



**WELCOME TO  
NATHANAEL GREENE ELEMENTARY SCHOOL**

8094 Spotswood Trail  
Stanardsville, VA 22973

Phone numbers: (434) 985-5275, (434) 985-1327 Fax number: (434) 985-5287

NGES website: [nges.greencountyschools.com](http://nges.greencountyschools.com)

Greene County Schools website: [greencountyschools.com](http://greencountyschools.com)

**Principal**

Mary C. Wheeler

E-mail: [mwheeler@greencountyschools.com](mailto:mwheeler@greencountyschools.com)

**Intervention Specialist/Assistant to the Principal**

Linda Haselton

E-mail: [lhaselton@greencountyschools.com](mailto:lhaselton@greencountyschools.com)

**School Hours - 8:15 - 3:10**

**Office Hours - 7:45 - 4:15**

Students may arrive at school beginning at 7:50 A.M.

The bell will ring at this time

**The Greene County Public School system does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the discrimination policies:**

**Deborah J. Brown, Compliance Coordinator Title IX - Director of Personnel  
Randy Corpening, Compliance Coordinator Section 504 - Director of Special Services**

For Spanish translation of any portion of this handbook, please contact Central Office at 985-5254.

Para español traducción cualquier porción este manual, por favor entrar en contacto con oficina de centro en 985 - 5254.

**GREENE COUNTY SCHOOLS MOTTO**  
**Every Child, Every Chance, Every Day**

**NATHANAEL GREENE ELEMENTARY SCHOOL**  
**Belief Statement**

We believe that all students can and must learn at high level of achievement. It is our job to create an environment in our classrooms that result in this high level of performance. We are confident that with our support and help, students can master challenging academic material, and we expect them to do so.

**Objectives**

To create a positive environment for learning.

To foster a sense of personal worth and dignity in each student.

To encourage attitudes and values that lead to good citizenship.

To understand and appreciate people of different nationalities and ethnic groups instilling within each individual the values, importance and worth of others.

To instill personal habits for good physical and mental health.

To work with students to develop ethical standards of responsible and respectful behavior.

To acquire the behaviors, skills, and knowledge necessary for success in school and life.

## Principal's Message

On behalf of the entire staff and administration of Nathanael Greene Elementary School, I would like to welcome you to our school. Education at Nathanael Greene is designed to meet the needs of each individual student, but ultimately each individual will gain from school according to the effort he/she applies. To increase the degree of educational success it is imperative that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

In creating this handbook, we have tried to anticipate many of your questions, but we may have missed some. Don't hesitate to call, we'll be glad to help you in any way we can.

We are always available to help clarify a school matter. The school makes special efforts to create and promote a good relationship between the home and the school. Newsletters, regular conferences and direct contact with parents are a part of these efforts.

As you know close cooperation between the home and school is essential to your child's success. We encourage parents to visit school and attend P.T.O meetings. Working together we can accomplish amazing things for our children.

It is our hope that this handbook will be helpful to you, provide you with information, and answer any questions you may have concerning our school. Let's work together! Our school has a proud tradition of academic excellence and, with your help; I'm sure the present year will be one of the school's best.

Sincerely,

Mary C. Wheeler  
Principal

# GREENE COUNTY PUBLIC SCHOOLS

40 Celt Road  
P.O. Box 1140  
Stanardsville, VA 22973  
434-985-5254

## SCHOOL BOARD

Mrs. Michelle Flynn, Chairperson  
Mr. Troy Harlow, Vice Chairman  
Mr. Jason Collier  
Mr. Darcy Higgins  
Mr. Graydon Lamb

## ADMINISTRATION

Mr. David Jeck, III - Superintendent  
Ms. Debbie Brown - Director of Human Resources and Administrative Services  
Dr. Jennifer Richter - Assistant Superintendent for Instruction  
Mrs. Kim Powell - Director of Business & Facilities  
Mrs. Andrea Whitmarsh - Director of Student Achievement & Accountability  
Mrs. Rhonda Houchens - Payroll Clerk  
Mrs. Jackie Hetrick - Accounts Payable  
Mrs. Carla Williams - Secretary  
Mrs. Shanna Deane - Coordinator of Educational Services  
Mr. Dale Herring - Director of Technology  
Mr. Jonathan Jones - Computer Specialist  
Mr. Don Judy - Division-Wide Computer Coordinator (part-time)  
Mrs. Anita Crawford-Technology  
Ms. Wendy Crocker - Technology  
Mrs. Jackie Herring - Transportation Manager  
Mrs. Gayle Spitzer - Secretary  
Mrs. Linda Leake - Secretary  
Mrs. Carol Haas - Director of Nutrition

## SPECIAL SERVICES

Mr. Randy Corpening, Director of Special Services  
Mrs. Mindy Shifflett - Coordinator of Special Services  
Mr. Wesley Shelley- School Psychologist  
Ms. Gretchen C. Baugher - School Psychologist  
Mr. Joe Pellegrino-School Psychologist  
Ms. Amanda Cruey - Social Worker  
Ms. Sharon Belt - Social Worker  
- Social Worker/Probation Officer  
Ms. Patsy Childs - ESL Coordinator  
Ms. Kaki Payne - Preschool Coordinator

**NATHANAEL GREENE ELEMENTARY SCHOOL  
FACULTY AND STAFF  
2006-2007**

Mary C. Wheeler	Principal
Linda Haselton	Intervention Specialist/Assistant to the Principal
Lea Hirtz	Secretary/Bookkeeper
Mrs. Kelly Shifflett, R.N	Health Coordinator/School Nurse
Mrs. Denise Shifflett	Health Administration Assistant
Stephanie Shifflett	Office Assistant
Cyndi Korn	Guidance Counselor

**GRADE 3 TEACHERS**

Jessica Dudley	Room 406
Mary Lou Floyd	Extension-Room 400
Gail Ganott	Room 402
Sue Gorbea	Room 412
Marida Lamb	Room 408
Scott Wills	Room 400
Anarissa Zetterberg	Room 404

**GRADE 4 TEACHERS**

Teresa Beahm	Room 305
Debra McDonough	Room 313
Lora White	Room 309
Ginny Clayton	Extension Room 311
Susan Heyer	Room 315
Steve Sharp	Room 303
Donna Williams	Room 306

**GRADE 5 TEACHERS**

Leslie Davis	Extension Room 515
Julie Haddix	Room 505
Lisa Wallace	Room 509
Jill Holmberg	Room 511
Joan Painter	Room 503
Kathryn Thomas	Room 513
Sarah Testerman	Room 507

**SPECIALIST TEACHERS**

Jennifer Hogsten, Reading	Room 501
Lauren Pursel, Reading	Room 501
Gail Fehlner, P. E.	Gym
Kate Kraus, Art	Room 200
Lindsay Sensabaugh, Music	Room 205

**SPECIAL SERVICES TEACHERS**

Barbara Colson	Room 317
Donna Layton	Room 415
Mary Ellen Chiumento	Room 202
Candace Shifflett	Room 517
Terry Stegman	Room 414
Stephanie Richardson	Room 203

**CUSTODIAL STAFF**

Kris Linaberry, Day  
Greg Deane, Night  
Anthony Morris, Night

**CAFETERIA STAFF**

Linda Medeiros, Manager  
Lucille Haney  
Joyce Lawson  
Lorene Shifflett

**TEACHER ASSISTANTS**

Cathy Brinkley, Reading	Joyce Shifflett, Intervention
Lorraine Gilliam, Student Support	Kim Shifflett, General
Paula Henshaw, Student Support	Lori Shifflett, 5 <sup>th</sup> Grade Extension
Shirley Martin, Student Support	Erin Smith, Student Support
Sheila McCutcheon, Computer Lab/Technology	Pattie Smith, 4 <sup>th</sup> Grade Extension
Debra Morris, 3 <sup>rd</sup> Grade Extension	Becky Spencer, General
Joyce Morris, Library	Amanda Testerman, Intervention
Julie Morris, Student Support	Roberta Tobias, Intervention
Carol Moyers, P.E.	Karen Ulan, Student Support
Lillian Powell, Student Support	Deanna Villers, Reading

Dear Parents/Guardian:

The Greene County School System is making every effort to provide the best educational experience for your child. To that end, the system works very hard to recruit and employ the best teachers for your children. You, as a parent or guardian of a child in the Greene County School System, have a right to know the professional qualifications of the teacher(s) your child works with each day. You have a right to request the following information regarding a teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualifications or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.

In addition, if your child is provided services by a paraprofessional, you may request information regarding those person's qualifications as well. If you are interested in obtaining the above information, you may make a written request to:

Director of Personnel  
Greene County Public Schools  
P.O. Box 1140  
Stanardsville, VA 22973.

