

EMERGENCY EVACUATION PLAN

In the event of an emergency which requires the evacuation of Greenwood School, (i.e., fire flood, bomb threat) the following will apply: Students will walk with school staff to the Grace Bible Church on Y Avenue where they will remain until parents can be notified to pick up.

EQUAL EDUCATIONAL OPPORTUNITIES

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunity for all students.

Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, sex, national origin, economic status, or handicap.

DISCRIMINATION

The district or any of its employees shall not, on the basis of handicap, exclude a student from any program or service provided by the district. Students will have an equal opportunity to enjoy the full range of services offered by the district. The district will not deny access to any programs or services and will not provide programs or services for the handicapped that are not as effective as those provided for the non-handicapped.

SEXUAL HARASSMENT OF STUDENTS

The district is committed to maintaining a learning environment that is free of sexual harassment. Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature made by a member of the staff to a student, or by a student to another student. Any student who is subject to, or knows of, sexual harassment should immediately notify the building principal or the superintendent if the principal is the subject of the complaint. Staff members notified of sexual harassment shall inform the principal immediately. The superintendent will develop a complaint procedure. All complaints will be promptly and thoroughly investigated.

Dear Parents,

We are excited to welcome you back to another great year at Greenwood Elementary School. I feel privileged to work with such an excellent staff and to be able to work with you and your children. We have a wonderful community in La Grande, and Greenwood has so many positive traditions, as well as a reputation for being a place where kids want to be. I hope to build on those traditions as we continue to get better and provide even more valuable and fulfilling experiences for kids.

Our teaching and support staff are truly top notch. At Greenwood, we meet weekly to analyze the individual progress of kids and then plan ways to help struggling students. We then use an "all hands on deck" approach to get as many support staff members into the classroom as possible, and this results in kids getting small group instruction. It also means that teachers give up some of their free time and support staff members take on more responsibilities. But that is the model our staff chooses to use, and we will continue to make any sacrifice necessary if we believe it is best for kids.

I would like to share with you a list of Guiding Principles that were developed by our staff at Greenwood. These principles serve as an anchor and compass for all that we do:

We will strive to always...

1. Build positive relationships with students, parents, community, and each other.
2. Put the needs of students first.
3. Provide a safe, welcoming environment.
4. Focus on developing character.
5. Find joy in the task at hand.

As educators, we are aware that our kids face far more challenges than many of us faced. We also know that the most important factor in a child's success is their parents. For this reason, we want to work closely with you and find ways to better support the efforts you are making at home. I look forward to working with you during another year of excellence at Greenwood Elementary School.

Sincerely,

Ryan Westenskow
Principal
541-663-3601

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CHANGE OF ADDRESS

If you move to a new address, please notify the school office right away. If you are moving out of the school district, request a transfer form and sign a statement that permits transfer of your child's personal record to the new school. The same procedure applies when transferring to another school within the district.

MEDICATION

Medication cannot be dispensed at school without proper authorization from a medical doctor, and written permission from parents. If your child needs to take prescribed medication at school, please contact the school secretary to obtain a copy of the school board policy outlining the procedures to be followed. All medication must be dispensed from the office.

FIELD TRIP PERMISSION

Registration forms will be available at registration time. This form gives your child permission to attend any school event approved by the building principal. It also asks for your permission to administer first aid for minor injuries, and to take your child to your doctor in case of injury. This would be done in the event that parents and emergency contact persons could not be reached. Teachers are encouraged to notify parents whenever a field trip is being scheduled.

SCHOOL BUS

School District transportation instructions for students and parents will be sent home with regular bus students. These will cover regulations governing students riding a school bus. In order for students who are not regular passengers to ride the bus, approval must be obtained by contacting Mid Columbia Transportation, 541-963-6119.

Regular bus students shall have written permission to leave the bus other than at the regular departure place. The student is to give this note to the bus driver. The bus driver is responsible for the safety of all students; therefore, cooperation of parents and students will be appreciated.

LABEL BELONGINGS

Please label coats, hats, gloves, shoes, etc. Many good clothes are lost each year and never claimed.

LOST AND FOUND

A lost and found department is maintained at the office. At the close of the school year, any unclaimed items will be disposed of.

