Myron B. Green Elementary

Parent Handbook

7030 Wandermere Drive
San Diego, CA 92119

phone (619) 510-4200
fax (619) 465-8814

Times/schedules are subject to change.

Visit us at:
https://www.sandiegounified.org/schools/green
Magnet Focus
Myron B. Green Academics and Athletics Magnet is a comprehensive elementary school that offers vigorous exercise to create a sound mind through a sound body. Academic instruction, physical education, a variety of fine arts experiences, and community-building activities create students focused on being intelligent, healthy, well rounded leaders of the future.

Communication and Staying Informed
Communication between the home and school is very important. While Green has gone paperless, everything you need to know is located on our website: https://www.sandiegounified.org/schools/green. Please make sure you sign up for PeachJar and your child’s classroom site through Class Dojo or Bloomz. There are links on our webpage under Quick Link for your convenience. All school flyers are located on PeachJar. You will receive an email notification when a new flyer has been posted. If you do not have access to a computer, please notify the office staff. Please update the front office with any changes to your email or phone number. In addition, our Principal’s Update is sent out weekly through email.

School Office Hours
School office hours are 7:30a.m. to 3:00 p.m. daily. When you call the school during after school hours, an answering system will receive and record your message. You may dial an extension and leave a message as needed.
All visitors and volunteers must sign in at the front office before entering our campus or proceeding to any other part of our campus. Green Elementary is a closed campus which means all gates are locked at 7:50 a.m. and remain closed until dismissal.

<table>
<thead>
<tr>
<th>DAILY SCHEDULE</th>
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<tbody>
<tr>
<td>7:30 Breakfast &amp; Running Club start</td>
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<td>7:40 Gates Open</td>
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<td>7:45 First Bell</td>
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<tr>
<td>7:50 Instruction Begins</td>
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<tr>
<td>2:10 Dismissal Gr. UTK-5</td>
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Wednesday (Modified Day)

| 12:10 Dismissal |

Times/Schedules are subject to change. Visit us at: https://www.sandiegounified.org/schools/green

Attendance
If your child is going to be absent from school, please call the school office at 619 510-4200 before school begins. The law requires us to document the reason for every student’s absence. Calls will be made to the homes of those students whose parents/guardians have not called regarding their child’s absence. In accordance with the Education Code (48200, 48260(a), 48260.5), a series of official district attendance letters are mailed to parents and reported to the state in cases of excessive unexcused absences. It is critical for your child to regularly attend school to participate in a rigorous instructional program and receive the support she/he needs to be successful.
Arrival
The supervision of children who attend Green Elementary begins at 7:40 am, and all doors and gates will remain locked until that time. Please do not drop off your child before this time as there is no supervision provided. Your cooperation will help us maintain the safest possible environment for our students.
  ● There will be three gates open for arrival:
    ○ Kindergarten playground (all UTK/Kindergarten students should arrive at this gate)
    ○ Front Office Gate (open to all 1st-5th grade students)
    ○ Parking Lot Gate (open to all 1st-5th grade students)
  ● Only students will be allowed to enter through the gates onto campus in the mornings, any adult needing to be on campus will need to sign in at the front office.
  ● Students are expected to follow Green’s positive behavior plan at all times while on campus, which means no running in the courtyard.

**All Friday’s students will gather in the courtyard for a morning assembly, families are invited to join us on campus for Friday Courtyard if they would like to!

Dismissal
It is important that all students be promptly picked up at dismissal. Students are released from the following gates at 2:10 p.m. with the exception of Wednesdays and other minimum days when students are released at 12:10 p.m.
  ● UTK/Kindergarten (released from the kindergarten playground gate)
  ● 1st grade (released from the gate by the front office)
  ● 2nd-5th (released from the gate by the staff parking lot)

**If you have an older child that you need to meet you at the kinder or 1st grade gate just let the classroom teacher know!

If your child is not picked up within 10 minutes of dismissal time, your child must come to the office so that we may contact a guardian. It is the parent/guardian responsibility to pick up their children each day. If parents are not able to pick up their children on time, they must contact the office prior to dismissal. We understand that an emergency situation may occur, however, if late pick up becomes a pattern or if a guardian is not able to be contacted, school police will be called; it is a parent’s responsibility to keep current information with the office. Please make sure you have updated all of your contact information with the office and note all minimum days in your calendar. Children are not to remain on the playground or any area of the school grounds unless they are enrolled in an approved after-school program. After-school programs are independent of Green Elementary and it is the responsibility of the parent/guardian to communicate directly with the after-school program provider for any concerns or questions related to your child. All playground and school rules apply to any person who remains on school grounds.