This information will be forwarded to you in a timely manner.

We look forward to working with you now and in the future to make our schools the best that they can be.

Sincerely,

Mary C. Wheeler  
Principal

## Communicating with your child's schools

The goals of all school related communications are 1) honesty 2) accessibility 3) respect 4) patience. Greene County Public Schools is committed to listening to parents and community members with the goal of making decisions in the best interest of children. As in any professional organization, we want our staff to treat all adults with respect and patience. We, in return, expect the same courtesy from parents and/or community members. We understand that we are accountable for the provision of a quality education experience for students, but also recognize that educating and training students is a shared responsibility involving schools, parents, and the community at large.

### Communication Goals:

- 1) **Honesty:** We will communicate honestly with parents and community members. We understand that parents have uninhibited access to information about their child. We also understand that information about other students cannot be shared under any circumstance.
- 2) **Accessibility:** we will remain accessible to parents and will make every effort to respond to phone messages, email, and written communication in a timely manner. We ask that parents remember that schools are VERY busy places and that sometimes delays in returning phone calls, emails, etc., are unavoidable. We ask that parents provide schools with updated phone numbers, addresses, and email addresses so that delays in communication do not occur.
- 3) **Respect:** we will be respectful to parents and will model the behavior that we expect from students. We will not use vulgar language, insults, or condescending remarks in order to belittle others. We expect parents to do the same.
- 4) **Patience:** we will be patient with parents and community members just as we are with students. We all understand that when issues arise involving our own children, we are justifiably passionate and often very emotions. We ask that parents remember that teachers and administrators do what they do because they love kids and want only the best for them. We will never "retaliate" against a child as a result of a disagreement or unpleasant communication between adults.

### Chain of communication:

When a parent has an issue with the actions of a teacher, an occurrence in the classroom, or some other school-related event, the parent:

First: contact the teacher directly

Second: if the teacher does not respond within a reasonable amount of time, he or she should contact a building administrator. In most cases, an assistant principal should be contacted first.

Third: if the parent has spoken to the building assistant principal or principal and is not satisfied with the results of the conversation(s), the parent can contact the school board office and speak to one of the assistant superintendents.

Fourth: if still not satisfied, the parent can contact the superintendent.

## Nathanael Greene Elementary School Handbook

### A is for ...

**After School Building Access** – After dismissal at 3:05 p.m., it is not permissible for children to be in the school building unless participating in a school-sponsored activity.

**ART** – Art is a vital part of the NGES student's curriculum. Planned activities increase the student's visual awareness and perception, understanding of values and feelings, ability to communicate ideas, self-confidence and discovery, imagination and creativity. Students participate in Art class once a week.

**ATTENDANCE POLICY** – See Appendix A for the Attendance Policy. You must sign and return the mandatory signature sheet. Ver apéndice uno para atención política. Usted deber muestra y volver obligatorio firma hoja.



**Please read Appendix A and initial the Signature Page located at the end of this handbook and return no later than August 30<sup>th</sup>.**

### B is for ...

**BOOK FAIRS** – The Library/Media Center sponsors two Book Fairs, one in November and one in February. Proceeds from the Book Fairs go toward purchasing books and technology equipment for the Library/Media Center. The Book Fairs are open during Parent/Teacher Conference times.

**BUS CONDUCT RULES** – Please review these rules with your child.

1. No standing is permitted on the bus.
2. Hands and head must stay within the bus at all times.
3. Voices shall remain at a conversational level – no yelling.
4. There are to be no obscenities spoken on the bus.
5. There are to be no glass containers of any type on the bus.
6. No large objects that could block the aisle are permitted.
7. Stand back away from the road while waiting for the bus.
8. Students should keep their hands and feet to themselves.

9. Students should stay in the seat they choose until they get home or to school.
10. Damage done to the bus will be paid for by the student.
11. There will be no eating on the bus.
12. Students should remain seated until the bus comes to a complete stop.
13. School bus drivers have authority to assign seats if necessary.
14. Be on time at your stop. The bus will operate on schedule.
15. The bus will stop at regular stops only.
16. You are in the driver's charge and must obey him/her while you are on the bus.
17. Help keep the bus clean, sanitary and orderly. Don't litter.
18. Always treat your fellow pupils the way you would like to be treated.

The following are NOT permitted on the bus:

- Sporting equipment
- Water guns
- Helium balloons
- Zero tolerance items (weapons, drugs, alcohol, cigarettes, etc.)
- Glass items

**BUS DISCIPLINE PROCEDURES** - In order to promote the safety and welfare of all students transported by county school buses, orderly conduct must be observed at all times by all students. School bus drivers are responsible for discipline on a daily basis and students must remain cooperative and respectful to the drivers at all times. The drivers will work with students, however, when a driver feels the student is not cooperating or that the incident is serious enough, the driver will turn in a written "Bus Referral".

Upon receiving written "Bus Referrals", the school administration will:

- First Incident: Student is talked to by the administration. Report is sent home with the student.
- Second Incident: Student is brought to office and parent is directly contacted by administration. Report is sent home with the student.
- Third incident: Student may be suspended from the bus up to three days. (Parents will be responsible for transportation).
- Additional: Student may be further suspended or possible bus privileges denied for the remainder of the year. A Disciplinary Committee will meet, that may consist of Assistant Superintendent, Principal or Assistant Principal, Director of Transportation, School Social Worker and Bus Driver.

# C is for ...

## **CAFETERIA - NATHANAEL GREENE ELEMENTARY/RUCKERSVILLE ELEMENTARY SCHOOL**

The National School Breakfast and Lunch Programs are regulated by the United States Department of Agriculture (USDA). The school breakfast and lunch menus are planned using the Dietary Guidelines for Americans. The school breakfast provides: 2 servings/bread/grain or 2 servings of meat/meat alternate or 1 serving of each, 1/2 cup of fruit, and 8 oz. milk. The school lunch provides: 2 oz. meat/meat alternate, 3/4 cup of vegetable/fruit plus extra 1/2 cup over a week, 8 oz. milk per day and 12 servings of bread/grains per week.

MEAL ITEMS	PRICE
Full Price Breakfast	\$1 .25
Reduced Breakfast	\$ .30
Full Price Lunch	\$2.00
Reduced Lunch	\$ .40
<b>A la Carte Milk</b>	<b>\$ .50</b>

**Adult lunch - \$2.75, Adult breakfast - \$1.50**

Menus are available monthly at the school, and weekly in the Daily Progress and the Greene County Record. They are also available on the school internet site: [www.greenecountyschools.com](http://www.greenecountyschools.com).

**Starting the first day of school, students will have a time in the morning when they will take their lunch money to the cafeteria. It will not be collected in the classroom.** The school uses a computerized cash register system called **Cafe Terminal**. The students are issued an ID number that will be theirs until they graduate. This number is keyed in as they go through the lunch line and account information is then recorded and updated daily. Meals may be prepaid for the week, month, or even, the school year with cash, check, or on-line at Café Prepay.com. Please remember that checks received must be put on the students' account, no change will be given. If money is left on the account at the end of the year, it will be transferred to the next school year. Students will give their money to the cafeteria manager, before school or at lunch, who will then enter it under their ID number. **Remember**, it is breakfast, lunch, and/or milk money **only**.

**NO MEAL CHARGES ALLOWED.**

## RETURNED CHECK POLICY

If the School Nutrition Program receives check/s for school meals that have been returned for insufficient funds, there will be a **\$25.00** service charge on each check.

## OFFER VERSUS SERVE

Under the offer versus serve provision, the following conditions must be met:

1. All five food items must be offered to all students.
2. The serving sizes must equal the minimum quantities required.
3. The lunch must be priced as a unit and students may take 3, 4, or all 5 items for the same price.
4. Students have the option of which items to decline.
5. At breakfast, 4 food items are offered and 1 may be declined.

## Clarification for School Meal Pricing

Breakfast: Four required food items

1<sup>st</sup> and 2<sup>nd</sup> I tem: 2 servings meat/meat alternate (Ex. Scrambled Egg)  
Or 2 servings grain/bread (Ex. Cereal and Poptart)  
Or 1 serving meat/meat alternate and 1 serving bread/grain (Ex.

Sausage Biscuit)

3<sup>rd</sup> I tem: ½ cup of 100% juice/fruit/vegetable

4<sup>th</sup> I tem: 8 oz. fluid milk

Students may select 3 or 4 items and pay the breakfast price.

