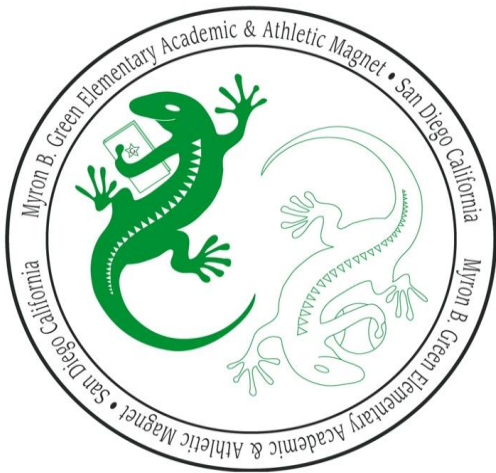


Myron B. Green Elementary

2019-2020

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>

Important Dates

8/26	First Day of School
8/29	Back to School Night 5:30-7:00pm
9/2	Holiday: Labor Day
9/20	Picture Day
9/27	Spirit Day: Aloha Day
10/4	Make Up Picture Day
10/25	Family Read/Spirit Day: Smart Choices
10/31	Minimum Day
10/31	Harvest Parade@ 7:45am
11/11	Holiday: Veteran's Day
11/15	Spirit Day: College Gear
11/19-22	Parent/Teacher Conferences
11-25-29	Thanksgiving Break
12/21	Minimum Day/Spirit Day: Pajama Day
12/23-1/3	Winter Break
1/20	Holiday: M. Luther King Jr. Day
1/31	Spirit Day: Football Day
2/14	Holiday: Lincoln Observed
2/17	Holiday: Washington Observed
2/28	Spirit Day: Roaring 20's
3/25-27	Parent/Teacher Conferences
3/30-4/3	Spring Break
4/10	Spirit Day: Grade level color
4/17	Spring Pictures
5/22	Non-Instructional Day
5/25	Holiday: Memorial Day
6/9	Minimum Day/Last Day of School

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 a 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. **Always update the front office with any changes to your email or phone number.** In addition, our Principal's Update is sent out weekly through phone and email, and our daily morning assemblies will keep you informed.

School Office Hours

School office hours are 7:15am to 3:00pm daily. An answering system receive will record your message if you call the school outside of these hours. 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 school. Green Elementary is a closed campus all gates are locked at 7:30am and remain closed until dismissal.

DAILY SCHEDULE	
7:15	Courtyard Supervision
7:28	First Bell
7:30	Instruction Begins
2:10	Dismissal Gr. K-5
Wednesday (Modified Day)	
11:40	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 unexcused absences.

Arrival

The supervision of the children who attend Green Elementary begins at 7:15 a.m, and all doors and gates will remain locked until that time. It is unsafe to leave children unattended, so please do NOT have your child arrive at school prior to this time. Your cooperation will help us maintain the safest possible environment for your child. Children who arrive between 7:15am and 7:30am, should participate in the morning running program, eat breakfast, or be **seated** in the courtyard. Chasing, running, and playing are not allowed in the courtyard; progressive discipline will be followed for students who are not following school rules. Breakfast is served between 7:15-7:25am. If there are dietary restrictions, please provide the Health Office with a doctor's note. Cafeteria will NOT serve breakfast after 7:25am. All students should make their way to courtyard at the 7:28am bell to be in their class line and participate in morning assembly promptly starting at 7:30am.

Dismissal

It is important that all students be promptly picked up at **dismissal**. Students are released from their classrooms at 2:10pm each day except on Wednesday and all other minimum days when students are released at 11:40am. Parents of Kindergartners and 1st graders should meet their child at the classroom door unless the student attends a designated after-school activity or child-care program.

If your child is not picked up within 15 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 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 for any concerns or questions related to your child's time and activity in that program. All playground and school rules apply to any person who remains on school grounds.