After School
Students:
  ● go directly home.
  ● use the route planned by your parents.
  ● cross streets at the corner only and use the crosswalk.
  ● need to be picked up at 2:10 pm. If a student is not picked up by 2:20, he/she must come to the office.

Tardiness
The school day begins promptly at 7:50 a.m. It is important that students arrive on time to ensure a smooth transition to the instructional day. Please assist us in meeting your child’s educational needs by making sure your child is at school before 7:50 a.m. After 7:50 a.m., students will receive a tardy in their attendance record. In accordance with the Education Code, a series of official district tardy letters are mailed to parents and reported to the state if the number of tardies becomes excessive. Please note that each day we have morning
announcements to welcome students and set the tone and expectations for the day. On Friday’s, students gather in the outside courtyard for a morning assembly and families are invited to join us on campus on Fridays!

**Sign-Out Procedure**
If you are picking your child up during the school day, please stop by the office to fill out a “permission to leave school grounds” form. If your child is going home early because of illness, you also need to sign him/her out in the office. The school nurse or clerical staff will then release your child.

**After School Clubs and Programs**
After school child care and activity clubs operate separately from Green Elementary. Green selects programs that support and enrich students’ educational experiences. Program providers have followed the necessary protocol of San Diego Unified School District to offer services for our students. You will receive flyers and/or emails with information on how to sign up from Peachjar.

A complete list of these providers will be available on our website as they are set up. Questions and communication about those programs need to be directed to the individual provider. This includes schedules, medical concerns, and pick-up/drop off arrangements.

**After School Child Care**

**Klassic Kids** childcare program is available to parents by application if after-school care is needed. After-school paid childcare services are available on site for students at all grade levels through the Klassic Kids program. All school rules apply while students participate in a childcare program. For more information about rates, call Klassic Kids at (858) 442-2460. Applications and information are also found on our website: sandi.net/green under “Activities”.

**Prime Time**
After-school child care is also provided through the Prime-Time program. Families must meet certain eligibility requirements in order to participate in this program. All school rules also apply during PrimeTime Program. Applications are available online. For more information please call (858) 265-7250 or connect through our school website under “Activities”. Any questions about this program should be directed to PrimeTime staff.

**Field Trips**
Field trips are designed to provide an educational learning opportunity for students. All teachers select field trips that support and enrich the instructional program which include learning objectives. To maintain the educational integrity as well as the safety of all of our students, the following requirements must be met:

1. All driver’s, volunteers, and chaperones must have completed the required paperwork and have approval one week prior to the trip.
2. Teachers will determine the number of volunteers needed prior to the trip, and only that number will be allowed to attend. Driving and/or escorting your child separately is not a part of the field trip experience and will not be permitted. Parents will need to sign their student out as absent if they plan on being separated from the class during the course of the field trip.
3. All volunteers must follow the parameters and routes of the field trip set forth by the teacher. It is not permissible to make any additional stops or detours when traveling to, from, or during a field trip. Cell phone use by drivers is never permitted.
4. Students may be excluded from participation from a field trip if the teacher determines that the student’s behavior is a safety concern to self or others. Notice will be given to the parent if a child is unable to participate due to safety concerns.
5. All students are expected to follow Green’s behavior plan while on campus and on field trips. Students who display conduct that is not consistent with this plan may be excluded from future field trips. As always, our concern is for the safety and security of students, parents, and staff.
Riding a School Bus for a Field Trip
We expect all students riding the bus to demonstrate safe behaviors at all times.

- Remain seated facing forward when the bus is in motion.
- Do not eat or drink on the bus.
- Do not lower or raise the windows.
- Do not put arms outside the windows.
- Speak softly; use quiet voices and appropriate language.
- Do not throw anything out the window.
- Do not bring electronics
- Follow the bus rules and the driver’s instructions the first time.
- Be respectful to students and adults.

