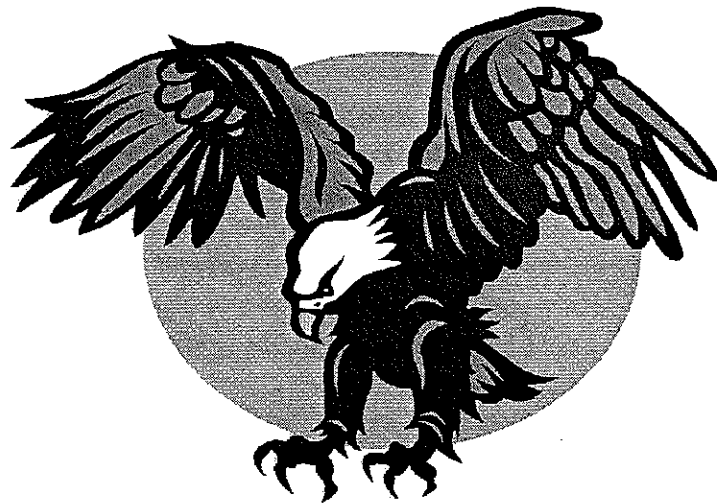


Eden
Elementary School

2011-2012
Student Handbook



Home of the Eagles

Mr. Joey Johnson, Principal

Mrs. Leslie Miller, Secretary/Treasurer

8185 North State Road 9
Greenfield, IN 46140
317 326-3117 - Telephone
317 326-2191 - Fax
317 326-2682 - Cafeteria

Table of Contents***Page Numbers***

| | |
|---|-------|
| Attendance Policies – Absence and Tardy | 9-11 |
| Behavior Guidelines | 18-27 |
| Bicycles/Scooters/Skateboards/Skates | 17 |
| Bookstore Vending Machines | 17 |
| Bus Safety Rules and Consequences | 11-13 |
| Cancellations/Delays | 5-6 |
| Changes in Student's Normal Procedure | 13 |
| Character Traits | 30 |
| Civil Rights and FERPA | 28-29 |
| Co-Curricular Activities | 18 |
| Dress Code | 6-7 |
| Emergency Early Dismissal/Notification System | 5 |
| Field Trips | 13-14 |
| Grading Scale | 15 |
| Health Policies | 7-8 |
| Homework Policies | 14 |
| Library/ Media Center | 16 |
| Lost and Found | 17 |
| Lunch Policies | 9 |
| Mission, Goals, and Beliefs | 2 |
| P.T.O. Information | 3 |
| Parent Concerns | 6 |
| Parent Visitation/Conference Information | 16 |
| Parties/School Celebrations | 17 |
| Recognition Programs | 14-15 |
| Release of Students from School | 13 |
| Report Card Dates | 5 |
| School Services | 27-28 |
| Student Information | 7 |
| Teacher Requests | 18 |
| Telephone Usage | 16 |
| Testing Programs | 18 |
| Textbook and School Property Care | 17 |
| Time Schedules | 4 |
| Volunteers | 16 |
| Walkers/Car Riders | 3 |
| Website | 2 |

Eden Elementary Student Handbook: 2011-2012

Dear Students and Parents:

This handbook has been developed to acquaint you with information about your school. It would be impossible to answer all questions you may have, but an effort has been made to answer those questions most frequently asked. If you have a question about something in the handbook, or something not included in the handbook, please feel free to call (326-3117) or visit our school.

Your child will develop educationally at his/her maximum rate when there is a close, working relationship between school-child-parent. All children are individuals and must be treated as such. Our goal is to meet every child where they are in their educational development and work from that point forward. Another factor that must be considered is the social and emotional development of your child. Your continued cooperation will benefit the most important people in the world – YOUR CHILDREN.

Sincerely,
Joey Johnson, Principal
Eden Elementary School

MISSION

Recognizing that *all* children can *learn* – Providing opportunities for *all learners* –
Sharing the responsibility to accomplish *learning for all*

SCHOOL INFORMATION

Name: Eden Elementary
Principal: Joey Johnson
Secretary: Leslie Miller
Address: 8185 North State Road 9
Greenfield, IN 46140
Phone: 317-326-3117
Fax: 317-326-2191
Grade Levels: Kindergarten – third
Population: 220
Newsletter: Eagle Express
Website: <http://www.gcsc.k12.in.us/~eden/>
Pledge: EDEN SCHOOL PLEDGE

To Eden School,
we pledge today,
to be honest, fair, and true,
and to do the very best we can
in everything we do.

TRANSPORTATION

Walking to/from School

1. School rules are in effect.
2. Students are to cross with the crossing guards when applicable.
3. Stay off other's property.
4. Walk directly home.

Drop off/Pick up Area:

1. Students are to be dropped off along the south side of the school. Please do not use the north entrance because our buses use this for student drop-off. If you wish to park, use the visitor's lot on the south side of the school.
2. If students arrive to school between 7:25 a.m. and 7:35 a.m., they are to report to the gymnasium.
3. School staff members are on duty before and after school to ensure student safety and to enforce safety rules. Students are to follow their directions.
4. Please do not ask your child to cross in front of other cars. Students should wait until your car is along the curb.
5. Cars waiting to pick up students after school should form a line along the south side of the school. Please park "single-file."
6. After your student enters the car, please proceed carefully.