STUDENT INFORMATION

The following categories of information shall be known as directory information: The student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, honor rolls, and the most recent previous education agency or institution attended by the student. A parent, or student if 18 years of age or older, may by written notice to the school prevent the school from publishing any or all such information relating to his/her child unless written consent is given prior to each release.

ATTENDING SCHOOL

Students and parents have responsibility for student attendance. School personnel shall keep students and parents informed of the student's attendance record and assist students through counseling. All students are expected to attend school regularly and to be on time. There is a direct relationship between poor attendance and academic difficulties.

PROCEDURES FOR ACCOUNTING FOR ABSENCES:

Please call our office before 9:00 to give cause for the absence. As stated above, absences may also be pre-arranged through the office. If your child is ill call the Greenwood Office at 541-663-3601 and give the reason for the absence. The final determination of an absence being recorded as excused is made by the school. In some cases, a doctor's statement may be required for final determination

REMAINING AT SCHOOL

Students are not permitted to leave school grounds during school hours without permission from school authorities. Parents requesting to remove children from school during school hours must make such requests through the school office. All students leaving during the day are to enter their name on a check out roster in the office.

STUDENT CHECK OUT

Students may be released during school hours to parents or legal guardians, **only**. If someone other than a legal guardian is to pick up a child from school, a signed note from the parent or guardian giving the school permission to release the student must be presented at the school office.

SCHOOL CALENDAR 2018-19

August	27 School Begins
September	3 Labor Day (No School) 4 School Picture Day
October	12 Statewide In-service (No School) 16 Picture Retakes 26 End of 1 st Quarter 31 Teacher Workday (No School)
November	1-2 Parent/Teacher Conferences (No School) 12 Veteran's Day Holiday (No School) 21-23 Thanksgiving Vacation
December	7 Parent/Teacher Conferences (No School) 21 Winter Holiday begins
January	3 School resumes 17 End of 2nd Quarter 18 Teacher Workday (No School) 21 Martin Luther King Jr Holiday (No School) 22 Parent/Teacher Conferences-After school or Evening
February	18 President's Day Holiday (No School)
March	22 End of 3 rd Quarter 25-29 Spring Vacation (No School)
April	1 Teacher Workday (No School) 11 Parent/Teacher Conferences (No School)
May	27 Memorial Day (No School)
June	3 Last Day of School 4 Teacher Workday (No School)

TEACHING STAFF

Principal	Ryan Westenskow
Secretary	Eva McKinney
Counselor	David Fonken
Kindergarten	Elizabeth Gregory & Kendra Carman
Grade 1	Katie Burrignt & Jessica Troutman
Grade 2	Kinsey Smith & Madeline Koenig
Grade 3	Jillian Gray & Taunya Barnett
Grade 4	Kevin Kretschmer & Craig Lankford
Grade 5	Missy Rinker & Brandi Canfield
Library	Ellen Lester
Music	Kate Dunlap
Reading	Penny Waite
Resource Room	Dawn Treat
Title I	Tracy Davidson

ENROLLMENT PROCEDURES

Parents will be asked to complete the following items when enrolling children in school:

1. Complete a registration form for each child.
2. Complete Immunizations.
3. Copy of Birth certificate or other proof of age.

SUPPLIES

Grades families will be required to pay a \$30.00 supply fee for each student attending Greenwood during the 2018-19 school year. These fees are placed in a supply fund which the school uses to purchase classroom supplies.

GREENWOOD P.T.S. LEADERS FOR THE 2018-19 SCHOOL YEAR

President	Amy Pennington	910-0363
Secretary	Brandi Canfield	805-0313
Treasurer	Cindy Harden	910-6658
Volunteer Coordinator	Becky Murie	910-5362

We have an active Parent Organization which needs your support. Information about special activities and meetings will be distributed as plans become firm.

COUNSELING PROGRAM

Elementary guidance is a developmental, preventive program for all students. Guidance activities promote positive personal, social, and emotional growth. Guidance is a team effort, requiring cooperation of all school staff, parents, and community agencies which support the educational development of each child.

Students may be involved in individual, small and large group sessions to work on self-responsibility, decision-making, and interpersonal skills. Efforts are made to contact students on many different levels, in order to be available to them as a resource for any problem they may encounter. If there are any objections to participation in small groups, please contact your school's counselor.