Parking and Traffic Safety
Please assist us with ensuring that all students are safe arriving and departing from campus by following these rules:

- Keep safety as the top priority.
- Give yourself enough time to avoid anxiety and frustration in school zones and lots
- Drive safely by following speed limits and avoiding the use of phones and/or electrical devices
- Be respectful and follow the valet student’s and teacher’s requests for traffic flow and safety.
- To ensure consistent traffic flow; have your child’s backpack and other supplies ready for departure before pulling up to the curb.
- Follow the drop-off and pick-up procedures; use the one designated lane for drop off and pick up
- Limited parking is available on Wandermere.
- Please don’t park in the staff parking area or leave your vehicle in the loading zones.
- Handicapped parking is for authorized vehicles only.
- Avoid making U-turns in front of the school or nearby intersections.
- Avoid parking in spaces marked for school personnel and auction winners.
- Parking in the Green parking lot is reserved for staff and district personnel only.

Thank you for your cooperation in helping us to provide your child with a safe entry and departure to and from school.

Bicycle/Skateboard Policy
Students in 4th or 5th grade may ride their bikes to school. Bikes must be equipped with locks and riders must wear helmets. Students may not ride on campus. Bikes must be walked to the bike racks on school grounds. Motorized scooters, skateboards, scooters, rollerblades, and all other wheels are not allowed on campus. SDUSD is not responsible and assumes no liability for theft, damage or loss of use to any bicycle or equipment. All such risk is assumed by the student/parent.

Closed Campus/Visitor Policy
To ensure the safety of our students and staff, campus visitors and volunteers must report directly and sign in at the office. Visitors and volunteers must wear a visitor’s name badge on site at all times. A visitor or volunteer must make a prearranged appointment with the classroom teacher in order to observe in the classroom. If you wish to visit another part of the campus, including the courtyard, library, cafeteria, playground, lunch court, or auditorium, you must be given permission from the principal or designee. Visitors are welcome to join family lunches or student performances, but they must sign in at the office. The teacher, principal, or designee has the right to deny visits or require that visitors are accompanied by another staff member. To ensure the safety and well-being of all students and staff, visitors are expected to follow the Green’s behavior expectation plan while on campus. If a visitor is determined by the principal or designee to be a
distraction or disruption to the classroom or school environment, he or she may be asked to leave and may be asked to stay away from school grounds for a period of time.

Green Volunteer Program
Green students and staff love and appreciate our dedicated community and parent volunteers. The purpose of Green’s Volunteer program is to support academic achievement goals, assist teachers in reinforcing instruction, and enrich the quality of instruction to enhance interpersonal experiences for students. In addition to adhering to Green’s Visitor/Volunteer Policy, Volunteers must complete the appropriate fingerprint screening, have a completed application on file, have a TB clearance, a positive attitude, interest in and enthusiasm for working with children, ability to work cooperatively with school personnel and ability and willingness to participate regularly. Applications and security clearance forms are available in the front office and must be completed every year.

Visitors/Classroom Observations
If you would like to conduct a classroom observation, a request must be submitted to the office or classroom teacher at least 24 hours in advance. All visitations must be approved prior to the visit and teachers and the principal has the right to deny any visits that they determine disruptive or not supportive of their program and environment. All visitors are expected to follow Green's behavioral expectations plan while visiting campus and in classrooms. Yelling, threatening, and use of profanity is a disruption to the peaceful environment of our school and any person using this type of tone or language will be asked to leave campus grounds.

Video/Audio Taping and Photography
Videotaping, audio taping, and photography is prohibited on campus except during public school events such as award ceremonies and student performances. Administration has the right to prohibit videotaping, audio taping, or photography at any time.

Parent Interactions While on Campus
To ensure safety of all of our students, it is the Green Staff’s responsibility to handle disciplinary matters and safe school protocol as follows:

- Parents are not permitted to talk, reprimand, or interact with students who are not their own children while on campus. If a parent has a concern about another child’s behavior, they must bring that concern to a Green staff member.
- During the school day and when on campus, students must follow the directions of the school staff and designated volunteers. Parents/Guardians should refrain from interfering with the directions of school personnel. Please bring concerns to the principal.
- Parents interacting with their own children must follow Green school discipline policy. It is our goal to maintain a peaceful school environment where students, parents and staff feel safe and respected. The principal or designee has the authority to restrict access to the campus to any adult who negatively impacts the learning environment.
- To ensure that students learn to be responsible and gain more independence, parents should limit their visits to no more than one per month.
- The possession or consumption of alcoholic beverages while on our school campus is strictly forbidden and is a misdemeanor offense. This misdemeanor offense is applicable to all adults including volunteers and visitors during all times.
- All staff, students and visitors to campus are expected to interact positively and respectively at all times.
**PEACE PLEDGE**  
(Recited by students and staff daily)

I am a Peace Builder.  
I pledge to praise people,  
To give up put-downs,  
To seek wise people,  
To notice and speak-up  
About hurts I have caused,  
And to right wrongs.  
I will build peace at home, at school and in my community, each day.