Staff e-mail addresses and phone extensions may be accessed through our website.

PARENT-TEACHER ORGANIZATION (P.T.O.)

The Eden P.T.O. serves to provide a richer learning environment for all our children. The P.T.O. helps to promote the welfare of children in the home, school, and community. Various committees of the P.T.O. perform many valuable services for the students, parents and staff. We welcome each parent to join the P.T.O. to help bolster your child's education. Meetings will be held at 6:30 PM most second Tuesdays of each month, September through May (no meeting in December). Child care for school-age children is provided.

Officers for the 2011-2012 school year:

| | |
|----------------|---------------------|
| President | Machelle Poindexter |
| Vice-President | Debra Pomeroy |
| Treasurer | Melanie Bewley |
| Secretary | Rhonda Butler |

GRADING PERIOD DATES

Grades K-3

| Quarter | Beginning Date | Ending Date |
|---------|------------------|-------------------|
| 1 | August 15, 2011 | October 14, 2011 |
| 2 | October 17, 2011 | December 22, 2011 |
| 3 | January 9, 2012 | March 16, 2012 |
| 4 | March 19, 2012 | May 23, 2012 |

ELECTRONIC DEVICES

It is not permitted to engage in inappropriate use of an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function while on school grounds during school hours.

NOTIFICATION OF CLOSINGS, DELAYS, EMERGENCY EARLY DISMISSALS, CANCELLATIONS AND MAJOR SCHOOL SAFETY ALERTS

An instant alert system is the primary notification of school closings, delays, emergency early dismissals, cancellations and major school safety alerts. During the registration process, parents will provide the necessary information to determine how instant alert messages will be sent to them. Message formats include, but are not limited to, email, phone, text messaging, pager and PDA devices. It will be the responsibility of the parent to provide updated information for the instant alert system. An annual charge per student for this service will be included in the fees portion of textbook rental & fees.

You may also listen to: WRTV-TV (6), WISH-TV (8), WTHR-TV (13) or the following radio stations: WRGF (89.7) Greenfield-Central School Corporation radio station, WIBC, WFMS. Every effort will be made by school officials to make such decisions before 6:30 A.M., so that the word can be spread to all involved parties. Please do not call the superintendent's office.

In the case of a 2-hour delay, there will be a special kindergarten schedule. Morning kindergarten classes will start at 9:40 A.M. and dismiss at 11:10 A.M. Afternoon classes will run from 12:30 P.M. to 2:00 P.M.

EMERGENCY EARLY DISMISSAL

While such dismissals are infrequent, it is important that every child knows what he/she is expected to do in such cases. Arrangements should be made in advance with a friend or neighbor if you work or are frequently away from the home. In case of early dismissal, calling the school for arrangements is strongly discouraged. Having students call home or your workplace in cases of early dismissal is not an option. Please complete the Inclement Weather form at registration and turn it in at registration.

PARENT CONCERNS

If a parent is concerned about an academic or behavior problem, it is very important that they contact the school so the problem may be solved. It is best for the parent to first contact the teacher. No problem can be solved without the combined efforts of the parent and teacher. If a parent still has concerns, the second step would be to contact the school principal.

NON-SUFFICIENT FUNDS

You may make payments to the school from your checking account if you have sufficient funds in your checking account at the time you make each payment. If a payment is returned due to Non-Sufficient Funds "NSF" in your checking account, you will be charged an additional \$20 NSF fee plus the amount of the original check. If more than one NSF check is received, the school may request payments to be made in cash only. Outstanding money owed the school, including NSF charges, may be turned over to a collection agency if not paid in a timely manner.

STUDENT DRESS CODE

How students dress for school has a direct effect on how well they behave and how well they feel about themselves. This influences learning. Students attending elementary school are expected to dress according to weather conditions and according to clothing that properly fits the student without causing interruptions in classroom activities or causing a safety hazard for students or staff. Shorts and skirts are not to be shorter than mid-thigh length. Tops are to be long enough that the midriff area is fully covered at all times. Loose fitting mesh tops, tank tops, short shorts, biker shorts, or other extreme articles of dress are NOT acceptable school wear. Any clothing advertising drugs, alcohol, or tobacco products will not be allowed to be worn. Rude or suggestive messages on clothing will not be permitted. Hats, caps, or bandanas must be removed inside the school, except for designated school pride days.

An easy way to determine if a student's appearance is appropriate is to remember the 4 Ds:

Damaging – you should not wear any clothing or accessories that could damage school property.

Dangerous – you should not wear any clothing or accessories that could cause a dangerous situation to you or anyone around you.

Distracting – your appearance should not distract you or others around you.

Drug Related – you should not wear any clothing or accessories that display any kind of alcohol, nicotine product, illegal drug, or anything else that indicates the use of these things.

STUDENT INFORMATION (K-3)

This information is kept online for teacher use and emergencies. It is important that you keep this information up to date. If there is a change in address, phone numbers, place of work, emergency contact, doctor, etc. please go online and update the information IMMEDIATELY. You will be given more information and logon instructions at registration.

