



**Green
Elementary
Staff
Handbook
2020-2021**

FACULTY/STAFF ROSTER

| | | |
|--------------------------|---|--------------------|
| Principal | - | Chris Miller |
| Kindergarten | - | Jennifer Harris |
| | - | Ranae Kocsis |
| | - | Kelli Sterling |
| | - | Ellen Duffy |
| Grade 1 | - | Susie Brookover |
| | - | Beth Horst |
| | | Kyle Indermuhle |
| | | Kristina Beichler |
| Grade 2 | - | Sue Buchwalter |
| | | Neal Johnson |
| | | Suzanne Martin |
| | | Michelle Sundberg |
| Grade 3 | - | Jacquelyn Canonico |
| | - | Josie Shafer |
| | - | Amy Shollenberger |
| | | Lisa Yates |
| Grade 4 | - | Rachel Armbruster |
| | | Kathy Madigan |
| | | Jackie Moomaw |
| Grade 5 | - | Joel Besancon |
| | - | Nancy Dravenstott |
| | - | Deana McHale |
| | - | Kristin Wertz |
| MC Unit | - | Rachel Gonzalez |
| Intervention Specialists | - | Sarah Jo Bratcher |
| | | Cindy Madding |
| | - | Alison Sprunger |
| | - | Melissa Ordogh |
| Title | - | LeeAnn Caldwell |
| | | Gwen Riggerbach |
| | | Angela Zimmerman |
| Enrichment | - | Lori Ebert |
| Physical Education | - | Matt Shollenberger |
| Vocal Music | - | Megan Mowrer |
| Art | - | Kristi Wenger |
| Speech | - | Michelle Beard |
| Guidance Counselor | - | Priscilla Gresser |
| Secretary | - | Connie Carpenter |
| | - | Cindy Richard |
| Nurse | - | Melody Martell |
| Paraprpfessopma; | - | April Henes |
| | - | Michelle Starling |
| | - | Claudia Horner |
| | - | Susan Maibach |

ETHICS AND PROFESSIONALISM

The image of Green Local Schools is an important part of who we are as a community. We should do all we can to present a positive picture to those who interact with our school system.

Your positive, supportive approach to student, staff & administration sends a powerful message to our community.

We value your input and welcome your suggestions and ideas to make Green Local Schools a better learning environment for our students.

Honest feedback will always be encouraged. We value and appreciate your suggestions and ideas to make Green Local Schools a better learning environment for our students.

CODE OF CONDUCT FOR STAFF MEMBERS CHILDREN

Children of staff members will not be allowed in classrooms during instruction time. This will include before and/or after school. Please make arrangements for your children during this time. In addition, when students are no longer in the building any child of a staff member needs to remain in their classroom and have proper supervision.

STUDENT CODE OF CONDUCT

The Green Local Board of Education, superintendent, principals and teachers of Green Locals Elementary school, feel the following rules and regulations are necessary for the successful operation of our school. The following rules are of good citizenship, common courtesy and respect.

Failure to obey these expectations will lead to disciplinary action for the student which could include any of the following: verbal warning, communication with parents, detention, and suspension or expulsion of the student.

Procedures safeguarding student's due process rights and rules regarding suspension and expulsion are covered by board policy numbers 5710, 5610, 5610.1 and the Green Local District Non-Discrimination Policy.

The following rules apply to students coming to school, at school, at school activities or going home from school:

- 1. Be kind and respectful to everyone.**
- 2. Listen carefully**
- 3, Follow directions the first time**

Specific guidelines are listed in the student handbook and are reviewed with students periodically by the classroom teacher.

