

PREFACE

The staff at Greenlee Primary School believes that much of our success depends upon the development of a strong partnership between home and school. This partnership can be developed through successful, communication with our school community.

This handbook is an attempt to inform you about the operation of our school.

We invite you to be an active participant in your child's educational program. Your support is appreciated and will assist us in working with your youngsters. Only by working together can we provide a successful learning experience for your child.

PHILOSOPHY

We, the faculty of Greenlee Primary, recognize and accept our students as members of a varied society, with individual needs and abilities. We believe it is our responsibility to attempt to meet these needs and abilities by providing a variety of learning experiences and instructional programs which will further the educational, emotional, social, and physical potential of each student.

We believe that reaching these potentials depends upon a concerted effort by the school, its students, and our community. This effort must be a cooperative one in order to make available all possible resources and opportunities to our students.

We believe that the educational process extends far beyond the classroom. Therefore, we emphasize the importance of learning. This desire is a key element in the realization of self-worth and acceptance in today's world.

STUDENT HEALTH

The school office will notify you in case of your child's sickness or an accident here at school. Be sure you have notified us of a telephone number change during the year or at least some way of contacting someone during the day who will take responsibility for your child.

Please do not send sick children to school. If your child has a temperature, is vomiting, has diarrhea, etc., please keep him at home. It not only subjects others to his illness, but it is unfair to the child.

If your child has any physical limitations or problems, please notify the school in writing of them and what we should do in case of a problem here at school. In severe cases, we request that your medical doctor also write us concerning the situation. We are allowed by North Carolina State Law to give the student medicine sent by you for an illness with the completion of the AUTHORIZAITON FOR MEDICATIONS TO BE GIVEN DURING SCHOOL HOURS form.

DRUG FREE FACILITY

Greenlee Primary strives to maintain a drug free learning environment. The faculty and staff at Greenlee Primary will discourage at all times the use of illegal drugs, alcohol or tobacco. Pamphlets are available from the counselor's office containing information about substance abuse, counseling and rehabilitation services that are available. Greenlee Primary is a tobacco free facility.

GRADES

Report Cards will be issued at the end of each nine weeks grading period. If your child does not make satisfactory progress, please arrange for a conference with the teacher.

DAILY SCHEDULE

7: 00 a.m.	School doors open
7: 15 a.m.	Teachers on duty Breakfast served in cafeteria
7: 45 a.m.	Classes begin
7:50 a.m.	Tardy Bell – all students should be in classroom
10:45 a.m.	Staggered lunch period
2:00 p.m.	Buses load
3:00 p.m.	Teachers leave
3:30 p.m.	School office closes

FIELD TRIPS

Each class is permitted to take educational field trips and once again we ask your help by completing and returning the field trip permission forms that will be sent home to your shortly before the trip itself. Failure to return a signed field trip permission form will make it impossible for students to go on the planned trip.

CONFERENCES

A parent may have a conference with a classroom teacher by appointment almost any day. We wish to keep conferences from interfering with our time with the students. Contact your child's teacher for appointments. The times between 7:30 a.m. and 7:45 a.m. and 2:00 p.m. and 3:00 p.m. is the best time to request a conference. Teacher planning times are also available for conferences upon request or by appointment.

PARTIES – SNACKS

Greenlee Primary has four parties per year: Halloween, Christmas, Valentine and an End of the Year Picnic. Classroom birthday parties have been discontinued. Home baked snacks and treats cannot be brought into the school due to state health regulations. Daily snacks you may send with your child should include such nutritious items such as fruits, fruit juices or vegetables. Sweet items are not best for growing minds, teeth and bodies.

FIRST AID

We are allowed only to give first aid to the extent of cleaning and bandaging a wound. Parents or their designee are notified immediately in case of illness accident.

The taking of medication by students during school hours will be supervised by the staff upon written request from parents.

ACCIDENTS

When a child is injured at school, parents are notified if the injury warrants immediate medical attention. Please make sure that we have the correct person and phone number listed for use in emergency situations.

CAFETERIA

Breakfast will be served between 7:25 a.m. and 7:45 a.m. Students should be in the cafeteria before 7:40 a.m. if they plan to eat breakfast. The price for breakfast is \$1.00 for students.

Mitchell County has a standard menu which is in use in all elementary schools. A well-balanced hot lunch, including milk, is provided for \$1.75. Children are encouraged to eat well-balanced meals. If food is sent to school with children, please use good judgement in the type of food sent.