HEALTH POLICIES

In order to be in compliance with Indiana law IC 20-33-8-13, and to protect all parties involved, Greenfield-Central Community School Corporation has adopted the following medication policies.

NOTE: ALL PRESCRIPTION AND OVER THE COUNTER MEDICINE MUST BE PICKED UP BY A PARENT, GUARDIAN, OR DESIGNATED ADULT MEDICINE CANNOT BE SENT HOME WITH STUDENTS

Prescription Medicines

These medications must be brought to school in the container in which they were purchased. This container bears the original pharmacy label showing the prescription number, date filled, physician's name, directions for use, name of medication, and the student's name. A parental note must accompany this medication. Medicine may not be administered if it does not comply with the guidelines.

All Over-the-Counter Medicines

Over-the-counter medications must be sent to school in the original container in which they were purchased. The student's name should be attached to the container. A note from the parent with directions for administration must accompany the medication. This includes cough drops, cough syrup, Tylenol, etc. Over-the-counter medicines cannot be administered if they do not comply with the guidelines.

Whenever possible, it is recommended that medical dosages be placed on a time schedule to be taken at home. (For example, medication to be taken three times a day could be given at breakfast, after school and at bedtime.)

All medications need to be kept in the office for dispensing. Students may not carry medication on their person or in their desk. If it is necessary for a student to keep medication with him/her, a written note from the doctor is required annually. (For example: Inhalers)

Immunizations

If your child is new to the school, you must provide an immunization record ON THE DAY OF ENROLLMENT.

Indiana law states that children shall not be permitted to attend school for the first time in a school corporation unless they have submitted written evidence from a physician that certain school health requirements have been met. You may have the host school fax this information to the school that your child will be attending.

Medical coverage for students

Although we make every effort to keep our playgrounds and buildings safe, occasionally students are injured. The school corporation's insurance policy doesn't provide medical or accident insurance on students. You may wish to check with your health and accident insurance carrier to assure that your policy includes coverage for injuries to your child that may occur at school.

Accident/illness at school

If your child is injured or becomes ill while at school, every effort will be made to make the child comfortable and then contact a parent or guardian of the child. If you can not be reached, we will attempt to contact the emergency numbers that you listed on the student enrollment card. If this is not possible or if, in the opinion of school officials, immediate action is required, emergency ambulance services will be called. The cost of such emergency ambulance services will be the responsibility of the parents or guardians.

Fever

Students who have a temperature above 100 degrees will be sent home from school. Students with a fever should be kept at home until such time as the fever has subsided.

Head Lice

If you are contacted by the school's health assistant that your child has lice and nits (eggs), you will need to have your child cleared to attend school. Even if your child has no lice, but nits are visible, your child might not be allowed to attend until cleared; this is most likely to happen if there are several nits close to the scalp.

To be cleared, you will need to bring your child to the school health clinic and if the health assistant or school nurse determines your child to be free of lice and nits, he/she will be readmitted to school. If your child still has evidence of lice and nits, he/she will be sent back home with you at that time.

Please do not hesitate to ask us or your physician for guidance in treating the problem. The county health nurse can also assist you, and we will be glad to help you arrange an appointment to meet with her.

Vision/Hearing

Each year, students in kindergarten and grade 1 are given a hearing screening. The students in kindergarten and grade 3 are given a vision screening. In the event that the screenings indicate a potential area of concern, parents will be notified.

CAFETERIA AND LUNCH

The school cafeteria serves a Type A lunch every day school is in session. Menus are published weekly. Lunch fees for the week should be paid the first day of the week. For security, we encourage you to make payment by check and enclose it in a sealed envelope labeled with your child's name. Students may charge their lunch for three days. Any additional charges must be made through the school office. Applications for FREE or REDUCED lunches are available at the school office. Milk is also available for students who bring their lunch. Charges for milk are not allowed. Soft drinks and candy should not be sent as part of a child's lunch. Adult lunches are available for staff, parents, and guests. If you plan to join us for lunch, please contact the office by 9:00 A.M.

| | | |
|---------------|--------|----------------|
| Elementary | \$2.15 | \$10.75 weekly |
| Adults | \$2.85 | \$14.25 weekly |
| Reduced Lunch | \$.40 | \$ 2.00 weekly |
| Extra Milk | \$.50 | \$ 2.50 weekly |

Free and Reduced Lunches

Each year during registration of students and anytime during the school year, families may request an application for free and reduced lunches. The application may be secured from any school office and filed with the office of the superintendent.

Food Allergies

In the case of allergies, or any other dietary needs, the cafeteria will need a note from the doctor to alter the lunch tray.

Parents Bringing Lunch In To Students

Occasionally, parents choose to bring food in to their children for lunch. If you choose to do this, you may bring food for your child only. You may not bring food in for other children.

ABSENCES/ATTENDANCE

We believe that good school attendance is an important ingredient in achieving success in school. We expect each child to be in school every day unless they are sick. Each day lost can really never be regained, even though all assignments are made up. Students achieving PERFECT ATTENDANCE will be recognized each semester with a special award to honor their achievement.