**Parent Responsibility**  
We encourage you to support your child’s educational experiences by reinforcing the behaviors that lead to being productive, responsible and respectful citizens. Regular communication is provided through the classroom teacher and Green’s website. I encourage you to contact your child’s teacher when you have questions or concerns about their educational experience. Additionally, I encourage you to contact an administrator or designee when you have questions, concerns or suggestions. The education of our children is the joint responsibility of parents and the school community. By working collaboratively, we can ensure that our students will participate in a robust educational program that supports each learner by recognizing their positive contributions and unique learning styles.

**Student Responsibility**  
Students who attend school regularly have a greater opportunity to be successful. To optimize student learning outcomes, it is important for students to follow the Gecko Code of Conduct and practice the habits that lead to success.

**School Personnel Responsibility**  
Establish and maintain the standards that are needed to achieve a positive and productive learning environment. Staff will review and reinforce student behavioral expectations and will routinely communicate with parents.

**Facts for Parents**  
Green Elementary adheres to and requires all of our students, parents, and staff to follow all policies and procedures as outlined in the San Diego Unified District’s Facts for Parents. A copy of the Facts for Parents is sent home at the start of the year and is available in our front office. Please be sure to read all information included in the Facts for Parents.

**Classroom Concerns**  
All classroom concerns must be discussed with the classroom teacher before seeking assistance from the principal. Contact the teacher directly to schedule an appointment to discuss any classroom concerns. This ensures that you and the teacher have set a time to hear about concerns, answer questions, and help problem solve any situation. A conference does not include “drop-in” chat or quick discussion during drop off or pick up as the teacher has other classroom responsibilities to prepare for instruction or respond to students before they leave the classroom. Teachers need to be adequately prepared and devote their full attention to appropriately respond to your concerns and/or questions.
School Rules

Students should:

- arrive between 7:40-7:50 a.m. There is no supervision before 7:40 a.m.
- be in the gates by the second bell.
- walk in the courtyard at all times.
- avoid walking in planters.
- hang all backpacks neatly on hooks.
- adhere to the Student Dress Code.
- respect and follow the directions of all adult staff and school personnel.
- follow the rules of each room/classroom.
- avoid bringing knives, weapons, scissors, or sharp objects to school.
- leave toys, games, trading cards and electrical devices at home. If these items are brought to school, they will be confiscated and parents will need to retrieve them from the front office.
- avoid bringing any live animals onto the school campus. Check with your teacher prior to bringing any animal to school.

Recess

- Keep jackets on or tie them around your waist. All clothing/hats must be labeled with student’s name.
- Immediately give back balls that come into your area. Do not kick the balls while on blacktop.
- If there is a question about a play, take the play over or play “rock-paper-scissors” to settle the issue.
- Let an adult know if the ball goes over a fence. Do not leave the playground.
- No name-calling, fighting, play fighting, kick fighting or bad language.
- No chasing.
- Use the restroom and get a drink of water before the bell rings.
- Do not throw physical education equipment or other objects in an inappropriate manner.
- Keep off the embankments.
- All games are played by Green School rules.

Consequences:

Hurting of another student or staff member, defiance, or property damage will be reported to the principal and consequences will be determined and may include suspension or expulsion. In these cases, a parent will be contacted and informed about the incident. Other infractions will follow progressive discipline including:

(1) Time/Out Problem Solving (2) Parent notification, (3) community service, (4) Referral to principal, (5) In-school suspension, (6) Formal suspension, (7) Expulsion

In determining the appropriate consequence and following progressive discipline factors are considered. Intention—Was the action deliberate or accidental? Severity of Outcome—What was the damage inflicted on the victim? Number of Occurrences—How often has this behavior been seen and addressed?

