrollment:** If your child is open-enrolled and is not meeting attendance requirements, open enrollment can and may be revoked by the school board. For complete review of district attendance information on open enrollment see Policy #5113

### **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 (Spanish) is offered as a special in grades 2-4.

### **BIRTHDAYS (Policy 8510)**

Recognitions for special occasions (birthdays, holidays including, but not limited to, Halloween, Christmas, Valentine's Day, etc.) during the school day (starting at midnight the day before through a half hour after students are dismissed for the day) will not include students bringing in snacks/treats (including candy) from outside of

the District for other students and will instead take place through nonfood practices, per the classroom guidelines.

Please use the U.S. Postal Service to mail birthday party invitations to your child's friends. In accordance with HASD Board policy #9700.02, **passing out invitations at school is not allowed.**

## **BUS TRANSPORTATION**

### **Contact Information:**

1. Brian Gooding, Director of Transportation (757-7045) or email [Transportation@hasd.org](mailto:Transportation@hasd.org)
  - a. If your child does not get off the bus, call the school office.

**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.**

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

**Bus expectations can be viewed on the website for guidance in proper bus behavior.**

### **BEFORE AND AFTER SCHOOL PROCEDURES –**

**If you need to alter your normal transportation plans on a given day (pick-up from school), please notify the office prior to 2:15 p.m. Any requests made after 2:15 p.m., student (s) will remain on the bus and must be picked up at their scheduled drop-off location.**

## **BYOD**

Bring Your Own Device. Students are allowed to bring electronic devices to school for educational purposes. Please consult with your child's teacher. School is not responsible for damaged, lost or stolen items.

**See Personal Communication Devices Policy 5136 found on the District website.**

## **CELL PHONES/SMART WATCHES**

If your student needs to have a cell phone/smart watch at school, they are to be **kept in their backpacks in their locker and turned off during the school day.** Teachers or an administrator may approve cell phone use for technology integration for the purposes of learning.

## **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 cultural restrictions at the beginning of the school year.

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 30<sup>th</sup> 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. All parents will be notified of their child's specific classroom placement in August.

### **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.

### **COMMUNICATION**

School will communicate with you frequently about your child's progress and school related information. First line of communication is through your child's teacher but other staff may contact you as well.

### **CUSTODIAL ISSUES**

**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 send certified paper copies to our office and we will review them with our School Social Worker.

### **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 Greenville Middle School or the YMCA on School Rd.

### **DISTRICT NURSE**

If you have a health-related concern, or need medication dispensed to your child during the school day, contact the HASD nurse at 757-7162 or the Health Aide at Greenville Elementary, at 757-7162. A consent form must be filled out for our staff to dispense any medication including over the counter. This form was available online in Skyward at registration so you may have already completed it. There is also a link to forms on the health services website throughout the year. No verbal (over the phone) permission from parents to dispense any medications will be accepted.

When a child has a communicable disease, it is the parent's responsibility to notify the District School Nurse 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 **11:45a.m.** Buses will run their normal PM routes for all students.

### **ELEMENTARY SCHEDULE**

7:30	Doors Open and First Bell
7:40	Classes Begin
10:05–10:30	Recess for Kindergarten
10:30–10:55	Lunch for Kindergarten
10:30–10:50	Recess for Grades 3 & 4
11:00–11:25	Lunch for 1 <sup>st</sup> Grade
11:00–11:25	Recess for 2 <sup>nd</sup> Grade
11:25–11:55	Lunch for 2 <sup>nd</sup> Grade
11:25–11:55	Recess for 1 <sup>st</sup> Grade
12:00–12:25	Lunch for 4 <sup>th</sup> Grade
12:00–12:25	Recess for 3 <sup>rd</sup> Grade
12:25–12:55	Lunch for 3 <sup>rd</sup> Grade
12:25–12:55	Recess for 4 <sup>th</sup> Grade
1:00 – 1:20	Recess for 2nd Grade
1:30 - 1:50	Recess for Kindergarten and 1 <sup>st</sup> Grade
3:00	Dismissal
3:10	Buses Leave

**EMERGENCY SCHOOL CLOSING** It is important that parents have a “plan” for school closing days. **Emergency School Closing Information 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 emergency/school closing days.** The phone lines need to stay open for safety reasons. If you are signed up through Skyward, you will receive a Skylert message.

On days when it will be necessary to close school, 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, WWWX 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](http://www.hasd.org) and [www.wbay.com](http://www.wbay.com).

### **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 criminal background check. If you do not have an approved criminal background check on file, please contact the school office.