We do recognize that absences are unavoidable in certain instances. The only excused absences recognized are:

- Personal Illness
- Quarantine of the home
- Observance of religious holiday
- Required court appearance or probation appointment
- An emergency or set of circumstances as approved by the principal
- Illness in the family
- Death of a relative

Please contact the school when your child will be absent. You may report the absence to the office or leave a message in the General Voice Mailbox. If a telephone call is not feasible, please send a note with your youngster when they return to school. If a child is absent more than five days in a semester, a doctor's slip may be requested by the school.

Keeping up with schoolwork is important. If a child is absent two or more days, parents are encouraged to pick up homework. You may call the school office to make arrangements to pick up assignments at the end of the day. Students will be given one day for each day absent to make up assignments missed due to absences. It is the student's responsibility to turn in the make up work.

All other absences not listed above will be considered unexcused. This includes family vacations while school is in session. Classroom teachers are not responsible for providing make up work prior to an unexcused absence. Class participation is an integral part of teaching and learning. It is consequently, an element in the determination of a student's grade. The participation element of a student's grade for class time lost during an excused absence will be waived.

While medical and dental appointments during the school day are sometimes unavoidable, we do ask they be scheduled after school hours or toward the beginning or end of the school day to minimize the school time missed. We also ask that vacations and other special days be scheduled when school is not in session.

EXCESSIVE ABSENTEEISM IS CONSIDERED TO BE ANYTHING OVER FIVE DAYS PER SEMESTER OR MORE THAN ONE DAY OF UNEXCUSED ABSENCE PER SEMESTER. EXCESSIVE TARDINESS TO SCHOOL IS CONSIDERED TO BE THREE (3) OR MORE TARDY DAYS PER SEMESTER.

EXCESSIVE TARDINESS OR ABSENCES MAY BE SUBJECT TO DISCIPLINARY ACTION.

ATTENDANCE PROCEDURES

Recorded tardy

A student will be marked tardy if entering building after 7:40 AM.

Recorded absence (Full day)

A student shall be recorded absent if out for a full day.

Recorded absence (Half day A.M.)

A student shall be recorded absent in the A.M. if they arrive after 10:50AM.

Recorded absence (Half day P.M.)

A student shall be recorded absent in the P.M. if leaving school prior to 10:50 AM.

Students will not be marked absent for doctor or dental appointments if in school before, and after the appointment. Students will not be marked tardy if in school directly after an early morning appointment. Your child will be excused for such absences, provided only the time needed for such an appointment is used. A note

to your child's teacher, stating the time and day of the appointment, is needed. When picking up your child, please come to the office to sign out your child.

TARDINESS

Prompt attendance is essential for success in the elementary school. Tardiness is discouraged. Being on time is part of learning a sense of responsibility. Regular attendance and punctuality are very important qualities all individuals should develop early in life. Tardiness embarrasses a child and interrupts the class. School Corporation policy states that three tardies per semester are excessive, and may warrant an attendance contract.

TRANSPORTATION RULES FOR BUS SAFETY

The Greenfield-Central Community School Corporation bus drivers are responsible for and have control of their assigned buses at all times. The driver shall keep order, maintain discipline, treat all individuals in a civil manner, see that no one is imposed upon or mistreated while on the bus and ensure the safety of everyone on the bus.

1. When school children are being transported on a school bus, they are under the supervision, direction, and control of the school bus driver and are subject to disciplinary measures by the bus driver and the governing body of the school corporation. The school bus driver shall keep order and maintain discipline among the children while in the school bus or along the route, being firm but polite, impartial and fair and shall use every care for the safety of the children.
2. A student shall be located immediately upon entering the bus in the place assigned by the driver as deemed necessary.
3. Students shall not stand or move from place to place during the trip. If students are assigned seats, they will remain seated throughout the trip on the bus.
4. Loud, boisterous, or profane language, or indecent conduct will not be tolerated.
4. Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.
6. Windows and doors will not be opened or closed except by permission of the bus driver. There is a safety line on all side window posts and windows must not be lowered past that line. All body parts must be inside the bus at all times. No objects are to be thrown out the window.
7. Students shall not enter or exit the bus until it has come to a full stop and the door has been opened by the bus driver.

8. Students shall be waiting at their designated bus stop area five (5) minutes prior to the expected bus arrival time. The bus driver will not be required to wait longer than any other stop. If there is no signal from the parent, the driver may leave.
9. If a student does not ride for three (3) consecutive days without prior notification from the parent or guardian, the driver is not required to stop. Bus service will resume after the parent or guardian contacts the Transportation Department.
10. Students should stay at least ten (10) feet back from the spot where the school bus stops for pickups. Students should not crowd to be first on bus. They should wait until the bus has come to a complete stop.

STUDENT DISCIPLINARY PROCEDURE FOR BUS TRANSPORTATION VIOLATIONS

Any student behaving in such a manner that prevents a school bus driver from performing his/her responsibilities may be dismissed from the bus and possibly lose his/her riding privileges after recommendation of the Driver and approval of the Principal and Director of Transportation. The parent(s) shall be notified at each step.