After School

- Students must go directly home.
- Use the route planned by your parents.
- Cross streets at the corner only and use crosswalks.
- Students must be picked up at 2:10pm. If a student is not picked up by 2:15, he/she must come to the office.
- Use of playground equipment before and after school is prohibited
- Excessively late or chronically late pickups will result in School Police and Child Services supports being contacted.

Tardiness

The school day begins promptly at **7:30 a.m.** Being tardy is very disruptive to your child's morning routine as well as those of his/her classmates and negatively impacts his/her school experience. Please assist us in meeting your child's educational needs by making sure your child is at school before 7:30 a.m. **After 7:30 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 a morning courtyard assembly that begins our school day. This morning assembly is part of your child's instructional day where civics and performing arts are covered each day. Any students arriving late to courtyard will be marked as tardy. Remaining at the cafeteria to finish a breakfast does not constitute an excused tardy.

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 Elementary selects programs that support and enrich our students, and those programs have followed the necessary protocol of San Diego Unified School District to offer services for our students.

Please look at our website for a full list of programs offered. Questions and communication to 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

I-C-E-S 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 ICES (International Center for Education & Sports). All school rules apply during Childcare Program. For more information about rates, call ICES at (619) 727-9363. Applications and information are also found on our website: sandi.net/green under "Activities".

Prime Time

After-school child care is also available through our Prime Time program. Families must meet certain eligibility requirements in order to participate in the program. All school rules also apply during PrimeTime Program. Applications are available online. For more information please call (858) 627-7562 or connect through our school website under "Activities". Any questions about this program should be directed to I-C-E-S.

Field Trips

Field trips are designed to provide an educational learning opportunity for the students. All teachers select field trips with the learning objectives in mind, and they design the parameters of the field trip accordingly. 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 1 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 fieldtrip.
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. Green school conduct expectations extend to field trips. Students who display conduct that is not consistent with Green School rules or behavior that presents a safety concern, may be excluded from future field trips and progressive discipline will follow.

Riding a School Bus for a Fieldtrip

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.

Protocol for Bus Behavior for a Fieldtrip

1. The driver has the right to assign seats on the bus.
2. If the student does not comply with posted/expected bus rules, a referral describing the incident occurs.
3. Parents will be contacted every time a driver identifies a student with inappropriate behavior.
4. School will arrange a conference to solve problems that arise.

BUS Disciplinary Action

If a student's behavior is unacceptable, or the above rules are broken, the driver will write a referral and give it to the bus liaison. The following action will be taken:

- 1st Referral – A parent contact is made. Warning or possible bus riding suspension.
- 2nd Referral – Parent contact made. Warning or possible bus riding suspension.
- 3rd Referral – Two day bus suspension.
- 4th Referral – Three to five day bus riding suspension.
- 5th Offense – Balance of school year bus suspension.

Threatened or actual bodily harm – Immediate student suspension.

Parking and Traffic Safety

Please assist us with establishing good safety and traffic patterns in and around our school by following these rules:

- Keep safety as the top priority.
- Give yourself enough time to avoid anxiety and frustration in school zones and lots; kids are the priority
- Never speed or drive distracted while on a cell phone or other device
- Be respectful and follow the valet student's and teacher's requests for traffic flow and safety
- Have your child's backpack and belongings ready to go before pulling up to the curb and do hugs & kisses at home.
- Parking in front of the school on Wandermere is designated by street signs and curb colors
- Follow the drop-off and pick-up procedures; use the one designated lane for drop off and pick up
- No parking or leaving your vehicle in the staff lot or loading zones
- Handicapped parking is for authorized vehicles only
- Do not make U-turns in front of the school or nearby intersections.
- Do not park in spaces marked for school personnel and auction winners.
- Parents and Visitors may not park in the Green Parking Lot. You may be ticketed for violations.

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.

Closed Campus/Visitor Policy

To ensure the safety of our students and staff, campus visitors and volunteers must directly report 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 be allowed 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. 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 will be asked to leave immediately and may be mandated to stay away from school grounds for a period of time.