Recess Behavior and Recess Contract

Students are expected to follow our school rules at all times. Students who are not following school rules or who are causing a disruption during recess play, may be subject to disciplinary actions to change the behavior. Staff, Noon Duty, are our recess leads, and they will monitor and support our games each day. Students must follow the directions and the decisions made by the recess leads. Infractions will be recorded and may result in loss of privileges to participate in those games.
Games that involve a level of competition may mean that it is difficult for some of our students to maintain a positive attitude. All students participating in competitive games must complete a recess contract that includes a student and parent signature. All rules for participation are outlined on the contract and must be followed. If students do not adhere to the contract, students will progressively be removed from those games to ensure the peaceful environment for all students. Alternate choices will be provided for the student in those cases.

**BULLYING, HARASSMENT, AND INTIMIDATION PROHIBITION POLICY**

In its commitment to provide all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, The Board of Education will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school busses, any event related to school business), or outside of school hours with the intention to be carried out during any of the above. Please refer to this district link: https://www.sandiegounified.org/parents-and-guardians-bullying-and-intimidation-facts

**KNOW WHAT YOU NEED TO REPORT!**

**Rude**= Inadvertently saying or doing something that hurts someone else.

**Mean**= Purposefully saying or doing something to hurt someone.

**Bullying**= Intentionally aggressive behavior, repeated over time, that involves an imbalance of power

**Healthy Recess Snacks**

We encourage staff and students to enjoy a healthy snack at recess time. Please help your child choose wisely from foods such as fruit, vegetables, string cheese, whole grains, or lean proteins. Top Ramen, Hot Cheetos, or sugary sweets are not considered healthy snacks. **Sodas and Candy are not allowed for snack or lunch.**

**Making Healthy Choices**

We celebrate making healthy choices. Some of those choices involve birthday celebrations, holiday parties, or the everyday snack or lunch. At Green, we provide a unique opportunity to help make healthy eating fun and exciting for children by encouraging parents to be thoughtful with food choices. Parents can take advantage of classroom celebrations to serve food that tastes good, is nutritious, and provides students with an opportunity for nutritional educational experiences. Green can promote a positive learning environment by providing healthy celebrations that shift the focus from the food to the child. SDUSD provides a list of healthy snacks that consider students with food allergies, caloric value, and sugar content. Please help us embrace and promote our mission of developing healthy and physically fit students.

**School-wide Dress Code**

You determine what your child wears to school (within the limits of good taste and safety). Parents will be contacted and asked to bring a change of clothing if students come to school wearing garments that don’t align with our dress code.

Keep in mind the following:

- Short, tight shorts, half-shirts, halter tops or see-through items are not allowed.
- Make-up is **NOT** to be worn by students (with the exception of chapstick or lip balm.)
- Clothing and hats with slogans that endorse gangs, tobacco, drugs, alcohol and profanity (sucks, etc.) are not allowed.
For safety reasons, students may not wear dangling jewelry.
Sport shoes (sneakers, tennis shoes, etc.) must be worn at all times. For safety reasons, please do not wear sandals, jelly shoes, Crocs, or hiking boots. No platforms, slides or roller shoes are not permitted.
Sagging pants or pants with writing across the buttocks are not allowed, undergarments should not be seen.

Cell Phones
These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

Classroom Assignments and Reorganization
Tentative teacher assignments for all grades are sent via email on the Friday before classes resume for the year. All placements remain firm for the first three weeks of school. During the first weeks of school, the enrollment stabilizes, and it is sometimes necessary to reorganize classrooms. Please explain to your child that his/her class assignment may change. In cases where it is necessary to reorganize classrooms to achieve balance and work within our staffing formula, every effort is made to reorganize as early as possible to cause the least amount of disruption to the children. Parents of students involved in any changes will be notified. We ask that parents be supportive throughout any reorganization and keep in mind that it is not done arbitrarily, but out of necessity. Teachers and principals carefully place students into their next year’s class. A great deal of thought and professionalism is put into this process. We appreciate your support and understanding during this process.

Classroom Rules
Teachers will review school rules and post in classrooms to ensure that students understand the expectations and consequences of their behavior. Class policies will be communicated in writing to parents and reviewed at Back to School Night. Staff will consistently model and encourage positive choices throughout the school day. Student recognition assemblies and courtyard assemblies will highlight student’s athletic and personal accomplishments.

Teachers have the right to suspend a student from class for the remainder of the day for an infraction and for the following day. Prior to this action the teacher will have demonstrated that a progressive discipline plan with the student has not been effective, or that the infraction was serious enough in nature to require immediate removal. Parent and principal (or principal’s designee) notification is required when a student is removed from the classroom under these circumstances and referral paperwork is documented. Teachers will assign class work to be completed by the student in the office should this situation occur.