Under normal conditions, the school bus driver shall first discuss the problem with the student. If the problem continues, the following steps will be used:

- Step 1. First Documented Violation: Student Issued a Written Warning
- Step 2. Second Documented Violation: Student Denied Bus Transportation for One (1) Day
- Step 3. Third Documented Violation: Student Denied Bus Transportation for Three (3) Consecutive Days
- Step 4. Fourth Documented Violation: Student Denied Bus Transportation for Five (5) Consecutive Days
- Step 5. Fifth Documented Violation: Student Denied Bus Transportation for (20) Consecutive Days
- Step 6. Sixth Documented Violation: Student Denied Bus Transportation for the Balance of the School Year.

Each step shall be documented by the bus driver using the corporation's Bus Conduct Report Form and given to the building principal within one (1) working day. The bus driver shall contact the student's parent/guardian prior to turning in the Bus Conduct Report Form to the principal and this contact shall be noted on the form. The principal shall sign the form, respond as needed and forward a copy of the form to the parent/guardian and Director of Transportation.

If, in the opinion of the school bus driver, circumstances warrant immediate discipline, the driver shall have the authority to deny a student bus privileges for one day per occurrence. The parents and principal shall be notified before implementation.

Bus Rules for Pupil Safety

The safety of your child is one of the most important factors involved on and off the school bus. It is most critical that your child stays back from the edge of the bus pick-up area until the bus has come to a complete stop and the stop arm is out. Then, after your child has checked that traffic has stopped in both directions, she/he should proceed onto the bus.

Transportation is provided for students in the morning and afternoon. (Kindergarten students are provided transportation only one way.) School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and the return trip. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his/her charge, and shall use every care for the safety of the children in his/her charge.

AFTER SCHOOL TRANSPORTATION CHANGES

If there is a change in your child's school transportation routine (baby-sitter, going home with friends, riding home with parents instead of on the bus), **a note must be provided to the school** stating where, when, and how often this is to occur. Please date and sign the notes to both the bus driver and office.

CHILDREN WILL NOT BE ALLOWED TO CHANGE THEIR USUAL TRANSPORTATION ROUTINE WITHOUT SUCH A NOTE. We also ask that such arrangements not be made over the telephone. A **Special Transportation Request form may also be required for long-term changes.**

RELEASE OF STUDENTS

Children will not be released from the classroom. They must be released at the school office. Children will not be released to anyone other than a parent or guardian, unless prior arrangements have been made at the office by the parent or guardian. Students must be signed out of the office and signed back in. In the interest of safety, please do not stand near the bus pick-up area to "catch" your children as they leave the building. Please come early enough to sign them out in the office prior to dismissal.

FIELD TRIPS

Field trips of an educational value are a lasting learning experience for children. Sometimes during the year, an occasion arises when a class or classes plan to take a field trip. It is necessary that permission slips be signed for each activity. Your

cooperation in signing those slips and returning them to your child's teacher will be appreciated. Field trips will be planned to correlate with the curriculum for that classroom. **Students without properly signed permission slips will not be allowed to attend the trip.** Responsibility for returning permission slips lies with the student. Students may be denied attending a field trip due to previous discipline problems, excessive tardiness, or excessive absences.

HOMEWORK

Parents must be the major force in providing the students with a well-organized routine in completing homework assignments. The following recommendations are for students and their parents:

Role of the student

Each student has the responsibility to develop good work and study habits. The student, in preparing an assignment should:

1. Make sure he/she understands the assignment - its purpose, when it is due, and how it should be done.
2. Learn to budget his/her time so that there is time to do homework. When study time is provided during the school day, the student should take advantage of it. Long-term assignments should be planned so they do not have to be done all at once.
3. Analyze his/her study habits and take advantage of available study helps. Although research shows that there is no best way to study, all students do need effective study skills.

Role of the parent

Cooperation by parents is a necessary factor in a meaningful homework experience. Parents can encourage their children by showing interest and setting up helpful attitudes toward homework. They should:

1. Provide an environment conducive to study: a quiet well-lighted place, ample workspace and necessary basic materials.
2. Help in development of a satisfactory study schedule.
3. Motivate toward best work and completion of assignments.
4. Make suggestions toward growth and independence.
5. Point out principles involved, giving illustrations.

STUDENT RECOGNITION

Outstanding achievement and good behavior will be recognized throughout the school year. Each school has developed its own specific recognition program to meet the individual needs of its student body. (*Please see privacy statement on last page of handbook.*)

Outstanding achievement will be recognized throughout the school year. In addition to recognition for perfect attendance, the HONOR ROLL PROGRAM will continue at Eden Elementary.

The Honor Roll program recognizes student academic achievement. Eden Elementary will have Honor Roll in grade 3. The Honor Roll will be of two types: "A Honor Roll" and "A - B Honor Roll." All *academic subjects* are considered for these awards.

Special PRINCIPAL'S EFFORT AWARDS will be given to students who have demonstrated exemplary effort and were not on Honor Roll.