Green Volunteer Program

Green loves our community and parent volunteers. The purpose of Green's Volunteer program is to support our academic achievement goals, assist teachers in providing basic instruction, enrich the quality of instruction to enhance interpersonal experiences for students, and to assist school staff with support services. In addition to adhering to Green's Visitor/Volunteer Policy, Volunteers must complete the appropriate 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 turned in 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 Principal have the right to deny any visits that they determine disruptive or not supportive of their program and environment. 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 required 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. Video or photos that are taken on campus during these events may not be shared on social media without expressed legal consent of any and all persons shown in the video/photos. 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 principal rather than interfering.
- Parents interacting with their own children must still follow Green school discipline policy. Screaming or otherwise disrupting a peaceful school environment is never permitted on campus. The principal or designee has the authority to restrict access to the campus to any adults who cause a disruption to a positive school environment.
- Students need to be independent. Excessive visits (more than 1 per month) will usually not be allowed.
- 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.
- Speak and interact with the staff and school community calmly and with mutual respect.

PEACE PLEDGE

(Recited at courtyard 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

Teach your child(ren) the behaviors appropriate to achieving good citizenship and good work habits in school. Stay informed with your child's teacher and school—keep contacts up to date, read emails, and weekly updates. Seek out information if you don't have it. Know district and school rules. Cooperate and support the school in maintaining proper standards for students and the appropriate consequences. Speak and interact with the staff and school community calmly and with mutual respect. Have your child arrive to school on time and prepared to learn each day.

Student Responsibility

Attend school. Adhere to all school and classroom rules. Know the Gecko Code of Conduct and practice the habits of success. Show respect and considerations for others at all times. Come prepared to learn. Follow directions the first time.

School Personnel Responsibility

Establish and maintain the standards that are needed to achieve a positive learning environment. Teach and review the rules with students. 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.

Multi-Purpose Room and Library

- When classes meet in the Multi-purpose room or Library, students will enter respectfully and quietly. Remove any hat. No running unless it is a physical education activity. Use the physical education equipment only under the direction of a teacher.

GECKOS CODE OF CONDUCT and 7 Habits for Success

1. Be Proactive; You are in charge of you!

Take initiative. Do the right thing without being asked; even when no one is looking. Choose your actions, attitudes and moods. Don't blame others.

2. Be Respectful/ Begin with the End in Mind

Take pride in your family, school and community. Look for ways to be a good citizen. Be polite and considerate to everyone. Always ask permission. Accept everyone's differences. Respect yourself and others; be an important part of your classroom and contribute to your school community. Strive to look and act your best. Make a positive difference.

3. Be Responsible/ Put First Things First

Think out choices so you make smart decisions. Do what is expected of you. Put first things first; finish homework and chores on time. Spend your time on things that are most important. Admit when you do something wrong and make a plan.

4. Be Optimistic/ Think Win Win

Look for the best in others. Encourage and praise others. Share enthusiasm. When conflicts arise, look for third alternatives. Balance what you want with considerations for what others want. Expect good things to happen.

5. Seek First to Understand and then to be Understood

Listen to other people's ideas and feelings. Be confident in voicing ideas. Look into people's eyes when talking. Listen to others without interrupting. Try to see things from other viewpoints. Stay curious about new learning and people. Look for the best in others.

6. Be Cooperative/ Synergize

Be a team player. Do your best to get along with others. Seek out other people's ideas to solve problems. Be humble. Value other people's strengths and learn from them. Find friendly ways to work or play together.

7. Keep Balance in Life/Sharpen the Saw

Take care of your body with the right exercise, food, and rest. Find meaningful ways to help others. Spend time with family and friends. Look around the world to learn; not just school. Build peace in your family and community.

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. It is important to make a scheduled appointment to discuss 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. These types of conversations should be avoided when there is a concern since they usually lead to rushed remarks and misunderstandings.