STUDENT INSURANCE

Student insurance is optional. Mitchell County Schools will not pay medical bills for accidents occurring at school. School insurance is offered to all students at the beginning of each school year.

(PRICES SUBJECT TO CHANGE EACH YEAR)

INCLEMENT WEATHER

It is important that parents plan carefully with their children the procedures to follow on bad weather days. Most of the confusion stems from the fact that children do not know what they are to do. If there is a chance of school closing due to snow, please listen to the local radio station to determine school schedules. Please do not call the school . Announcements will be made on all local stations and by the Mitchell County Calling System by 6:00 a.m. each morning if there is to be no school or a delayed schedule. When school is on the delayed schedules, please do not bring your children until that delayed time because it applies to both students and the staff.

LEAVING SCHOOL CAMPUS

For a student to leave school during the day, we request that you either write us a note telling us of your intentions in which case we will have your child waiting for you in the office, or come to the school to sign your child out. In either case, all children must check out through the office. These procedures prevent you from having to search for students that are sometimes on varied schedules, but also it protects the children from sometimes unwanted and /or illegal pickups.

Parents are encouraged to make appointments after school hours as often as possible. Some reasons for early dismissal for a child include: medical or dental appointments, death of family members, and/or emergency situations.

TRAFFIC

When delivering or picking up your children, please show others the same courtesy and consideration you would expect by:

1. Never leaving your car unattended in a moving traffic lane.
2. Not blocking these lanes for extended periods waiting for your child to appear.
3. Do not obstruct the path of a school bus.

ATTENDANCE

All students must bring a note from their parents explaining the reason for each day of school missed. If the homeroom teacher does not receive a note after three school days, all days missed will be coded as unexcused.

TARDIES

Tardies have been a major problem for some of our students in passed years. We at Greenlee Primary School will be working hard to reduce the number of tardies this school year. All students should be in their classroom by 7:45 a.m. each morning.

EXCELLENT ATTENDANCE

Students with no more than one absence per report period and 12 tardies and or early dismissals will be eligible for a reward trip to be announced.

(POLICY SUBJECT TO YEARLY REVISION BY
SCHOOL IMPROVEMENT TEAM)

VISITORS

All parents and visitors must report to the office upon arrival. PLEASE DO NOT GO TO THE CLASSROOM.

STUDENT BEHAVIOR

We believe that acceptable behavior of all students is necessary to provide optimum educational opportunity. Our goal is to develop a mutual respect between home and school with parents, students, and teachers.

We hope that all discipline measures used at Greenlee Primary will be used as a teaching tool to encourage better attitudes and behavior. Discipline measures must emerge with a positive attitude. With a close working relationship between school and home, major discipline problems are avoided. We try to teach children to respect other people and their property and to behave in such a way that they will not be an embarrassment to themselves or others around them.

DISCIPLINE

Greenlee Primary School will adhere to the following discipline guidelines. Inappropriate behavior such as consistent fighting, stealing, destroying or defacing school property, using vulgar or abusive language, or bus misconduct will be handled through the office. Our school will use the assertive discipline approach. This consists of each teacher developing a set of rules and consequences for their classroom that is consistent with broad, general rules set up for the entire school. The assertive discipline approach enables each student to know exactly what is expected of him or her at all times and makes all students more responsible for their own actions. Parents know more of what to expect because they have a list of rules, regulations, and rewards to refer to.

SCHOOL WIDE RULES

1. Keep hands, feet and object to self.
2. Take care of school and private property.
3. Use appropriate language.
4. Walk quietly in hallways.
5. Sit quietly in cafeteria and gym.
6. Obey school faculty at all times.

TRANSPORTATION

Bus routes have been changed to accommodate transportation at Greenlee, Deyton, and Harris Schools. Greenlee, Deyton and Harris students will ride the same bus during the morning and afternoon runs. Greenlee students will be dismissed at 2:00 p.m. for the afternoon bus runs. Deyton students will dismiss at 2:15 p.m. and Harris students at 2:30 p.m.

If a student is to ride the bus home with another student, a note should be sent to the teacher and the bus driver.

In compliance with federal law, including the provisions of Title IX of the Educational Amendments of 1972, Mitchell County Schools administers all state-operated educational programs, employment activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability, or gender, except where exemption is appropriate and allowed by law.

Inquiries or complaints should be directed to:

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