SCHOOL CORPORATION GRADING SCALE

The following is the grading scale that will be used throughout the school year:

Greenfield-Central Corporation Grade Scale Grades 3-12

Kindergarten, Grade 1, and Grade 2 will use a Standards Based Report Card

| Letter Grade | Point Range |
|---------------------|--------------------|
| A+ | 100-99 |
| A | 98-93 |
| A- | 92-90 |
| B+ | 89-87 |
| B | 86-83 |
| B- | 82-80 |
| C+ | 79-77 |
| C | 76-73 |
| C- | 72-70 |
| D+ | 69-67 |
| D | 66-63 |
| D- | 62-60 |
| F | 59 - Below |

The scale used for Effort and Conduct Rating is

| | |
|----------------|---|
| Outstanding | 1 |
| Good | 2 |
| Average | 3 |
| Poor | 4 |
| Unsatisfactory | 5 |

PARENT VISITATION AND CONFERENCES

Parent visitation to their child's classroom is encouraged. We feel it is important to your child's education for parents to show interest and visit the classroom. It is recommended that visitations be arranged in advance. We do ask that you sign in at the office when you arrive and pick up a "VISITOR" badge. This allows others in the building to know that you have been to the office. We do this for the safety of all children in the building.

Parent-Teacher Conferences can be arranged by contacting the office or teacher. These conferences can be arranged by contacting the teacher by telephone or note. Such conferences will be set at a time convenient for both parent and teacher. *IT IS IMPORTANT THAT THESE CONFERENCES BE ARRANGED IN ADVANCE TO AVOID INTERRUPTION OF VALUABLE CLASS TIME.* If an urgent problem arises and you need to see the teacher, please stop by the office to make arrangements.

VOLUNTEERS

Corporation Policy requires **ALL** volunteers to annually complete and have on file an approved Volunteer Profile Form. Permission for a Criminal History Check is a component of this form.

LIBRARY/ MEDIA CENTER

The school media center contains many interesting educational materials. Your child will have the opportunity to check out and use materials throughout the year. The normal check out period for a book is one week and may be renewed. We urge you to help your child see that all materials are returned promptly and in good shape. You will be asked to pay for any materials not returned.

TELEPHONE

Parents may leave messages 24 hours a day using the school's voice mail system. To access the voice mail system, call your child's school at 317-326-3117. Each teacher has a voice mailbox where you can leave a message. To access the voice mail system during the school day you may access the system through the office. After hours, listen to the prompts/directions in the voice mail system to access the teacher's mailbox.

The main office telephone is mainly for the use of official school business and emergencies. Parents may feel free to call their child's school. Student use is discouraged. Our school phone number is 317-326-3117.

TEXTBOOK RENTAL (Grades K-3)

Book Rental is due the day of registration for grades K-3. Parents are expected to pay the full amount unless special arrangements are made. The non-payment of these fees jeopardizes the textbook rental fund and activities made available by our schools.

If payment is not made within a reasonable time frame, collection will be turned

over to a collection agency by the Greenfield-Central Board of Education. Applications for free textbook assistance are available in the school office. *Students who qualify for free and reduced lunches qualify for textbook assistance.*

TEXTBOOKS AND SCHOOL PROPERTY

The Greenfield-Central Community School Corporation furnishes textbooks to all students. The care of these is the responsibility of each student. If textbooks are damaged or lost, the student is expected to pay the cost of the replacement. Each student is expected to take good care of school property. Any student who damages school property is responsible for payment.

BICYCLES/SCOOTERS/SKATEBOARDS/ SKATES

Some students may find it convenient to ride bicycles to school. This is considered a privilege and may be revoked if students riding bicycles do not obey the safety rules for bicycles. Students are to walk their bicycles on school property and place their bikes in the bicycle racks. Students are expected to obey all traffic rules that pertain to bicycle safety. When crossing the street with the aid of the crossing guard, bicyclists are to walk their bikes across the streets. The school is not responsible for damage to or theft of bicycles while they are at school. Students are not permitted to ride scooters, skateboards or skates at school during regular school hours. Normal looking shoes with wheels in the heels may be worn if the wheels are in the locked up position or the wheels are removed. Wheels may not be used on school property.

BOOKSTORE

Each elementary school operates a bookstore vending machine where school supplies may be purchased. The bookstore is open daily. Supplies include paper, pencils, etc.

LOST AND FOUND

Children often have identical items of clothing. In the event of misplacement, it is very difficult and time consuming to determine the rightful owner. In order to avoid loss and confusion, please put your child's name on all personal belongings such as coats, hats, boots, gloves, umbrellas, and school supplies. "Lost and Found" locations are in the cafeteria and near the office.

SCHOOL CELEBRATIONS

Celebrations at school have been planned to fit within the curriculum and be a part of the learning experience. The days set aside for celebrations are Riley Days, Thanksgiving, Christmas, and Valentine's Day. For Riley Days, the students in grades 2-3 will march in the Parade of Flowers.

Class time will not be set-aside for birthday parties. However, you may bring in a "take home" treat for your child to share with classmates. These treats need to

come to school packaged in such a way as to be easily handed out. These need to be at school before the end of the day, so they can be distributed just before dismissal.