CAFETERIA PROGRAM

All enrolled students at Greenwood Elementary will have the opportunity to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2018-19 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

This program is available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for School Year 2018-19. This program has been made possible by a grant from the USDA and the Healthy, Hunger Free Kids Act of 2010.

If we can be of any further assistance or want more information, please contact the Greenwood Office at 541-663-3601.

(DISCIPLINE AND DUE PROCESS CONTINUED)

Off-Campus and outside-of-school conduct that violates the District’s Student Code of Conduct may be the basis for school discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

BUILDING SECURITY

Visitors/Volunteers are to enter through the main entrance on Spruce Street and report to the school office to sign in and obtain a visitor’s name tag when visiting the school during the school day. Exterior doors will be locked each day, with the exception of the main door on Spruce Street. Students are instructed not to open any exterior doors for visitors, parents, or other individuals. LGSD does utilize video surveillance at all buildings.

VISITATIONS

Parents are welcome to visit classes with prior arrangement. Please notify the principal and teacher beforehand to schedule an appropriate time and sign in at the office when you arrive. To avoid disruptions to classroom routines, we would ask that parents not use visitation times for discussing items with the teacher.

Conferences may be scheduled through the office. Persons failing to follow this procedure will be asked to leave the building by the principal or his representative. Students are not permitted to bring brothers, sisters, or visitors to school.

STUDENT TRANSPORTATION

Transportation is mandated for elementary students who reside more than one mile from the school they are directed to attend. Transportation for secondary students is mandated if they reside more than one and one-half miles from the school they are directed to attend.

CLASSROOM PARTIES

Each classroom has an observance in conjunction with Halloween, Christmas, Valentine's Day, and on other occasions as authorized by school officials. Room Party money is used to cover the cost of refreshments decided upon by room mothers, teachers, and students. If your child cannot take part in parties because of religious beliefs, please notify the teacher at the beginning of the school year and discuss your wishes about how your child should spend time that is set aside for parties.

DAILY SCHEDULE

Mondays – Late start schedule:

8:35 Breakfast Served
9:05 School Begins
2:25 Dismissal

Tuesday-Friday schedule:

7:35 Breakfast Served
8:05 School Begins
2:25 Dismissal

LUNCH & RECESS TIMES

<u>Lunch</u>	<u>Recess</u>	
11:00	11:20	Kindergarten
11:15	11:35	Grade 1
11:30	11:50	Grade 2
11:45	12:05	Grade 3
11:55	12:15	Grade 4
12:05	12:25	Grade 5

AFTER SCHOOL

School ends at 2:25. Parents are asked to wait outside when arriving early to pick up students. The front doors will open at 2:23 for those parents who wish to enter the school and greet students at the classroom. When students have completed their school day, they are to proceed to their homes. Students are not permitted to play on the playground and wait for older students or friends, since supervision is not available. Children are not to return to school to play on school property until the close of the regular school day, which has been set at 3:30 p.m.

DROPPING OFF STUDENTS

Students may be dropped off and picked up on the “V” Avenue side of Greenwood. The “cut out” parking area is designated as short-term parking on school days. Parking is not allowed on the Greenwood side of Spruce Street as this location is reserved for buses.

TITLE I PROGRAM

Greenwood is a school wide Title I school. By using funds granted by the Federal Government, we are able to supplement local education efforts to help all students meet the high academic standards. More information is available at Greenwood's Annual Open House and/or by contacting Greenwood's Title I Teacher at 541-663-3622 or by email: tracy.davidson@lagrandesd.org.

Parents can also access information about our Title Programs and read our Parent Involvement Policy and Compact on-line at: www.lagrandesd.org and click on the Departments tab at the top of the page and then choose Title Programs from the drop down box. Parent Involvement Policy and compact are available in Greenwood's office as well.