Digital Citizenship
More and more technology is used in our schools. While this technology brings powerful resources to every student, it also requires our students to take responsibility and make good choices when in use. Students not following the district’s and classroom’s policy for use, will lose the privilege of using the technology.

Media and the School
From time to time for various events, we are covered by the media (newspaper, TV, etc.) at school. Please return the Media/Videotaping Release Form included in the “Facts for Parents” packet.
Classroom Communication
The Green Staff desires to collaborate with you to address concerns or questions that you may have about your child’s education experience. At the same time, we want to ensure that communication respects privacy and time constraints. To that end, please consider the following guidelines to ensure that we have a productive collaboration.

- Avoid trying to communicate concerns as children are arriving, dismissing, or during instructional time. The 10 minutes prior to and after the school day are the most impacted times for teachers and students. It’s extremely difficult to devote time to addressing your concerns privately and thoroughly during this transition.
- Make an appointment whenever possible. This will allow a dedicated time for your conversation.
- Use email when possible. Most teachers will respond to email within 24 hours
- Do not call or stop by the classroom to speak with the teacher during the instructional day. Calls will not be put through to the classroom during this time.

Homework
Please provide a quiet time and place for your child to work on assignments. As a parent, it’s beneficial to review your child’s work and make sure it gets put in the homework folder and backpack for the next day. Homework often relates to work done in class the following day so students unprepared are unable to participate to the full extent in class. Homework completion is reflected in your child’s academic performance.

Learning Contracts
It is our goal at Green to help each student meet or exceed grade level standards. Students who are below grade level as identified by classroom assessments will be supported with a learning contract. This contract outlines support and responsibilities of the school, parents and child to assist the student in meeting standards. Students on learning contracts will be provided additional literacy and math support as available. Parents will be notified if their child is at risk of not meeting grade level standards within the first ten weeks of school for grades 1-5 and within the first twenty weeks of school for kindergarten students.

Independent Study Contract
Independent Study Contracts will not be granted during testing time. It is the law to have students at school on a daily basis. We strongly encourage you to plan your family vacations and out of town events during scheduled school breaks. Students need to be in school every day. When emergencies arise and your child will be out of school for five or more days, we ask that you request an independent study contract. Arrangements for independent study need to be made through the school office with principal’s approval at least two weeks in advance. If contracts are not completed the absence will be recorded as unexcused on the student’s record. Independent study contract forms can be obtained in the school office.

Report Card Grades
At Green, we set high expectations for all students and we base report card grades on the academic standards at each grade level. Report cards will continue to be given tri-annually at the end of each semester.

Parent Conferences
There are three student progress report periods each school year. The first ends in November, the second in February and the third in June. While parents are welcome to discuss the progress of their children at any time during the school year, the school district requires that we designate four specific dates around the first and second reporting periods to meet with parents to talk about student progress.
Teachers plan to meet with all parents in the first round of conferences in November, and will continue to meet with students on Learning Contracts at the end of the other reporting periods.

Students will be released from school according to the modified day schedule (Wednesday schedule) in order to allow time for parent conferences. We expect all parents to attend conferences with teachers throughout the year to ensure the success of students.

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<th>PARENT CONFERENCE DATES</th>
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<td>Monday to Friday, November 14th-18th</td>
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<tr>
<td>Wednesday to Friday, March 27th-29th</td>
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<td><em>Dismissal will be at 12:10 pm.</em></td>
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**Dress for physical education**
Students will be engaged in vigorous physical activity during their physical education class. Therefore, it is important that they wear clothes that allow them free movement. For purposes of modesty, we suggest that young ladies wear shorts underneath skirts and dresses. Students will run every day, weather permitting, so the shoes they wear are very important. Because we are an Athletics Magnet, students must wear sturdy **sports shoes** (sneakers, tennis shoes, etc.) during physical education classes and recess as a safety precaution. No platforms, slides or roller shoes are permitted, the toes must be covered at all times.

**Running Club**
Running Club is every morning starting at 7:30am.

**PTO**
Our PTO involves parents on many committees that make a difference in the education of our students. Commitment to education through fund raising and volunteering are hallmarks of this group. The outstanding GREEN PTO offers a fun way to get involved in school events, meeting parents, students and staff members. You can follow them on social media or visit their website for more information.