TEACHER REQUESTS/CLASSROOM ASSIGNMENTS

Upon the recommendations of the current classroom teachers, student assignments are made each spring. Parents certainly have an interest in their child's education and sharing in the classroom assignment is welcomed. In early spring, **(by May 1st)**, parents who wish to have a particular assignment must write a letter to the office of the principal requesting at least two choices and stating the reason for their special request. Although requests will be considered, it may not be possible to fulfill them and properly balance classrooms.

Following the creation of a student roster, no students who have been assigned to a teacher will be changed to another class unless enrollment dictates the need to do so.

ITEMS FROM HOME

With the exception of normal school items, no one is to bring items from home unless the item has been previously discussed with the teacher and/or administration. No pets can be brought from home. The school is not responsible for items brought from home.

CO - CURRICULAR ACTIVITIES

Along with our regular classroom activities, students will be participating in special programs from time to time. These special programs are often after school hours. If there is a conflict where the student may not be able to participate, please contact the program director as early as possible

STUDENT ASSESSMENT PROGRAM

The Greenfield-Central Community School Corporation provides a formal assessment program to measure a student's aptitude as well as their skill development. The major purpose of this assessment program is to provide teachers and parents information to help students learn. One component of the assessment program is the ISTEP+ test, which is given to Indiana students in grades 3, 4, 5, 6, 7, & 8. ISTEP+ test results will be shared with the parents via the Department of Education's Turnleaf website. Parents may receive a paper copy by contacting the school office. Students participate in a variety of other assessments, depending on their grade level. These assessments include: InView, Acuity, mClass (DIBELS), SAGES for High Ability, and Writing Benchmarks. Parents are encouraged to help their youngsters to be prepared for all of these tests by making sure the children receive an opportunity to rest and eat a good breakfast.

BEHAVIOR GUIDELINES

The principal or his/her designee retains the right and privilege to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as he/she considers necessary. Furthermore, the principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process.

Positive self-discipline, self-control, and respect for one another are expected from all students and staff. Each teacher has developed a set of behavior guidelines that will help assure a positive learning environment for all.

Disruptions of the learning process will not be tolerated.

School-Wide Behavior Rules:

1. All students and staff are responsible for being prepared for class, for turning in completed assignments (representative of their own thoughts and effort), and having all necessary materials.
2. Respect should be demonstrated between all students and staff. This includes demonstrating respect for the personal property of others and school property.
3. Students and staff are expected to assist in maintaining a positive learning environment.
4. Students will show respect for other people, other classes, and their property.
5. Students will listen and follow instructions the first time given.
6. Students will be honest.
7. Students will be considerate of others when in the hallways, playground, and all other school areas.
8. Students will keep hands, feet and objects to themselves.

We believe that the responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and community. Positive recognition and reinforcement will be given as self-discipline is achieved.

Unacceptable behavior must be dealt with to maintain a positive learning environment. Loss of privileges, loss of recess, reprimand, probation, referral to special personnel in the schools, parent conferences, detention, restriction of extra-curricular participation, suspension, and expulsion are methods used in handling school discipline problems.

Playground Guidelines

The children are expected to be on the playground during normal playground activities - such as recess. Children will not be sent to the playground during inclement weather or when we feel the weather is undesirable. Fresh air is good for children when they are properly clothed. The rule of thumb we use for recess is a wind chill temperature of more than twenty degrees. All children will be expected to go outside unless they have a doctor's statement that they should not go outside for an extended period.

Playground Rules

1. Be responsible and safe!
2. Stay within playground boundaries.
3. Go down slide, forward, in seated position only.
4. Do not stand close to, or on swings. Swing straight only.
5. Line up quickly the first time whistle blows.
6. Voices are off in line, inside and out.
7. No sliding on ice.
8. Do not pick up or throw snow, ice, wood chips, glass, rocks, etc.

Hallway Rules

1. Walk quietly at all times.
2. Keep hands, feet, and belongings to yourself.
3. Help keep the building clean.

Cafeteria Rules

1. Enter and wait quietly in line to be served a lunch tray.
2. Quiet voices are to be used.
3. Lights out means NO talking.
4. Trading food is unhealthy and unacceptable.
5. Put silverware in silverware tray at the window and gently slide your tray to the person cleaning them.

CORPORATION STUDENT DISCIPLINE POLICY

The following is the approved student discipline policy for the school corporation.

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-33-8 (formerly IC 20-8.1-5.1), administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to (1) school day, if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to five school days. (10 school days if an expulsion request is filed.)

The superintendent (or designee) may continue a suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision if the

- (1) interference with an educational function or school purposes: superintendent (or designee) determines that the student's continued suspension will prevent or substantially reduce the risk of:
 - (2) a physical injury to the student, other students, school employees, or visitors to the school.
3. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUND FOR SUSPENSION OR EXPULSION

The grounds for suspension or expulsion listed in section A: below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function or event

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or

- psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
 4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
 7. Threatening or intimidating any person for any purpose including obtaining money or anything of value from the person.
 8. Threatening (whether specific or general in nature) damage or injury to persons or property regardless of whether there is a present ability to commit the act.
 9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
 10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon.
 11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. If the student is authorized to possess and self-administer the prescribed medication.
 12. Possessing, using, or transmitting any substance which is represented

- to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any similar over-the-counter products.
 14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
 15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
 16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an education function.
 17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
 18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
 19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
 20. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
 21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
 23. Engaging in pranks that could result in harm to another person.
 24. Use or possession of gunpowder, ammunition, or a flammable substance.
 25. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.