**There is a charge for extra items.**

Milk - .50

Fruit/Vegetable - .50

Breakfast Entrée – Biscuits - \$1.00, Yogurt - .75

**If students purchase a second breakfast they will pay the a la carte (extra) price.**

Lunch: Five required food items

1<sup>st</sup> I tem: One serving of Meat/Meat alternate

2<sup>nd</sup> I tem: One serving of Bread/Grain

3<sup>rd</sup> and 4<sup>th</sup> I tem: Two servings of Vegetables (must be 2 different vegetables) or two serving of Fruits (must

be 2 different fruits), or one serving of each

5<sup>th</sup> I tem: One serving of Fluid Milk

Students may select 3, 4, or 5 items and pay the lunch price.

**There is a charge for extra items.**

Milk - .50

Lunch Entrée - \$1.50

Fruit/Vegetable - .50

French Fries - .60

Bread - .30

Muffin - .75

**If students purchase a second lunch they will pay the a la carte (extra) price.**

A la Carte items:

Low fat Chips/Fruit/Nut Snacks - .50

Juice Drinks - 1.00, 1.25

Water - .75

## **CAFETERIA RULES**

1. Talk quietly at the table.
2. Listen and follow directions.
3. Keep hands, feet and objects to yourself.
4. Raise your hand and wait to be excused from the table.
5. Walk safely and carefully.

Questions regarding cafeteria matters should be directed to the Cafeteria Manager at 985-1384 or the Food Service Director, Carol Haas at 985-2433.

## **CELL PHONE POLICY- ELECTRONIC COMMUNICATION USAGE**

Greene County Public Schools (GCPS) approves of the possession of electronic communication devices (i.e. cell phones, beepers, personal digital assistants, etc.) by students while on school property. GCPS policy JFC-R states:

“Students may possess a beeper, cellular telephone, Personal Digital Assistant (PDA) or other communication devices on school property, including school buses, provided that the devices remain turned off and out of sight during instructional time. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student’s parents.”

The purpose of this regulation is to add further clarification and parameters for students, parents, and staff:

1. First Offense: Students who are observed using or are in open possession of the aforementioned devices, as witnessed or verified by school personnel, will have the device confiscated. The device will be maintained in the school office for the remainder of the school day and may only be returned to the student's parents.
2. "Instructional time" is defined as 7:45 a.m. until 3:00 p.m. The aforementioned devices must be turned off and out of sight during this time.
3. Second Offense: Students who are observed using or are in open possession of the aforementioned devices, as witnessed or verified by school personnel, will have the device confiscated. The device will be maintained in the school office for 30 calendar days and returned only to the student's parents.

**CHANGE IN ADDRESS OR PHONE NUMBER** – It is important that we have your current address and phone number on our records. Please send in a note to your teacher or to the office if your address or phone number changes.

**CHARACTER EDUCATION AND CONDUCT** - The conduct of all members of the school community should be guided by a philosophy of mutual respect and caring. School is a place for learning and teaching. We are all learners and in many ways we are all teachers.

Students should follow these simple rules:

1. Be kind and show respect to others and their belongings.
2. Bring only school-related things to school.
3. Walk while in the school or on school sidewalk.
4. Use appropriate language in school.
5. Keep your hands and your feet to yourself.

While our philosophy hinges on respect, caring and the positive reinforcement of proper behavior, unacceptable student behavior will result in disciplinary measures as defined in school discipline plan.

Our faculty will continually strive to guide the social and emotional development of our students. The cooperation of parents is essential if we are to be successful in this regard. Parents can help us by emphasizing these citizenship themes:

<b>POLITENESS</b>	Courtesy shown at all times. "Please" and "Thank You" are power words.
<b>RESPECT</b>	For other people, their feelings, their belongings, their safety, and the right to learn.
<b>RESPONSIBILITY</b>	Being on time and completing required tasks are skills of lifelong value. We must all learn to be responsible for our own behavior.
<b>THOUGHTFULNESS</b>	Sharing with others and taking turns are appreciated by all.

Every student has the right to an education without disruption. Every teacher has the responsibility to maintain a classroom environment that allows all students the opportunity to learn.

**CHECKING IN LATE – All students MUST be in classrooms by 8:15 a.m.** If your child is going to be late, please notify the school as soon as possible. Upon arriving, you must sign your child in at the office.

**CHECKING OUT EARLY – school is in session until 3:10 p.m.** If it is necessary to pick up your child early, you must sign the child out in the office. Teachers may not dismiss students to their parents from the classroom. As parents are signing out the child, office personnel will call the child to the office for dismissal. **Remember, by law, 4 unexcused early dismissals count as 1 unexcused absence.**

**CHECKS** - Please make checks payable to **Nathanael Greene Elementary School or NGES**. Checks and cash should be put in an envelope with the child's name and purpose for which the money is sent. There will be a \$25 fee for checks returned for insufficient funds.

**CHILD STUDY TEAM** - The child study team of administration, teachers, guidance and parents meets as needed to process teacher or parent referrals for children experiencing social, emotional, physical or academic difficulties. Please contact Mrs. Leslie Davis at 985-5275 for a referral form.

**COMPUTERS** - NGES has more than 100 computers designed for student instructional use. 42 of these are located in grade-level extension centers to

assure equitable use by all students. The additional computers are located in the NGES Computer Lab and all classrooms have at least one computer.



**COMPUTER USE POLICY** – All use of the Greene County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The term "computer system" includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, and any other peripherals.

#### Acceptable Computer System Use Agreement – Terms & Conditions

##### Acceptable Use

- Access to the Division's computer system shall be for the purpose of education or research and be consistent with the educational objectives of the Division. The computer system should be used for legitimate school business. All school codes of conduct apply to computer use.

##### Privilege

- The use of the Division's computer system is a privilege, not a right.

##### Unacceptable Use

Each user is responsible for his or her actions on the computer system.

Prohibited conduct includes:

- The use of email with teacher authorization
- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law.
- Sending, receiving, viewing or downloading illegal material via the computer system.
- Unauthorized downloading of software.
- Downloading copyrighted material for unauthorized use.
- Using the computer system for private financial or commercial gain.
- Wastefully using resources, such as file space.
- Gaining unauthorized access to resources or entities.

- Posting material authorized or created by another without his or her consent.
- Using the computer system for commercial or private advertising.
- Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
- Using the computer system while access privileges are suspending or revoked.
- Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.

Consequences for Unacceptable Use

- Violation of this policy, misuse or vandalism of the computers may result in the user's access privileges being suspended or revoked. The user may also face disciplinary action consistent with school policy.

Liability

- The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Board denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising from any violation of these procedures.

*Notice to Parent or Guardian:*

*The goal of the Greene County School Division is to provide access to information sources which are needed by students to complete school assignments, to facility research, and to enrich their academic and personal life. To this end, the school system would like to make computer access available to those students who will make responsible use of this resource. Because we believe that computer access in the school system should be directed toward achieving educational goals and objectives, we are asking students to confine their use of the computer to research. We cannot accommodate the need to access personal e-mail. If at any time the student violates this agreement, computer access will be denied for a time period as specified at the time of the infractions.*



**Please initial the Signature page located at the end of this handbook after you and your child have read the above Acceptable Computer Use Agreement and Guidelines**

**CONFERENCES** - Communication between the school and the parents concerning the educational progress of students is extremely important. Parent/teacher conferences are held at the end of the 1<sup>st</sup> quarter in November and at the end of the 2<sup>nd</sup> quarter in February. Please see calendar for dates. Conference times are from 3 – 8pm and from 9 am – 12 noon in an effort to accommodate the schedules of all parents. A letter is sent prior to conference time for parents to request a conference time which will be confirmed by the teacher. Either the school or the parent may request additional conferences as needed throughout the school year. Please call the school at 985-5275 to arrange a time. We request that conferences be arranged at least 24 hours in advance so that teachers are able to get all necessary materials together.

## D is for ...

**DELAYED OPENING AND EARLY CLOSING** – Changes in school hours due to adverse weather conditions will be announced on Instant Alert, local radio, and television as soon as word is received from the superintendent of schools. At times, this information may not be available until shortly prior to opening or dismissal. **Please do not** call the school or school board office to check on school closings. This only ties up the phone lines when the central office staff is trying to notify the radio and TV stations with closing information. **Please check for instant alerts, watch the TV, or listen to the radio stations listed below for school closing information.**

TV Channels 16, 19, and 29 – Charlottesville  
WI NA – 1070 AM – Charlottesville  
WCHV – 1260 AM – Charlottesville  
WKAV – 1400 AM – Charlottesville  
WWWV – 97.5 FM – Charlottesville  
WQMC – 95.0 FM – Charlottesville

TV Channel 3 – Harrisonburg  
WSVA – 550 AM – Harrisonburg  
WLSA – 105.5 FM – Louisa  
WJMA – 1340 AM – 96.7 FM – Orange

**DISCIPLINE AND STUDENT CONDUCT** - The standards of student conduct are designed to define the basic rules and major expectations of students in NGES. It is the responsibility of the Greene County School Board and the administration to provide rules of conduct for student behavior in order to protect the health, safety, welfare and morals of its students.