GreenPTO.org
facebook.com/greengeckoPTO
Instagram: @greenelemenary

**Shared Decision Making**
Green School invites parents, community and staff members to our monthly School Site Council (SSC), Site Governance Team (SGT), and English Learners Advisory Committee (ELAC) meetings. These groups discuss and advise on decisions regarding instructional programs, categorical funding, curriculum, staffing and student services.
**English Language Instruction and English Language Advisory Committee (ELAC)**
Students who have been identified as English Language Learners are placed in classrooms with teachers who have been specially trained to teach them. All classes are conducted in English; however, specialized instruction is woven throughout the daily curriculum to foster English language development.
We would love for parents of our second language students to be a part of ELAC. Parents, teachers, and the principal meet monthly to discuss specific concerns and events related to EL learners.

**Gifted and Talented Education (GATE)**
Testing for gifted ability is conducted in the second and fifth grades at Green School. All teachers, grades K-5, have been trained on strategies and approaches to ensure that all children receive GATE instruction. At Green, we follow the diversity cluster model where GATE students are clustered in in classes that reflect the diversity of the school population. The district provides opportunities for retesting at grade 5 and for students newly enrolled from out of district.

**Student Study Team (SST)**
The Student Study Team (SST) is comprised of parents, classroom teachers, resource specialist, school psychologist, nurse, speech and language therapist, counselor and principal. When a student is performing below grade level academic expectations or demonstrating difficulty with social or emotional development, the SST convenes a meeting with the parent to discuss concerns. At this meeting, the team will analyze data to identify potential supports and interventions that will optimize learning outcomes for this student. The team will monitor the student’s progress to determine if the student may require more interventions and support. The team may recommend that a special evaluation be completed to determine if the student has a learning disability. If a learning disability is identified, then an (IEP) Individualized Education Plan is developed with the parent, teacher, and auxiliary staff to align with the needs of the student. Parents or staff may request to have an SST meeting to address concerns about a student at any time.

**Health Services**
Green Elementary has a full-time health technician five days a week and a Registered Nurse one day a week. Students who become ill during the day will be offered the opportunity to rest in the health office until parents can arrive to take them home. If your child needs to take medication during school hours for an acute illness, mandatory paperwork signed by their doctor must accompany the medication brought to school. Forms are available in the school office.

**Medication Policy**
The “Physician’s Recommendation for Medication Form” must be renewed yearly for any student who needs medication administered at school on a routine or as-needed basis. This form is completed by your physician and requires a parent/guardian signature. Medication cannot be dispensed without this authorization on file. The medication and the form need to be brought to the office by the parent/guardian. Short-term medication forms may be completed by a parent if the student requires a prescribed medication for 10 days or less (i.e., antibiotics). Medications cannot be dispensed by the classroom teacher.

**Physicals/Vaccinations**
All children are required to have a complete physical upon entering 1st grade. A health exam form is provided when you register for your doctor to complete. Up-to-date immunizations are also required and certification must be submitted to the office. Please refer to the district policy for requirements on vaccinations for your child.
Meals at School
All meals will be free of charge to ALL students at Green Elementary School.

Labeling Supplies/Lost and Found
Please label all clothing items, book bags, and supplies with your child’s name. If an item has been misplaced, please encourage your child to check the lost and found bin located outside the MPR. All lost and found items will be donated periodically throughout the school year.

Library Book Policy
All students are encouraged to check books out of our fabulous school library. The library is filled with interesting books that represent a range of topics and authors. We encourage all students to take care of these books by following these suggestions:

1. Keep books clean. Do not bend or tear the pages. Protect from food, water, animals, and young siblings.
2. If you borrow a library book, return it to school the following week. Books may be renewed.

It is the child’s responsibility to take care of the books that he/she borrows from the library. If your child damages, destroys or loses a library book, you will be asked to pay for it. Replacement books are purchased by the school librarian to ensure that a library-bound edition is received for the library. Library books are costlier than books that can be purchased in stores because of the quality of the binding required for books that will be circulated for many years.