1. **Parents chaperoning field trips may not bring siblings on the trip.**
2. Parent chaperones will pay their own admission fees.
3. Photographs of students are not allowed any time.
4. The number of parent chaperones is limited. Classroom teachers have control over the number of chaperones allowed.
5. Plan on being responsible for the supervision of a small group of children.
6. 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.
7. Cell phones can be a distraction and personal calls should be limited as you are supervising children.
8. Help reinforce the importance of the information being learned on the trip by encouraging all students to be good listeners during presentations or demonstrations.
9. Parents and their children are to stay with the group on a field trip.

### **FEE WAIVER INFORMATION**

Information on Free and Reduced Applications is available at [www.hasd.org](http://www.hasd.org) and in the office. 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: Robert VanDenElzen – President  
 Dana Ramshak – Vice President  
 Brett Eidahl - Clerk  
 Andrea Marcks-Ziegler - Treasurer

Members at Large: Jessica Hartjes  
 Klay Heise  
 Aaron Tomlinson

Principal: David S. Harris  
 Administrative Assistant: Dana Jacquot  
 Administrative Assistant: Jessica Kleier

<b><u>Faculty &amp; Staff</u></b>	<b><u>Subject/Grade Level</u></b>	<b><u>Room #</u></b>	<b><u>Ext. #</u></b>
Trina Gannon	Kindergarten	A120	41120
Jennifer Strong	Kindergarten	A125	41125
Amanda Buyeske	Kindergarten	A124	41124

Kristle Ley	Kindergarten	A122	41122
Jennifer Bauer	Kindergarten	A126	41126
Hannah Guyette	Grade 1	A109	41109
Lori Yonts	Grade 1	A106	41106
Melissa VanDeurzen	Grade 1	A104	41104
Jennifer Liesch	Grade 1	A102	41102
Melissa Paul	Grade 1	A100	41100
Alexandria Montgomery	Grade 2	B108	42108
Alyson Enders	Grade 2	B102	42102
Kristin O'Connor	Grade 2	B100	42100
Dani Knowski	Grade 2	A108	41108
Kay Schmidt	Grade 2	B104	42104
Jennifer Hazen	Grade 2	B106	42106
Jennifer Holzem	Grade 3	B128	42128
Amanda Buntrock	Grade 3	B122	42122
Scott Christensen	Grade 3	B126	42126
Kendal Jachthuber	Grade 3	B120	42120
Amanda Mohr	Grade 3	B124	42124
Emily Hintz	Grade 3	B118	42118
Alexis Friese	Grade 4	B103	42103
Tess Engelland	Grade 4	B114	42114
Todd Warnecke	Grade 4	B116	42116
Kathleen Ver Voort	Grade 4	B110	42110
Brianna VandeWettering	Grade 4	B112	42112
Rebecca Pollack	Grade 4	B107	42107
Sheena Arndt	Art	C100	43100
Jill Ihde	Art	C205	43205
Anna Frato	Vocal Music	C104	43104
Emma Olk	Vocal Music	C102	43102
Brooke Schemenauer	Physical Education Teacher	C144	43144
Benjamin Porath	Physical Education Teacher	C140	43140
Tori Joski	Spanish/World Language	B101	42101
Jessica Ryan	Inclusion Coach	A120	10012
Erica Falcon	Inclusion Coach		40100
Jodi Strube	Inclusion Coach	A132	40130
Eryn Mansfield	ID Teacher	A132	41132
Amy Zdanovec	Academic Interventionist	C205	41123
Aliza VanDenElzen	Speech Pathologist	A123	41113
Harmony Ebbesen	Speech Pathologist	A105	41105
Susan Blakewell	MLL	A107	41107
Elisabeth Pascaly	MLL	C135	43135
Jennifer Becker	School Counselor	C128	43128
Linda Gorges	Psychologist	C105	43105
Alyssa Jackels	Elementary Interventionist	A103	41103
Julie Wilkins	Elementary Interventionist	A101	41101
Jennifer Gassner	Instructional Coach	B105	10009
Jennifer Smith	Instructional Coach	B105	42105
Cheryl Twedt	Instructional Coach	B105	10010
Danielle Obry	Occupational Therapist	A130	41130
Lindsay Schmitt	Elementary Interventionist	C110	43110
Melanie DeMenter	Social Worker	C106	43106
Rebecca Ackermann	Media Specialist	C132	43131
Kelly Hintz	Library Paraprofessional	C132	43131
Amora Dolan	Paraprofessional		
Heather Derks	Paraprofessional		
Melissa Hughes	Paraprofessional		
Todd Davis	Paraprofessional		