(DISCIPLINE AND DUE PROCESS CONTINUED)

1. Students will comply with the rules for government of schools, pursue the prescribed course of study, use the prescribed textbooks, and submit to the teacher's authority. (ORS 339.250)
2. The following types of conduct shall make students liable to discipline, suspension, or expulsion.
 - a. Disruption of School - any conduct that substantially disrupts a school function or is likely to, is forbidden.
 - b. Damage or Destruction of School Property - a student shall not cause damage to school property or steal or attempt to steal school property. (ORS 339.260)
 - c. Damage or Destruction of Private Property on School Grounds - a student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property on the school grounds, or during a school sponsored activity.
 - d. Assault on a School Employee, Another Student, or Other Person Not Employed by the School - Weapons and Dangerous Instruments - a person shall not intentionally do bodily injury or threaten any person or knowingly possess, handle or transmit any object that can reasonably be considered a weapon: a) on the school grounds during and immediately after school hours, b) on the school grounds at any time when the school is being used by a school group, c) off the school grounds at any school activity.
 - e. Narcotics, Alcoholic Beverages and Stimulant Drugs - a student shall not knowingly possess, use without prescription, transmit or be under the influence of any drug classified by the Bureau of Narcotics and Dangerous Drugs, alcoholic beverages, or intoxicant of any kind at the time mentioned in item 4 above.
 - f. Profane or Obscene Language - the use of profane or obscene language and threats of harm to persons or property are prohibited.
 - g. Willful Disobedience - willful disobedience, open defiance of the teacher's or school official's lawful authority, shall be sufficient cause for discipline.

Physical Restraint – A teacher or administrator is authorized to employ physical restraint when, in his/her professional judgment, the restraint is necessary to prevent a student from doing harm to others or himself. When so employed, physical restraint shall not be considered a form of physical discipline.

STUDENTS RIGHTS

Student Rights and Responsibilities Handbook can be accessed on the La Grande School District Website at <http://www.lagrandesd.org/forms-and-pdf-s>

STUDENT STANDARDS OF CONDUCT

Guidelines for discipline

1. Student's self-esteem will be intact
2. Situation will be dealt with in a private manner.
3. Staff will guide student to take ownership of and solve the problem.

When students do not follow Greenwood guidelines the following interventions may occur:

- *Reminders
- *Problem Solving Guidance
- *Loss of Privileges
- *Parent Contact
- *Suspension

School-wide expectations and beliefs will be posted in the hallways of the school and will be taught and reinforced in assemblies, classes, and other settings throughout the school.

SUSPENSION & EXPULSION

A student whose presence is detrimental to the best interest of the school may be suspended or expelled in accordance with Oregon Revised Statutes and School District Administrative Rules. Such rules and procedures shall ensure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

DISCIPLINE AND DUE PROCESS

School disciplinary actions are a civil, not a criminal matter. Therefore, the usual court procedure, the power to subpoena witnesses and trial by jury, do not apply. Rather, due process in schools must clarify rights and procedures that assure the fair treatment for each student in a learning environment.

APPROPRIATE SCHOOL DRESS

Parents are responsible to ensure students are appropriately dressed. The following guidelines should be used in determining if a student's clothing is appropriate:

- *Shirts should include a minimum 2 inch shoulder strap
- *No underwear should be visible or worn as outer garment
- *Skirts and shorts are to be worn at fingertip length or longer
- *No midriffs showing
- *Swimsuits may be worn under regular school attire and should not be visible
- *Clothing, apparel, or temporary tattoos should not contain messages with sexual, gang, alcohol, tobacco, drugs slogans, or other slogans inappropriate for school
- *Students should not wear "flip flops", as they are not appropriate for school.

A dress code violation will result in the student notifying parents they need to bring appropriate attire before returning to class or by borrowing a clothing item from our stock at school if that is not possible. Continued violations may result in disciplinary action.

BIKES, SKATEBOARDS, & SCOOTERS

Children who ride a bicycle to school should have a bike lock and use it each day. All bikes are to be parked properly in the bike racks. Collapsible scooters must be completely folded and stored as per the classroom teacher's directions. Non-collapsible scooters must be stored and locked at the bike rack. For the safety of all students, riding bikes, skateboards, or scooters is not permitted during school hours on the playground or sidewalks on school property.

ELECTRONIC DEVICES

Phones, iPods, tablets, games, laser pointers, and similar electronic devices are not allowed at school. Regardless of the size, they will be confiscated and returned to the student's parent or guardian.

TELEPHONE/CELL PHONE USE

Cell phones should not be seen or used during school hours. Parents should make plans with students in advance, and may notify the office to relay messages. Cell phones may not be used during school time and may be confiscated and held for parent pickup.

TOYS AND PERSONAL BELONGINGS are not permitted at school unless arrangements are made with classroom teacher for class activity.