26. Engaging in inappropriate use on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

B. Bullying

1. This rule applies when a student is:
 - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - b. Off school grounds at a school activity, function, or event.
 - c. Traveling to or from school or a school activity, function, or event; or
 - d. Using property or equipment provided by the school.
2. Bullying is overt, repeated acts or gestures, including: (1) verbal or written communications transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.
Harass - to disturb persistently; torment, as with troubles or cares; bother continually; pester; persecute.
Ridicule - to deride; make fun of.
Intimidate - to force into or deter from some action by inducing fear
Humiliate - to cause (a person) a painful loss of pride, self-respect, or dignity; mortify.
Harm - physical injury or mental damage; hurt
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

C. Possession Of A Firearm Or A Destructive Device

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm under the rules:
 - any weapon which will or is designed to or may readily be converted

- to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - an antique firearm
 - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this rule, destructive device is:
- An explosive, incendiary, or over pressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
 - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such a reduction.
5. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on School property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - * a weapon, laser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or can ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

* an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

3. The penalty for possession of a deadly weapon: up to 10 days Suspension and expulsion from school for a period of up to one calendar Year.
4. The superintendent shall notify the appropriate law Enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

F. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - (a) a written or oral statement of the charges;
 - (b) if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of the suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

- a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of their right administratively to contest the expulsion or to appeal it to the school board.
 3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
 4. At the expulsion meeting, the principal, (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
 5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, and make a recommendation to the superintendent for appropriate action to be taken.
 6. The superintendent will make the final determination of the action to be taken, and give notice of this action to be taken to the student and the student's parent/guardian.

SPECIAL SCHOOL SERVICES

Data Meeting

A Data Meeting is convened at the request of a teacher or parent when a student is experiencing difficulties in academic, emotional, behavioral, or social areas. This team is usually made up of the child's classroom teacher(s), social worker, resource teacher, speech/language teacher, and principal. Other individuals may be included as necessary. The Data Meeting Team will review the concerns and attempt to identify the problem(s). Once these problems have been identified, the team will work together to develop a set of interventions that will be implemented. Once the Data Meeting Team has convened, the parents will be informed of and in many cases be involved with the planned interventions. This process uses the skills and experiences of the entire team of educators to address the needs of the student.

School Social Worker Services

Our school social worker is one component of a plan designed to address the needs of children identified as "At Risk". These children may be experiencing any number of circumstances that can negatively affect school performance, (i.e. a change in family structure, feelings of inadequacy, change in personal relationships, etc.) The school social worker is available to those students enrolled in the elementary schools. The focus of the program is to improve a child's social, emotional, and behavioral adjustment through individual/small group counseling and classroom discussions. A child may be referred to a school social worker through a parent, teacher, or school administrator referral. Parental

permission is a part of a child's participation in the program. Parents and school personnel are kept informed of a child's progress during his/her work with the school social worker.

Hancock Madison Shelby Educational Services (HMSES)

The Greenfield-Central Community School Corporation is a part of the Hancock Madison Shelby Educational Services. Through HMSES, students identified as having special learning needs are offered special services. These services include programs for language development, speech and hearing, learning disabilities, and other special needs services. Recommendations and referrals are made by the school or parents.

QUEST

These programs enable students identified as academically talented in the area of language arts and math to participate in enrichment and exploratory activities.

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NON DISCRIMINATION STATEMENT

The Greenfield-Central Community School Corporation is committed to equal opportunity. All courses, student activities, educational services, programs, instruction, and facilities will not be denied to anyone in the School Corporation on the basis of race, sex, religious beliefs, handicapping condition, or national origin including limited English proficiency.

FAMILY EDUCATION AND PRIVACY RIGHTS ACT

The law guarantees your family rights to privacy in school matters. You must notify the principal by September 1, or within fifteen days of enrollment (whichever is later in the school year) if you do not want your child's photo or name to appear in school-sponsored publications. This includes newsletters, school directories, honor roll or awards lists, promotion rosters, athletic programs, etc.

The Board of School Trustees of the Greenfield-Central Community School Corporation has approved this Handbook and therefore this Handbook is a component of Board Policy. Should there be a contradiction, Board Policy prevails.

All information contained in this handbook was accurate and complete as of its printing. However, additions and changes to this information will likely occur during the school year. Any additions and/or changes that are made will be communicated to students and subsequently students are responsible for all information contained in this handbook and any information that might be added to or changed in this handbook.

Character First!

2011-2012 Monthly Traits

| | |
|------------------|----------------|
| September | Dependability |
| October | Thoroughness |
| November | Determination |
| December | Thriftiness |
| January | Availability |
| February | Deference |
| March | Compassion |
| April | Persuasiveness |
| May | Wisdom |

Please have your child at school...

every day...

on time...

so s/he can learn best!!

Thank you!!