The following behavior expectations should be discussed with students and reviewed periodically to ensure understanding. Through constant and consistent reinforcement, students will be able to successfully assume responsibility for their actions and thus achieve their highest potential.

### **Behavior in School**

School is a very special place dedicated to children who are learning and growing. It is important that we, as a school community, work together to maintain an environment that is safe, secure, and conducive to the learning process. To achieve this goal, we expect students, staff, and visitors to behave in a way that is respectful of teaching, learning, and each other. Behavior in our school should reflect the following guidelines:

- Treat others as you would like to be treated.
- Respect others and their property.
- Walk safely in the building and on the sidewalks.
- Speak quietly in the hallways, cafeteria, and classrooms.
- Use appropriate language at all times.
- Keep your hands, feet, and objects to yourself.

### **Respect for Authority**

In order to insure the safety and security of students and provide a positive learning environment it is also important that students especially recognize and respect the authority of the adults working in the school building. To this end, students are expected to:

- Listen and follow directions.
- Work cooperatively with all teachers and staff.
- Be polite and respectful at all times.

At Nathanael Greene, we take every opportunity to recognize students for appropriate behavior from the “high-five” in the hallway, to the monthly “Super Citizen” Awards at each grade level. Staff and students alike go out of their way to catch children and adults “being good” and congratulate them. Please let us know when you see behavior that should be applauded.

### **Discipline**

Children who are learning and growing often make mistakes. That’s part of their learning process as they work to develop appropriate social skills and self-discipline. Our goal is to help the child learn from their mistakes and turn them into lessons. Therefore, when a child makes it difficult for the teacher to teach, for other students to learn, or behaves in a way that is inappropriate, rude, or unsafe, it is important to address the matter as quickly as possible. Most often these situations are quickly addressed by the teacher or another appropriate adult, a consequence is assigned, and the child goes on with the day. The teacher may contact you or send a note home with your child, depending on the seriousness of the problem.

### **Office Referrals**

There are times when a child is referred to the office for inappropriate behavior. This usually occurs for one of two reasons:

- The child continues to misbehave despite repeated interventions by the teacher.
- The severity of the child's actions requires involvement of the administration.

Any child referred to the office will meet with the principal, assistant principal or their designee. All such meetings are considered learning opportunities for your child. Our goal is to help your child learn from mistakes and develop a plan for handling similar situations appropriately in the future. We will also discuss the consequences of the behavior with your child and explain exactly what he/she will need to do as a result.

### **Disciplinary Referral Form**

When your child is referred to the office, a Disciplinary Referral Form will be completed outlining the problem, the choice your child made, and the action that we will take as a consequence. As previously mentioned, we will show your child this form, explain it, and read through it together. Your child and the administrator will sign the form, which will then be sent home to you with the child. Your *child* is responsible for getting the form to you, getting your signature on the form, then returning it to school the next school day. While this is the child's responsibility, we certainly encourage you to assist with this, helping to get the form back in the backpack, etc. Depending upon the severity of the issue, we may attempt to contact you by phone or email to make you aware of the problem and share the consequences.

### **ISS and OSS**

There are times when a student's misbehavior is very serious and requires time away from other students. When such a situation arises, the child will receive either In School Suspension (ISS) or Out of School Suspension (OSS) depending on the nature and severity of the behavior. The suspension will be noted on the Discipline Referral Form your child brings to you. In addition, the staff will make every effort to speak with you prior to the suspension. Both ISS and OSS are considered opportunities for the student to step away from the problem, think about the behavior, and develop a positive plan of action should a similar problem arise in the future.

**ISS** (1-3 days) is a consequence normally given for inappropriate or unsafe behaviors such as, but not limited to, extremely rude or disrespectful behavior, repeated disruption of the classroom, first-time bullying, threatening or destructive behavior, refusal to comply with rules or teacher direction. During this time, the child will be with an adult, completing classroom assignments and developing a plan of action. The child will not be with the class in the classroom, in

specials, in the cafeteria, or at recess. Administrators and the teacher often check-in on the child to provide encouragement and assist in developing a plan for successful return to the classroom.

**OSS** (1-10 days) results from severe inappropriate or unsafe behavior such as, but not limited to possession of drugs, weapons or their look-alikes, violent behavior, vandalism, repeated bullying, sexual or racial harassment, verbal or physical threats or intimidation, defiance, etc. In this situation, the child may not be in school or on school grounds for the duration of the suspension.



**Please initial the Signature page located at the end of this handbook after you and your child have read the above Discipline and Student Conduct policy.**

### **SUBSTANCE ABUSE POLICY**

Definitions: The following words, when and wherever used in this regulation, will have the following definitions:

1. **Drugs:** Any and all substances which are classified a "scheduled" or "controlled" substances by the Code of Virginia, 1950, as amended, and to expressly include anabolic steroids, prescription medication for which a student has no legitimate prescription, alcohol in any form, and any other substance such as "Liquid Paper", cough syrup, over-the-counter preparation, look-a-likes, or other materials when used, distributed, or undoubtedly possessed for the purpose of intoxication by inhalation or ingestion. In addition, any substance which is distributed as though it were a "drug" as herein for purposes of this policy. This also includes the intent to purchase and/or distribute drugs as herein defined.
2. **Substance Abuse:** The possession, use, distribution, purchase of the intent to distribute or purchase any substance herein define as a "drug" while on school grounds, school buses, or at any school-sponsored event (home or away).
3. **Distribution:** The act or attempted act of passing a "drug", as herein above defines, from one person to another, including, but not limited to sale, attempted sale, gift, attempted gift, purchase, and attempted purchase, whether or not the facts and circumstances clearly establish a "hand-to-hand" transfer.

Consequences: If the principal has reasonable suspicion to believe that a student is guilty of possessing, using, selling, or distributing drugs, alcoholic beverages or a controlled substance or that the student's behavior, without benefit of any tests, is clearly consistent with being under the influence of any drugs, to expressly

include alcohol, as herein above defined the student will be found to be in violation of the Substance Abuse Policy. Any violation of the Substance Abuse Policy will result in notification of the Superintendent and an immediate 10-day suspension with a referral to the disciplinary Committee, who may make a recommendation for long-term suspension or expulsion. The committee also may refer the student through the parent(s) or guardian for a substance abuse assessment. The principal or designee will immediately contact law enforcement personnel and seek their advice for subsequent action. In addition, he/she has the responsibility of informing the parent or guardian.

Students are subject to corrective action for any misconduct that occurs:

- ◆ In school
- ◆ On school property
- ◆ On a school vehicle
- ◆ While participating in or attending any school-sponsored activity or trip
- ◆ On the way to and from school



**Please initial the Signature page located at the end of this handbook after you and your child have read the above Substance Abuse Policy.**

**DRESS CODE** - Each parent or guardian has responsibility for student's proper attire. The following simple rules may serve as a guide for appropriate school dress:

1. Dress neatly, Party clothes are not appropriate.
2. Shoes must be worn at all times. Sneakers or soft-soled shoes are to be worn to physical education class. High heels for girls are not safe and therefore inappropriate.
3. Shirts and blouses must comfortably cover the waistband of pants/skirts. No mid-drift shirts or halter-tops, sleeveless athletic jerseys, low-cut tank tops, and tops with spaghetti straps.
4. Shorts and skirts must reach at least mid-thigh.
5. Hats and other head covering including caps, bandanas, and the like are not to be worn inside school building and learning cottages.
6. Students may not wear clothing, jewelry, and buttons/badges or have personal belongings that advertise or state inappropriate messages about drugs, alcohol, tobacco, sex, vulgarity, or violent behavior. Items must be respectful of race, ethnic group, or

gender. Wallet chains, spike necklaces and/or bracelets are prohibited.



Please initial the Signature page located at the end of this handbook after you and your child have read the above Dress Code.

## Drop off - Students may be dropped off at school beginning at 7:50

A.M. The bell will ring when it is time for the children to enter. For their security, they are to remain in the car until the BELL rings.

## E is for ...

**EAGLES** - One afternoon per week, selected students from all grades are invited to participate in an SOL review program. EAGLES is an acronym for Excellence through After school Games, Learning, and Effort by Students. The program review Reading and Math concepts and skills in an effort to help students prepare for the spring SOL tests.

**E-MAIL** - Staff and Administration e-mail addresses are found on the NGES website. You may sign up to receive mass emails by logging on to [www.greenecountyschools.com](http://www.greenecountyschools.com) and clicking on Email Distribution List, Nathanael Greene Elementary School and the grade level. You will be asked to enter your email address and name (optional), and password.