Melissa Schreiter	Paraprofessional		
TBD	Paraprofessional		
Carrie Krause	Paraprofessional		
Jessica Bolster	Paraprofessional		
Dawn Gonzalez	Paraprofessional		
Aubree Mindel	COTA	A130	41130
Dana Jacquot	Administrative Assistant	C114	43116
Jessica Kleier	Administrative Assistant	C114	43114
Megan Lingenhag	Health Aide	C111	43136
Charles Crocker	Maintenance	C142	43142
Kathy Ebbens	Playground/Lunch		
Amber Rentmeester	Playground/Lunch		
Michelle Agnew	Playground/Lunch		
Kelly Eastman	Playground/Lunch		
Amanda Kuether	Playground/Lunch		
Kimberly Johnson	Playground/Lunch		
Maria Leon	Playground/Lunch		
Sandra Renner	Kitchen Manager	C123	43123
Amanda Mattson	Kitchen Helper		
Judy Augustine	Kitchen Helper		
Kristin Simon	Kitchen Helper		
Superintendent of Schools:	Mr. Todd Timm	779-7900	
Director of Learning	Janna Cochrane	779-7900	
Director of Bus Transportation:	Brian Gooding	757-7045	
Director of Special Education:	Lori Smits	757-7140	
SRO	Mitch Sokolski	757-7160	
District Nurse	Aaron Rhode/Hortonville	779-7900	
District Nurse	Molly Oleson/Greenville	757-7162	

### **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.

### **INSTRUCTIONAL MATERIALS**

Parents rights to inspect instructional materials policy 2416 & 8330 can be found on the District website. If you need assistance finding this, please contact the district office.

### **LEAVING CAMPUS DURING THE SCHOOL DAY**

Students are not allowed to leave the school grounds during the school day. It is great support for 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 check them out at the reception area located at door one.**

- \* For safety purposes, a parent or legal guardian must check out all children unless we have written permission for a parent designee to remove a child from school. Parent designee's will 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, they must check in at the visitor reception desk prior to going to class. It is best practice to bring a Dr excuse upon return.

### **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.

### **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 throughout the year. Labeling your child's boots, snow pants, and other items brought or worn to school is a great idea. Please mark your children's clothing and materials with his/her name.

### **MEALS**

Kindergarten thru Grade 4 students: A daily lunch is \$2.65

Breakfast will be served 7:30 – 8:00 and will cost \$1.45. Adult lunch cost is \$4.65. Milk is 0.45. **Milk will be charged from the lunch account of each student if they take it during milk/snack break.**

### **To deposit money into the account**

Please make checks payable to the Hortonville Area School District (HASD). 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.) You can also manage your account online via Skyward.***

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 students 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. **Healthy beverages are encouraged during lunch and snack time.**

### **MEDICATION**

**All medication in its original packaging, including non-prescription drugs, must be delivered to the health office by an adult and is dispensed through the health office.)**

Written permission from parents is needed for students who may want to take any medication including over the counter medication at school. Permission forms are available in all school health offices or online on our district website under health services. This permission slip will have to be renewed each year.

**All medications will need to be picked up by a parent/guardian at the end of the school year or it will be disposed of.**

### **MILK**

Milk can be paid daily or 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 lunch account. Milk is offered at snack break.

### **MOVING OR CHANGE OF ADDRESS**

Please notify the school office immediately of any address or phone number changes. All address changes must be verified by bringing in a proof of residency (lease, tax bill, water bill, etc.) **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." Officers for this school year are:

President:	Ashley Brochtrup
Vice President:	Elisabeth Pascaly
Treasurer:	Amber Baumgartner
Secretary:	Alicia Hinnendael
Facebook Group:	GES PTO
Email:	hasd.gespto@gmail.com

PTO meetings will be regularly held every month and all GES parents/guardians are welcome to attend.

### **PETS (Policy #8390)**

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

### **PHYSICAL EDUCATION**

For physical education classes, each child in grades K-4 should have proper footwear.

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.

### **PICTURES**

Due to some parents declining photos of their children being taken at school, please **DO NOT TAKE PICTURES** while on school grounds or at a school event. Our Bring Your Own Device policy does not allow students to take pictures of each other without teacher/administrator permission and parent permission. Thank you for respecting the rights of others.

### **PLAYGROUND**

It is important to your child that they be dressed properly so as to be able to participate in outdoor recreation during their 2 recess times. 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 the blacktop or sidewalk area.