Fire and Disaster Drills
Emergency preparedness drills for fire, earthquake and lockdown are conducted monthly to practice safe and efficient procedures school wide. If circumstances require, students will be kept on campus until picked up by parents or their designees, as indicated on the enrollment card. Once an Emergency Drill has begun, students will not be permitted to leave campus until the drill is complete. Parents and all visitors are required to follow the drill procedures when on campus during a drill. In the case of an actual emergency, please do not attempt to contact the school office. School lines are limited and must be kept open. District and/or site personnel will make every effort to keep you updated with school messenger via calls, text, and emails. Please make sure your contact information is always current.

Green Elementary Discipline Plan
All students have the right to learn / All teachers have the right to teach. Green’s discipline plan is based on the belief that all students are deserving of a quality education and have the right to maximize their learning potential. Motivated students who accept responsibility for their learning and their personal growth and development contribute to a school culture that is based on respect and success. We encourage and promote healthy lifestyles that are a direct result of positive choices made by students. While the goal is for students to make informed decisions and healthy choices, there does exist the possibility of making a mistake along the way. Since we know this to be true, we have created a discipline plan that rewards positive choices that produce successful results and impose consequences that hold students accountable for less than positive choices that interfere with academic and personal success.

Rewards for positive choices: The most obvious reward is intrinsic. Hard work pays off!! Students who demonstrate a sense of commitment, determination, and perseverance will experience academic and personal success. Students’ who demonstrate being a Peacebuilder at school can earn Gecko Gotcha coupons and once a month there is a drawing to acknowledge 5 students.
Consequences for poor choices

Making a poor choice lends itself to a learning opportunity. Therefore, consequences may be imposed to assist students in developing a sense of responsibility to themselves as well as to the community. The goal of every student is to become knowledgeable and skilled as thinkers, readers, writers, speakers, mathematicians, scientists, historians and athletes. When behavioral choices negatively impact teaching and learning then appropriate consequences may be given. Levels of misbehavior and their consequences have been identified as follows:

**Level One - Minor Disruption to the Teaching and Learning Process**

All students are expected to follow classroom rules. Disruptions at this level include:

* Conduct that disrupts the teaching and learning process
* Failure to respect courtyard procedures
* Creating distractions (such as throwing paper, falling out of chair)
* Other minor disruptions

* Talking out loud * Noisy in class * Off task behavior

Consequences for Level One disruptions will be determined by classroom teachers and may include classroom time out, phone calls home, parent conference and/or loss of classroom privileges.

**Level Two - Major Disruption to the Teaching and Learning Process**

- Conduct that stops the teaching and learning process
- Choices that jeopardize the safety of any student or staff member (hitting, kicking, throwing sharp or heavy objects, etc.).
- Inappropriate behavior or disturbances in restroom
- Lack of positive problem solving resulting in confrontation (verbal and/or physical)
- Other minor disruptions
- Teasing/harassing others
- Verbal abuse of others
- Defiance and repeated disruption
- Intimidating or threatening others (verbal and/or physical)

Consequences for Level Two disruptions could result in one or more of the following: loss of privileges, phone call home and/or referral (which goes in the student’s record) or in-school suspension. Students with problems that persist are referred to school personnel such as the nurse, counselor, resource specialist, teacher, or principal. If necessary, students will be referred to on-site counseling support groups. If appropriate, students will be referred to the site Student Study Team where a support plan will be developed.

**Level Three - Disruption that may result in**

- Repeated teasing/harassment
- Attack on school personnel
- Attempting to cause or causing physical injury
- Vandalism
- Possession of weapons
- Theft
- Leaving school grounds without permission
- Racial slurs, Hate Violence, Obscenities
- Sexual harassment
- Initiating, participating or retaliation in physical violence

Consequences for Level Three disruption may be a formal suspension.
Suspension - A suspension is a disciplinary action taken by school officials, which temporarily prohibits a student from attending regular classes and other school events. The length of the suspension will normally vary from one to five days depending on the offense. Students are subject to suspension from school for severe misconduct, sexual harassment, and possession of alcohol, drugs or other controlled substances.

Expulsion Expulsion is a disciplinary action taken by the school board, which prohibits a student from attending classes and any school activities for the remainder of the school year, or up to 12 months, at the discretion of the Superintendent. Possession of weapons, sexual harassment, possession of or sale of alcohol, intoxicants/controlled substances, committing robbery or extortion may result in expulsion proceedings.

At Green Elementary School, we are committed to cultivating a safe, positive, and supportive culture that is based on mutual respect and a belief that all students will achieve their greatest potential. We look forward to partnering with our parents and community in this endeavor.