Personal y administración E-mail tratar ser encontrar en NGES Web site. Usted poder muestra hasta recibir masa email por logging.on [www.greenecountyschools.com](http://www.greenecountyschools.com) y clicking en email distribución lista, Nathanael Greene Elemental Escuela y grado nivel. Usted ser pedir insertar su email address y nombre (opcional), y contraseña. , por favor entrar en contacto con oficina de centro en 985 - 5254.

## F is for ...

**FAMILY LIFE EDUCATION** - Family Life classes are taught in 4<sup>th</sup> and 5<sup>th</sup> grades in the spring. Developed by a committee of parents and staff and approved by the School Board, copies of the objectives for each grade level are available for inspection in the NGES Library and the School Board Office. All children will participate in Family Life Lessons unless a parent/guardian has requested that the child be exempted. The opt-out request must be in writing.

We request that a parent review the curriculum materials before choosing to opt out. Students exempted from the lesson will be given alternative learning activities.

**FERPA** (Family Education Rights and Privacy Act) afford parents certain rights with respect to student educational records. They are:

Student Records:

1. The right to inspect and review the student's records within 45 days of the day the school division receives the request to access.
2. The right to request the amendment of the student's educational records that the parent believes is inaccurate or misleading. If the school division decides not to amend the record, the school division will notify the parents of this decision and advise them of their right to a hearing. Additional information regarding the hearing procedures will be provided to the parent at that time.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational record as allowed by FERPA. One exception which permits disclosure without consent is a situation involving school officials with legitimate educational interests. A school official has a legitimate interest if the official needs to review an educational record in order to fulfill his/her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA.

Disclosure of Personal Information: See Appendix B

Please note, if you do not want Greene County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing, by September 29<sup>th</sup>, 2006.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202-4605



**Please initial the Signature page located at the end of this handbook after you have read the above FERPA information.**

**FIELD TRIPS** - Field trips related to instruction are taken during the school year. The parent's written permission is required before a child may go on a field trip. Parent chaperones are limited to one per class in most cases. To ensure your child's safety and security, we expect that students travel to and from the field trip venues with the class group on the assigned bus under the teachers' supervision. If a medical situation prevents you from riding the bus, please speak with your child's teacher. Please be aware school system policy prohibits smoking during school-sponsored events including field trips.



## G is for ...

**GIFTED AND TALENTED** - We believe that all students have the right to educational opportunities appropriate to their needs and abilities. We are committed to identifying gifted and talented students whose abilities and potential for accomplishment are so outstanding in the areas of Intellectual Aptitude, Specific Academic Aptitude, Visual Arts, and Music, that they require differentiated curricula and instructional approaches to facilitate the maximum development of their potential. Students in grade 3 may be identified as gifted in Intellectual Aptitude and in Visual Arts only. Students in grade 4 - 5 may be identified as gifted in any of the areas listed above. Referrals are accepted on an ongoing basis from independent sources including teachers, parents, individual students and persons with related experience. Persons wishing to make a referral should obtain a Referral Form from the NGES Gifted/Talented Building Coordinator, Mrs. Leslie Davis (phone: 985-5275). The referring person completes the referral form, which includes a written recommendation describing characteristics and criteria used to make this referral and returns the form to Mrs. Davis. If you have any questions, please contact Mrs. Davis.

**GRADING** - Students receive grades in reading, language, writing, spelling, social studies, science, mathematics, physical education and music. The grading scale is as follows:

3<sup>rd</sup> grade

E-Exceeds standard of learning  
M-Meets standard of learning  
P-Progressing towards standard of learning  
L-Limited understanding of standard of learning  
N-Not evaluated at this time

4<sup>th</sup>-5<sup>th</sup> grades

A.....92-100  
B.....83-91  
C.....74-82  
D.....65-73  
F.....Below 65

Please keep in close contact with your child's teacher. If you have a concern or question, please contact us.



**GUIDANCE** – The Guidance Counselor is a member of the staff and works with students, teachers and parents to help students adjust to the learning environment. The Guidance Counselor offers many opportunities to students including various lunch groups, small group meeting, one-on-one counseling with parent permission, classroom guidance lessons, and works closely with staff and administration.

## H is for ...

**HOMEWORK** - Homework is designed to allow students to practice what has been learned in school. It is a very important part of the educational process. Parents who support good study habits and the completion of practice homework activities do much to ensure their child's success in school. Homework should not take more than one hour total each night for all subjects. Please contact your child's teacher if homework is taking an excessive amount of time.

**HONOR ROLL** - Students are eligible to receive Honor Roll recognition. Students will qualify for the A Honor Roll if all grades are A's. Students will

qualify for the A/B Honor Roll if all grades are A's and B's. At least one A grade is required to the A/B Honor Roll. Students will qualify for the B Honor Roll if all grades are B's. Honor Roll certificates are sent home with report cards.

**HOURS** – NGES is open from 7:45 a.m. until 4:15 p.m. Instructional time begins at 8:15 a.m. and ends at 3:10 p.m.

## I is for ...

**ILLNESS** – If your child is sick, please call the office at 985-5275 and report the illness before 9:00 a.m. You can leave a voice mail message before 7:45 a.m. It is important to also send in a written excuse with your child when he/she returns to school. By law, if your child is ill for more than three days, a doctor's note is required. See Attendance Policy, Appendix A.

**INSTANT ALERT** – Our school utilizes an instant alert system to contact parents and guardians on occasion for the purpose of relaying important messages regarding issues such as school closings, upcoming school events etc. It is very important for all students to be registered and have telephone numbers and/or email addresses up to date at all times. Please register and/or update your contact information in our Honeywell Instant Alert System. First time registration will require that you fill out a form the front office can provide. Office staff will initially set up an online account for you and provide you with your log-in information, from that point on you may update from any computer online any changes you may wish to add.

**INSURANCE** – Accident and dental insurance for students are available. Information is distributed at the beginning of the school year.

## L is for ...

**LIBRARY** – The center of NGES is the Library/Media Center. Students are encouraged to pursue individual interests and to discover new ideas through books, records, recorded tapes, pictures and other sources of information. The Media Specialist partners with faculty in planning curriculum in order to enrich classroom teaching with media and printed sources. Children are encouraged to visit the library routinely during homeroom times and to use the media services during instructional times. The Media Center is open each school day from 8:00 a.m. to 3:10 p.m. Children are scheduled for the Media Center on a class group

basis once a week. In addition, students with permission and a pass from the teacher may use the library individually or in a small group.

**LOST AND FOUND** – Please put your child's name in all of his/her belongings. Sweaters, coats, hats, and lunch boxes are items that are frequently lost. The Lost and Found is located in the cafeteria. Items are hung up so students can claim their belongings. Items not claimed at the end of the school year are donated to charity.

## M is for ...

**MEDICATION** - Greene County Public School personnel may give medication to children only with a physician's written order and signed request from parent or guardian. Therefore, if children must receive medicine at school, both the signed physician's order and the written parent's request must be supplied to school personnel before we can give medicine. School policy does not allow students to keep medication of any kind in their own possession.

### Medication Policies

1. All medications will need a medication form completely filled out by parent/guardian and the signature of their physician.
2. A Parent/Guardian of a student that does not have the medication form completed on the 1<sup>st</sup> day of school may be contacted by the Principal and/or the School Health Clinic to get verbal permission to give the medication. After this it will be necessary to have a completed medication form.
3. Medication that has been discontinued will need the signature of a parent/guardian and a physician. We can not change or stop a medication without these signatures. If we do not receive this information the medication will be sent home.
4. Any special need student requiring procedures while in school will need to be responsible for all supplies and equipment.
5. Any asthmatic that requires having inhaler with him/her during school will need permission in writing from his physician. Parent's signature is also required.
6. We discourage giving medication during the school day unless absolutely necessary, however we know that there are certain situations that are unavoidable.
7. Medication will be sent home if the following occur:
  - a. If student does not show in the clinic for his/her medication five days in a row. If this happens we will need new medication form filled out and signature of physician and parent/guardian. Parents will be notified. We cannot restart medication without new forms filled out.
  - b. If student has run out of medication the original container will be sent home for a refill.

- c. If any changes in dosage, or the specific medication has been changed with out the proper paper work.
8. Medication bottles will need a pharmacy label with directions on how to take the medication. We will not accept a container with handwritten information.

If you have any questions, please call Kelly Shifflett, R.N. Health Coordinator/NGES School Nurse at 434/985-1328. See Appendix D

**MINUTE OF SILENCE** - The Virginia General Assembly has mandated a daily minute of silence. This is observed after the Pledge of Allegiance is recited during morning announcements. All students, staff, and visitors are expected to pause during this time.