**Snow Boots** – are waterproof and insulated, **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 clothing that suits the weather or as recommended by staff. (Jacket = jacket, coat, sweatshirt, or pullover clothing that is **NOT** worn in the building.)

In case of inclement weather such as, heavy rain or air temperature with wind chill below 0° F., 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 playground expectations 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.

### **PUPIL HARASSMENT (POLICY #5517)**

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.

### **RELIGIOUS BELIEFS**

Policy 2240 & Policy 2270 can be found on the District website. Please call the school office if you'd like help finding this on the website.

### **SCHOOL ARRIVAL – 7:30 AM**

Doors to the building open for students at **7:30 AM**. Supervision is not provided before **7:30 AM**. When the bell rings at **7:30 AM**, all students enter the building through their designated door to prepare for the day. Students should walk around the building to the playground to enter through their designated door. Students arriving after **7:40** should check-in at the front desk at door #1. They will receive a tardy pass to give to their classroom teacher.

### **SCHOOL COUNSELOR**

The school counselor works with students both individually and in small groups. Any concerns or questions, please call Jennifer Becker 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 3:00 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 checked out by the parent or parent designee. Identification may be requested.

### **SCHOOL LOCKERS (POLICY #5770)**

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 RESOURCE OFFICER (SRO)**

The role of the officer at Greenville Elementary is normally that of prevention. However, there are times when the School Resource 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.

### **SNACK AND TREATS**

During the school day, students and families may bring in a snack and lunch for their student only. Staff, parents and families are encouraged to adhere to the guidelines outlined in this policy and Policy #5335 – Care of Students with Chronic Health Conditions (Allergies), and per the classroom guidelines. Students and families will not be allowed to bring in snacks from outside the District to share with any other student.

### **SOCIAL/EMOTIONAL SUPPORTS**

Greenville Elementary has a systematic approach to proactive, school wide behavior education based on a Response to Intervention model. It 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. Please see our website for more information.

Universal Expectations are:

- Be Responsible
- Be Respectful
- Be Safe

### **STANDARD BASED REPORT CARDS AND CONFERENCES**

Parent Teacher Conferences are in November and February. Progress Reports will be electronically delivered twice per year, in January (end of first semester), and June (end of the year.)

### **STANDARDS OF CONDUCT (Policy 5500)**

1. Come to school on time, prepared, and attend every part of all scheduled days.
2. Act in ways that support 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:**

- Clothing which displays inappropriate slogans or sayings are prohibited.
- Footwear is to be worn in the building at all times. **Flip flops are strongly discouraged.**
- Coats, jackets, sunglasses, hats, caps, bandanas, or other headgear may not be worn in the building during school hours.
- Shorts and skirts need to be of appropriate length and fit according to acceptable standards as determined by administration. Shorts are allowed weather permitting. Clothing that exposes the stomach or back is not allowed.

### **STUDENT DRUG PREVENTION**

Policy 5530 can be found on the District website.

### **STUDENT FEES**

Fees are paid every 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.

### **STUDENT RECORDS**

Student records Policy 2416 & 8330 (FERPA rights and Student Directory Information) can be found on the District website. For assistance finding this policy, please call the school office.

### **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. Please try to make phone calls to teachers during their prep period if need be.

### **Title IX – Please refer to Board Policy #2266 Nondiscrimination of the Basis of Sex in Education Programs or Activities**

The Board of the Hortonville Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Compliance Officers:

Thomas Ellenbecker  
Human Resource Director  
216 N Olk Street  
Hortonville WI 54944  
920-779-7900 ext. 13108  
[thomasellenbecker@hasd.org](mailto:thomasellenbecker@hasd.org)

Lori Smits  
Pupil Service Director  
216 N Olk Street  
Hortonville WI 54944  
920-779-7900 ext. 13111  
[lorismits@hasd.org](mailto:lorismits@hasd.org)

### **TOYS**

Toys that are distracting to student learning should be left at home. School is not responsible for damaged, lost or stolen items.

### **TRANSLATION**

If a student or parent/guardian need translation, please contact us at 757-7160 extension 41107 or 43135.

Si un estudiante, padre ó guardian prefiere tener esta información traducida, por favor contactenos en el 757-7160 extension 41107 or 43135.

### **VOLUNTEERS**

Throughout the school year volunteers are needed for various events. You will be required to submit paperwork for a background check and check in at the visitor reception desk. Background checks can take up to three weeks to complete, please plan accordingly. If you wish to volunteer in our school, please complete the volunteer form found at [www.hasd.org](http://www.hasd.org) or see your child's teacher.

### **WEAPONS (POLICY #5772/7217)**

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.) See District website for policy information.