SAFETY RULES AND REGULATIONS FOR SCHOOL BUSES

To be read on the first day of school to all classes:

Following is a list of the rules and regulations recommended by the American Automobile Association. They are intended for the student's safety:

1. Be at the pickup point on time in the morning.
2. Stay in your seat until it is time to get off the bus and until the bus has come to a complete stop.
3. When you get off the bus, go in front of the bus to cross the road. **LOOK AT THE DRIVER BEFORE YOU CROSS.**
4. **DO NOT** throw any objects in the bus or out the window or on the floor.
5. **SIT** in your seat, hands to yourself.
6. Exit in an orderly manner.
7. **DO NOT** eat on the bus.
8. Speak in an inside voice.
9. Emergency Door is only to be opened in an emergency.
10. **DO NOT PUSH** anyone out of the seat.
11. Remain in your seat when the bus is in motion.
12. If windows are open, keep your arms inside the bus.
13. If you are entering the bus, stay away from the bus until it has come to a complete stop.
14. **IF THE STUDENTS DO NOT FOLLOW THESE RULES AND REGULATIONS, THEY MAY BE ASKED TO FIND THEIR OWN TRANSPORTATION TO AND FROM SCHOOL.**
15. **THE BUS DRIVER IS IN CHARGE OF THE BUS AND STUDENTS ARE TO FOLLOW DIRECTIONS!**

CODE OF CONDUCT FOR GREEN ELEMENTARY

To be read and discussed with students the first 8 days of school:

In the restroom:

- walking quietly into the restroom enter and exit restroom using voice level 1
- use the facilities
- wash and dry your hands
- respect others personal space
- put paper towels in the trash can

In the cafeteria:

- stay in your seat
- use an inside voice
- good table manners
- walk in the lunchroom at all times
- keep hands to yourself
- line up in a quiet, orderly manner when dismissed
- keep food on the tray
- Finish your lunch in the cafeteria

In the hallway:

- walk, facing forward
- keep hands to self
- quiet feet
- Voice level is 0
- body is lined up with the person in front of you
- listen in case there are directions

In the classroom:

- follow directions the first time they are given
- come prepared
- turn in neat work on time
- listen when the teacher is talking
- raise your hand when you want to speak
- keep the legs of your chair on the floor
- keep hands to yourself
- use respectful language

On the bus:

- stay in your seat and sitting properly
- keep hands to yourself and your belongings in your backpack
- use a voice level 2, no arguing, pushing or hitting
- listen to the bus driver, following bus and school rules
- being polite to others and respectful of school property
- having a happy, pleasant attitude and speaking kindly to others

GENERAL INSTRUCTIONS

1. Teacher's day is **8:05 a.m. to 3:3 p.m.** Most teachers' meetings will be held at **8:05 a.m.** and will be announced in advance.
2. Students' day will be **8:35 a.m. to 3:20 p.m.** **Please be in your room to meet your students as they arrive.** Have materials ready for the children and aides. Begin day promptly with meaningful work.
3. In the event a substitute is needed, please enter into FRONTLINE before **5:00 p.m.** and **5:00 a.m.**
4. Each teacher has a mailbox. Please pick up your own mail upon arrival and dismissal. It would be wise to make a habit of checking it after your lunch period. **Please do not send students to get your mail.** Do not leave confidential materials such as psychological reports or test data in your mailbox overnight. **Check and respond to e-mail daily.**
5. Parents are encouraged to call or email the school before school starts to report their child's absence for the day.
6. A sign-in book will be maintained in the office. When you leave the building during the hours of **8:10 a.m. and 3:40 p.m.**, please log in the book the time you depart. Sign back in **when you return.**
7. Visitors should be referred to the office to sign the sign-in book and be given a badge.
8. PLEASE DO NOT LEAVE MONEY IN THE BUILDING OVERNIGHT OR IN YOUR DESK DURING THE DAY. Caution the students about being careless with their money and possessions.
9. Accident forms are available in the office and should be completed by the supervising teacher or aide who witnesses an injury. All head injuries require a phone call to alert the parent. **Please also send home the district "precautionary" letter.**
10. CLINIC USE: Be sure the office staff is aware if you send a student to the clinic. **The office needs a blue first aid request form filled out for each child sent to the office/ clinic when they are ill or injured.**
11. If a child is ill - Do not permit a peer, brother/sister, aides or other school children to walk or drive children home. Refer the student to the office. The school nurse or office secretaries will call.