**MORNING DROP-OFF** - Your children may be dropped off at school beginning at 7:50 a.m. A bell will sound when students may enter the building. Children should remain in the car until the bell rings. Appropriate supervision is not available in the building before 7:50 a.m. For your convenience, morning and afternoon child care is available through the After School Enrichment Program at Greene County Primary School.

**MUSIC** - The goal of the general music program is to give each child in grades 3 through 5 the opportunity to be exposed to different kinds of music and to learn musical concepts through activities in the music classroom. Fourth graders learn to play the recorder. Fifth grade students have the opportunity to learn to play an instrument and in the Band. Students are taught in small classes of similar instruments and in full band classes with all instruments. The purpose of the elementary program is to teach basic techniques on a given instrument. Band students participate in the Winter and Spring Concerts.

## N is for ...

**NEARLY FINISHED** - Thank you for continuing to read this important handbook. Please send in a handwritten note to Mrs. Wheeler and she will reward your child with a special treat.

**NEWSLETTER** - The NGES PTO publishes a weekly newsletter on Thursdays. The newsletters is always printed on blue paper. This is an important means of communication between NGES and parents. Please look for this newsletter and read it carefully.

**NURSE** – NGES has a registered nurse and a nurse's assistant who are responsible for dispensing medication to students when ordered by a physician and attending to minor injuries. Please read the MEDICATION sections 23-24 of this handbook. See Appendix D.

## P is for ...

**PARALLEL SCHEDULE** - Parallel scheduling is a procedure used to provide maximum quality time for direct instruction in the basic skills of reading and mathematics. It enables homeroom teachers to work for an uninterrupted 50-minute time block with small instructional groups while the remainder of the class, on a parallel schedule, receives related reinforcement or enrichment in an extension center. Support programs such as Title I, special education, and band draw students from their extension centers rather than from their homerooms. The key to parallel block scheduling is flexibility. Nathanael Greene's time modules vary by subject and by grade level. Schedules may also be adjusted during the year as the need arises.

**PARENTAL RESPONSIBILITY** – Excerpted from the Code of Virginia (1950), as amended §22.1-279.3 Parental responsibility and involvement requirements.

A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

B. A school board shall provide opportunities for parental and community involvement in every school in the school division.

C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

D. The school principal may request the student's parent to meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in

disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.

E. In accordance with §22.1-277 and the guidelines required by §22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.

F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.

G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:

1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or

2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (i) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his parents to be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

H. The civil penalties established pursuant to this section shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in

subdivision 3 of subsection G. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city or town shall enforce the collection of such civil penalties.

I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

**PARENTAL STATEMENT OF RECEIPT OF NOTICE OF REQUIREMENTS OF VA CODE §22.1-279.3 AND SCHOOL BOARD'S STANDARDS OF STUDENT CONDUCT is located on the Signature Page of this Handbook and must be signed and returned to your child's teacher.**



**Please initial the Signature page located at the end of this handbook after you have read the above Parental Responsibility requirements.**

**PERSONAL ITEMS** - Common sense should be utilized in bringing personal items to school. Any item that interferes with educational processes will be confiscated. Any personal items are the responsibility of the individual student and the school cannot accept responsibility for replacing lost or damaged articles.

**Items Not Allowed on School Property at any Time:**

1. Alcohol, Tobacco, Drugs, or look-a-likes
2. Firearms, knives, ammunition or look-a-likes of any kind
3. Matches, lighters, and other fire making devices
4. Highly flammable substances, i.e. gasoline, lighter fluid, etc.
5. Cards/Dice/Yugio Cards and other trading cards.
6. Sling shots/ Rubber Bands
7. Electronic games of any kind
8. Personal sports items, such as gloves, basketballs, softballs, baseballs, bats, skateboards etc. may not be brought to school.
9. Pornographic/indecent materials
10. Toys of any kind.

**Items Allowed only if approved by the Teacher or Administration:**

1. Radios, CD/DVD/tape players, cameras, etc.
2. Carbonated beverages
3. Chewing gum

**PHYSICAL EDUCATION** - The P.E. program at NGES includes psychomotor, movement and specific skill instruction. Our Climbing Wall is a popular feature of the P.E. program. Your child receives P.E. instruction every other day. Students are required to wear sneakers/tennis shoes for P.E.

**PICKING UP YOUR CHILD** - In order to provide a safe environment for our students, it is imperative for the school to know when and with whom they leave the building. **Therefore, if you will be picking your child up rather than having him/her ride the bus home from school on a fairly regular basis, please complete the release form sent home at the beginning of the year.** A list of students' names will be compiled and kept on file. The teacher on duty at the front door will check children's names off as they leave to meet you at the car. They will then be considered signed out and in your care. **Parents will be asked to come inside the school and sign any child out whose name is not on the master list.** This may be inconvenient in the beginning however, it helps the school staff to ensure your child's safety.

**PICTURES** – NGES contracts with School Pictures, Inc. to take individual pictures of each student in October. Order forms are sent home about a week in advance. Orders may be placed at the time the pictures are taken. You do not need to purchase pictures but each child will have their picture taken for the yearbook and permanent record. A makeup session will be scheduled in November for those who were absent.

**PARENT/TEACHER ORGANIZATION** – By dedicating a few hours of your time to participate on a committee or to help with an activity or a fund raising project, the P.T.O. can help NGES to be a better place for your children to learn. PTO meetings are announced in the Weekly Notes newsletter and are held in conjunction with special school events. All NGES families are MEMBERS and encouraged to attend the meetings.

**PPRA** – The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. §1232h; 34 CFR Part 98) applies to programs that receive funding from the U. S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways.

- ❖ It seeks to ensure that schools and contractors make instructional materials available for inspection by parent if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- ❖ It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliation
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;

5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with Ed by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-08339. Or you may contact us at the following address:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

**PUBLICITY** – Occasionally, the news media comes to school. We also like to share with the public the success of our students through the school website. We need your written permission to include your child in these occasions. Please see Appendix C – Permission to Publish Picture and Work form.



**Please sign and return the Permission to Publish Picture and Work form (Appendix C) by August 30<sup>th</sup>.**

**Q** is for ...

**QUESTIONS** – We are glad to help you in any way we can. Please feel free to call, visit, or send us an e-mail if you have questions.

**R** is for ...

**RECESS** – Students are offered 15 minutes of recess either before lunch or after lunch, depending on the grade level's schedule.

**REPORT CARDS AND PROGRESS REPORTS** - Students' progress is reported to parents on a Report Card four times per year, at the end of each 9-week grading period. Interim progress reports are sent to parents midway through each grading period. The dates these reports are issued are on the School Calendar.

## S is for ...

**SCHOOL BOARD POLICY MANUAL** - A complete copy of the school board policy manual is available in the NGES library which is open during school hours.

**SECTION 504** - Section 504 of the Rehabilitation Act of 1973, as amended, is a civil rights law that prohibits discrimination against students with disabilities. The statute ensures that a qualified student with a disability receives reasonable accommodations necessary for that student to access education or school-related programs and activities. For more information, contact the 504 Committee Chairman at NGES.

**SPEECH AND HEARING SCREENING** - All 3<sup>rd</sup> graders and new 4<sup>th</sup> and 5<sup>th</sup> grade students are given a vision and hearing screening. All 5<sup>th</sup> graders are given a hearing screening. Parents and teachers will be notified of the results.



## T is for ...

**TARDY** - Students are **tardy after 8:15** a.m. and must be signed in at the office. Remember, by law, 4 unexcused tardies count as one unexcused absence.

**TELEPHONE** - Students are not allowed to use the telephone except in an emergency. Teachers will send students to the office to make calls as appropriate. You may call the office to leave message for your child at any time. Messages for students are delivered to them at the end of the day, unless it is an emergency situation.

**TESTING** - All students at NGES take Standard of Learning (SOL) tests in May. Third graders take Reading, Math, Social Studies, and Science tests. Fourth graders take Reading and Math tests. Fifth graders take a Writing test in March and Reading, Math, Social Studies, and Science tests in May. Results of these tests are sent to parents during the summer.

**TEXTBOOKS** - Students are provided free textbooks for use during the school year. Students are expected to care for the books they receive. Fees may be assessed for damaged or lost books.

**TITLE I** - The primary goal of Title I is to provide intense, individualized small group instruction for students who are working below grade level in reading. You will be contacted if your child qualifies for this program. Parents, teachers, and administration work together to support participating students who work to make significant growth in all areas of literacy.

## V is for ...

**VISITORS** - Visitors are always welcome at Nathanael Greene. For the safety of our students and staff, all visitors must enter through the main entrance in the front of the school and sign in at the office. Each visitor will receive a badge to be clearly displayed on the front of their clothing. Visitors not wearing a badge will be escorted to the office by a staff member. Visitors must also return to the office at the end of their visit to sign out.

All outside doors to the school will be kept locked at all times except for the door at the main entrance.

Parents may also become a part of the school's programs in various other ways including:

1. Participating as a volunteer.
2. Joining their child for lunch.
3. Participating in parent-teacher conferences.
4. Participating in P.T.O. sponsored events.
5. Attending school sponsored programs.

Parents and interested citizens are welcome to visit the school to observe the instructional program. Such visitations are arranged through the school principal.

**VOLUNTEERS** – NGES encourages and values volunteer involvement. If you are planning regular participation in the classroom you must read the Volunteer Handbook and complete all paperwork including a background check. Please contact your child's teacher or administration. Your help may be needed in a classroom other than your child's classroom.

## W is for ...

**WEBSITE** – NGES has a website which includes the NGES Goals, monthly calendar, lunch menu, weekly notes, PTO pages, NGES faces, Accelerated Reader List, NGES Student Handbook, and links to teacher web sites. Go to [www.nges.greenecountyschools.com](http://www.nges.greenecountyschools.com). You can also get to this site through the Greene County Schools website, [www.greenecountyschools.com](http://www.greenecountyschools.com). (Also see E-mail)

**WEBSITE PUBLICATION** – On occasion, NGES may wish to showcase various student projects, pictures, and school related functions on our website. This may include pictures of students in a variety of educational settings. If a child's picture is included on the website, the child's name will not be used in conjunction with the picture. In the event your child's picture or work is considered for website publication, parental permission must be granted. If you give permission, please sign the Permission to Use Student Picture or Work Form, Appendix D.



**Please sign the Permission to Use Student Picture or Work Form (Appendix C) and return to your child's teacher by August 30<sup>th</sup>.**

## Y is for ...

**YEARBOOKS** – Published each spring for the students as mementos of our school year, the cost is approximately \$10.00.

**YUGIO CARDS** – Yugio Cards, Poke'mon, and other trading cards **are not allowed at school.** See bottom of page 28, # 5.



**PERMISSION TO USE STUDENT PICTURE OR WORK**

Throughout the school year, school administration, teachers, and local media may wish to showcase various student recordings, pictures, projects and school related functions in various media forms. This may include, but not limited to, teacher websites, school websites, newspaper and TV. It is to be emphasized that no student's full name will be used in conjunction to any project created in the school environment.

Please check the appropriate option below for your child and submit to your child's school.

\_\_\_\_\_ Yes, I give permission for my child's voice recording, video recording, picture, and work to be published in various media forms available.

\_\_\_\_\_ Yes, I give permission with the following exceptions:

\_\_\_\_\_ Voice Recording

\_\_\_\_\_ Video Recording

\_\_\_\_\_ Picture

\_\_\_\_\_ Student Work

\_\_\_\_\_ Local Media

\_\_\_\_\_ No, I do not give permission for my child's voice recording, video recording, picture, and work to be published in various media forms available.

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

## Appendix D

NOTICE TO PARENT: By signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Section 22.1 – 279.3, Section C, Parental Responsibility and Involvement Requirements.

### Greene County Public Schools P O Box 1140 Stanardsville, Virginia 22973

Dear Parents,

In an effort to inform you and clarify school health policies and procedures, we have below outlined the following for the upcoming school year:

1. Medication administration policy (including parental responsibilities)
2. Policies for students with chronic health conditions
3. Policy for general illnesses

#### **Medication Policy**

We attempt to discourage administration of medication in the schools. However, if your medical provider decides it is necessary for your child to receive a medication during the school day, the following guidelines must be followed.

- It is recommended that the first doses of medication be administered at home.
- Prescription medication in pill form must be brought to school by an adult. The prescription pills will also need to be counted in the presence of school personnel and a form should be completed by the adult and school personnel.
- Over the counter medication and inhalers used for asthma can be brought to school by the student.
- All medication needs to be in the original bottle or box with the current prescription label on the container. Upon request, most pharmacists will provide you with a duplicate bottle to keep a portion of the prescription at home. Over the counter medications must be sent to school in the original unopened container.
- Both prescription and non-prescription medication must be labeled with the following information:
  - \*Student Name
  - \*Medication Name
  - \*Amount to be given
  - \*Time to be given
- All medication must be delivered to the office or clinic at the beginning of the school day. Students cannot keep medication with them during school hours.
- Medication will only be given in the clinic or school office. Students are not permitted to take any medication in the classroom or at lunch, with the exception of students that have an **Individualized Health Care Plan** and a signed **Contract for Self-Carry/Administer Medication**.

#### **Parental responsibilities for medication administration at school:**

- Parents are responsible for providing any medications needed by students during the school day.
- Parents are also responsible for providing any equipment needed to administer medications or provide care for medically fragile students in school, such as syringes, supplemental formulas, gastrostomy tubes, etc.
- If possible, parents should schedule medication to be given before and after school.
- Always give the first dose of the medication at home.
- If school is delayed or closed early, such as for inclement weather, the parent should communicate with designated school staff to be sure the student does not miss or take additional doses of scheduled medication.

- Parents must provide the school with completed medication authorization/parental consent.
- Parents must provide prescription medication to school in a timely manner when school staff have indicated that medication needs refill. If the medication has been discontinued, the parent should provide written notice to the school from the physician.
- Parents must provide the school with a new authorization and correctly labeled bottle whenever the physician changes the medication dosage. School staff can only accept changes in orders from legally authorized prescriber, unless the parent wishes to completely discontinue the medication.
- Parents should collect medication no later than the last day of school. Medication will be destroyed the last day the nurse is in the health office.
- Parent should collect medication that has been discontinued. Expired or discontinued medication cannot be held at school and will be destroyed.

### **Policy for Students with Chronic Health Conditions:**

The school system tries to keep paperwork to a minimum, but please keep in mind that any forms that are sent home to be completed by you and/or physician is for the safety and health of your child.

- Any student with a chronic health condition may require an Individualized Health Care Plan. All care plans must be authorized by both parents/guardians and physicians. If you think your child may need an Individualized Health Care Plan please feel free to call the week before school starts in order for the School Nurse to work on getting information for your child to be able to start on the first day of school without any complications.
- Students with *Asthma* who require inhaler use during school hours will need an ***Asthma Action Plan***\* completed by both parent/guardian and physician.
- Students with *Severe Allergies* will need an ***Allergy Action Plan***\* completed by both parent/guardian and physician. This will include students with severe allergies to foods, bees, and any other known allergen with potential to cause severe allergic reaction.
- Students with any history of *Seizures* will have a ***Questionnaire for Parents of a Child with Seizures*** \*sent home, within the first few days of school, to be completed by both parent/guardian and physician.

\*These forms can be downloaded on our website at [www.greenecountyschools.com](http://www.greenecountyschools.com) click on Health Cottage then Forms

### **Policy for General Illnesses**

#### **Fever**

Students presenting with a 100 degree or more fever for any reason are to be excluded from school until the child is fever free for a 24 hour period. Fevers can be caused by many unknown factors and excluding the child from school is a measure used to keep illnesses from spreading from one student to another.

#### **Vomiting and/or Diarrhea**

Students presenting with vomiting or diarrhea should be excluded from school immediately. Vomiting or diarrhea can be caused by many unknown factors and excluding the child from school is a measure used to keep illnesses from spreading from one student to another.

**Exclusion from School** Students presenting with any of these symptoms should be excluded from school until the student is symptom free for 24 hours.

NATHANAEL GREENE ELEMENTARY SCHOOL  
SIGNATURE PAGE FOR SCHOOL DOCUMENTS

Dear Parents:

After reviewing this handbook with your child, please initial each item and sign the bottom portion of the page. Please have your child sign as well. After signing, please return this page to your child's teacher no later than August 30<sup>th</sup>.



Parent's Initials

- \_\_\_\_\_ 1. Computer Use Policy – pages 12 - 13
- \_\_\_\_\_ 2. Discipline and School Board's Standards of Student Conduct – pages 14 - 16
- \_\_\_\_\_ 3. Substance Abuse Policy – page 17 - 18
- \_\_\_\_\_ 4. Dress Code – page 18
- \_\_\_\_\_ 5. FERPA Policy Regarding Student Records – pages 19 - 20
- \_\_\_\_\_ 6. Parental Responsibility: Parental Statement of Receipt of Notice of Requirements of VA CODE §22.1-279 – pages 25 - 27
- \_\_\_\_\_ 7. Parent right to know Teacher Qualifications - page 6
- \_\_\_\_\_ 8. Communicating with your child's school – page 7
- \_\_\_\_\_ 9. Attendance Policy – Appendix A

I am the parent of the below named child and, by my signature, I acknowledge that I have received a copy of Section 22.1-279.3 of the Code of Virginia entitled "Parental Responsibility and Involvement Requirements". In addition, I have received and read the Nathanael Greene Elementary School Handbook. By signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school's or school division's policies or decisions.