GREEN ELEMENTARY

GENERAL INSTRUCTIONS, cont.

12. Do not permit a student to leave school property without authorization from the parent, guardian, or principal.
13. STUDENT PRIVACY: Courts are holding educators responsible for the right of privacy of students and their families. There is no need to discuss students with persons who are not directly involved in the education of the individual child.
14. Do not make comments about students on Face Book. Be very careful to consider any consequences if you do post anything.
15. Up-to-date lesson plans are to be kept by all teachers.
16. Student work should be displayed in the hallways. This is a great way to recognize their efforts and make the building an inviting place for students, staff, parents and community members. Your efforts are very much appreciated.
17. Students are only to be moved at the end of a grading period and with the permission of the principal.

CHROME BOOKS

1. Assign Chrome Books to students by #. This will allow us to better track who uses which book.
2. Pull carts into a classroom, don't leave in ELA overnight.
3. Make sure all computers are plugged in each evening.

HALLWAYS

1. Walk students to and from SPECIALS/lunch/recess and walk them out at the end of the day.
2. Pick students up and deliver them on time.
3. Reinforce quiet hallways at all times.

CAFETERIA PROCEDURES

1. Escort your class to and from specials and the cafeteria at the scheduled time. **Please be on time.**
2. If you need to make a change (field trip, etc.) notify the cafeteria manager.
3. If there is a day when your class is not purchasing lunch, tell the cafeteria manager well in advance. (2 weeks)
4. Review proper cafeteria rules and behavior as needed.
5. Be sure to bring your class in from recess at the assigned time.



PLAYGROUND REGULATIONS

1. All playground supervisors and teachers must keep up-to-date on handling an injury.
 - A. All bleeding children **must** be sent or brought to the office.
 - B. All head injuries **must** be sent or brought to the office and seen by the school nurse.
 - C. Never pickup or force up a student who is unconscious or who does not want to get up.
 - D. If you suspect a serious injury, seek help. Radio or call the school nurse for assistance.
 - E. **Never assume** a bone is not broken or a cut is too small for stitches. Parent will decide...
 - F. **Always** fill out an accident report. Accident reports should be completed for all head injuries involving equipment or needing additional medical help.

PLAYGROUND RULES

1. Think safety first.
2. All playground rules must be followed at all times.
3. Students should line up immediately when the whistle blows.
4. Students will quietly leave and enter the building.
5. All recesses are outside, weather and temperature permitting.
6. All students should go outside for recess unless they have written notice from home requesting otherwise.
7. No toys from home are permitted outside.
8. Coats/sweatshirts must be worn when going outside until temp reaches 50 degrees and above.
9. Children are to keep hands to themselves at all times!

General Playground Rules

Students are to keep hands and feet to themselves at all times. The "hands off" policy is enforced at all times and includes pulling and tugging at clothing, play fighting, and wrestling.

All game rules must be followed at all times. If there is a disagreement use a strategy to solve it (think win-win), or seek the help of a staff member on duty.

When the whistle blows all students must immediately stop playing and walk to their line. If you continue to play after whistle blows, you lose 5 minutes of next recess.

No running on the sidewalks when coming out or going in from recess. If you run, you will sit for 5 minutes of your recess time.

Put all equipment (balls, jump ropes, etc.) back when finished using them.

Any student needing to complete homework or assignments from a teacher much complete this work inside under the supervision of a teacher.

All lunch boxes must be placed in grade level blue bins outside. If you remove your jacket at recess you must tie it around your waist. If you leave it lying around it will be taken to lost and found.

Tag is allowed in designated areas on the grass only. No tag on or around any other playground equipment.