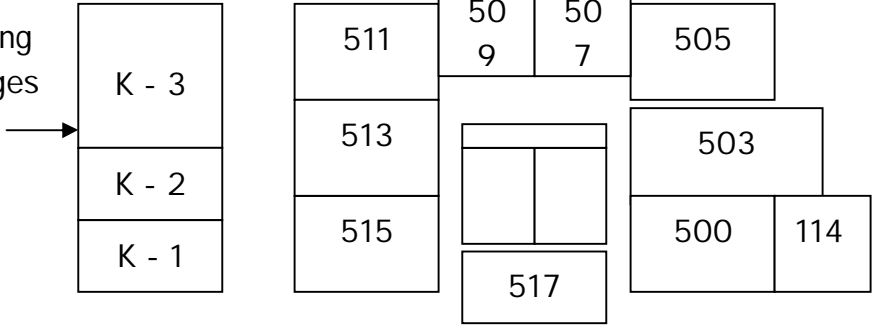
Date: \_\_\_\_\_ Name of Child \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

### Blacktop

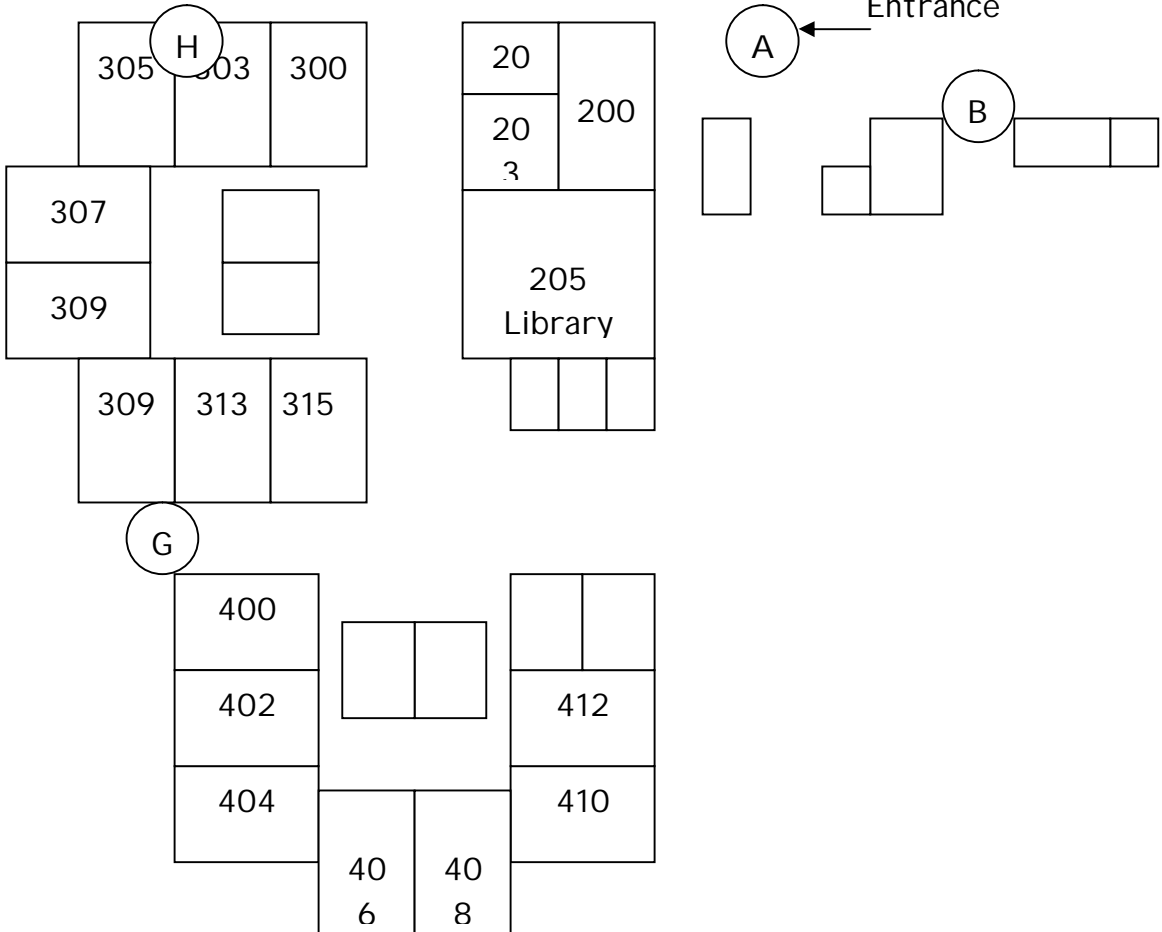
Learning Cottages

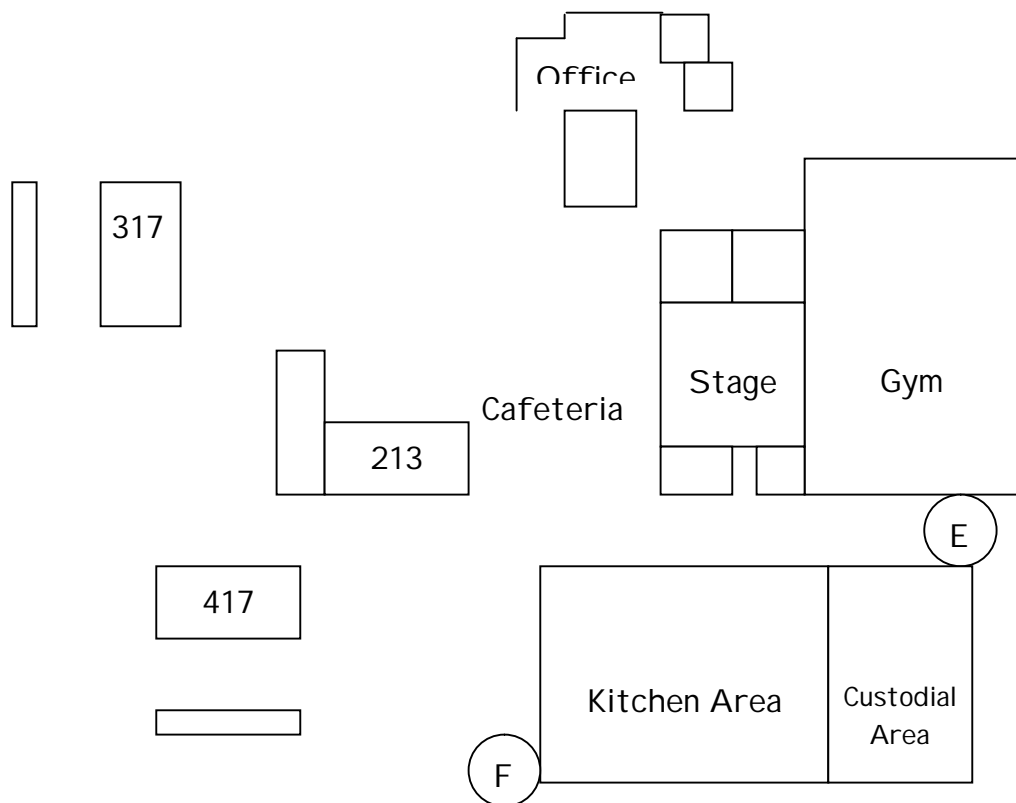


○ = Emergency Exit

Main Parking Lot

Main Entrance





Sidewalk  
to  
Football  
Stadium

Sidewalk to GCPS

Room Number

Art, 202, 203, 500, 503, 505, 507, and 517

Gym

Cafeteria

Library, Music(213), 309, 311, 313, 315, 317

408, 410, 412, 414, 415, 417

400, 402, 404, 406

300, 303, 305, 307, 509, 511, 513, 515

T1, T2, T3 - blacktop

Once outside an exit, all individuals are to proceed to the following areas and remain there quietly for further instructions

Exit

A, B, C, D

E

F

G

H

Emergency Exit

A

C & D

B & E & F

E

F

G

H

Alternate Exit

H

B & E

C & D

F

G

F

A

Parking  
Lot  
between  
NGES &  
GCPS

Waiting Area

Main Parking Lot

Parking lot between NGES & GCPS

Sidewalk to GCPS

Sidewalk to Football Stadium Bleachers

Blacktop