School Rules

- Students should arrive **AFTER** 7:15 a.m. There is no supervision before 7:15 am.
- The school day begins at 7:30 a.m. promptly. Punctuality is an important responsibility for all children to develop. Tardiness will be reflected in citizenship grade on progress report.
- Be with your class by the second bell.
- Take care of personal business in the office **before** the bell rings.
- Walk in the courtyard at all times.
- Stay out of the planters and trees.
- Hang all backpacks neatly on hooks.
- Obey the Student Dress Code.
- Students are expected to respect and follow the directions of all adult staff and school personnel.
- Students are expected to follow the rules of each room/classroom.
- Absolutely **NO** guns, knives, scissors or sharp objects of any kind should be brought to school.
- **NO** toys, games, trading cards or playthings are to be brought to school. If brought to school, they will be confiscated by the staff and will not be returned.
- Fourth and fifth grade students may ride bicycles to and from school only (San Diego Police Department ordinance). Bicycles should be licensed (licenses may be obtained by local Fire Department) and locked in the bike rack. The State of California requires that a person under the age of eighteen wear a safety helmet while riding a bicycle. The San Diego

- Unified School District 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.
- All electronic equipment (I Pod's, MP3's, games, etc.) is to be left at home. If brought to school and found by school personnel, item(s) will be confiscated. The school does not take responsibility for loss or theft of these items.
- Please **DO NOT bring dogs onto school campus** when picking up or dropping off our child. This includes our sidewalks and grass areas.
- Students may not bring animals to school. Check with the teacher prior to bringing any animal to school.

Recess

- Walk the entire way out to the playground. Running is only allowed on the grass.
- 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.
- Sit against the fence by the bike rack if you have a written medical excuse.
- When the bell rings **everyone must freeze**. After the whistle, walk to your class meeting place and get in line
- 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) detention, (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 to the peaceful environment of the recess games will be subject to progressive discipline. Staff, Noon Duty, and Peace Patrol 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 once (or maybe twice).

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. Every attempt should be made to provide healthy foods and beverages at school for any event. Please help us embrace 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 questionable garments.

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 permitted.
- Sagging pants or pants with writing across the buttocks are not allowed, undergarments should not be seen.
- Undershirts and spaghetti strap tank tops must be worn in layers for both boys and girls. Shirt straps should be at least one inch wide at the shoulder, and backless shirts are not allowed.

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 posted in the office on the Friday before classes resume for the year. All placements remain firm for the first 2 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. Please respect that process.

Classroom Rules

Teachers will review school rules and post in classrooms, alerting students to the 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 wants to work with your family to address any concerns or questions that you may have. At the same time, we want to ensure that communicate respects privacy and time constraints. Please use the following guidelines to ensure the best lines of communication are there with your child's teacher.

- Avoid trying to communicate concerns as children are arriving, dismissing, or during instructional time. The 10 minutes prior and after the school day are the most impacted times, and is extremely difficult to address your concerns during this time. We need to ensure our priority is the student during these times, so please make an appointment.
- 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 for communication during the instructional day. Calls will not be put through the classroom during this time.

Homework

Please provide a quiet time and place for your child to work on assignments. As a parent, you need to take time 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.

Reading Minutes

Every child at Green is expected to read at home a minimum 20-30 minutes a day. We ask that students read books from different authors and genres including fiction, non-fiction, poetry, mysteries, biographies, etc. Children in kindergarten and 1st grade, who are learning to read, may have an adult read to them. We expect all students at Green to complete their nightly reading. We expect parents to monitor home reading, sign the student's reading log and help their children make sure logs are turned in on time every month.

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 put on 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 5 days or more, 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 **2 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.

Gecko Pride: Grades 1st-5th

Students will be awarded for their unique contributions to the school in both academic, social and leadership settings.

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 declare 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.

PARENT CONFERENCE DATES

Tuesday to Friday, Nov. 19-22

Wednesday to Friday, March 25-27

Dismissal will be at 11:40 am.

Dress for physical education

Students will be engaged in vigorous physical activity during their athletics class. Therefore, it is important that they wear clothes that allow them free movement. For modesty purposes 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

Each day at 7:15 a.m. (before school), and during morning recess (1st grade – 5th grade), the physical education department, with the support of parents, supervises a running club. Students and parents can log the miles, which are scanned each day. Each week special recognition is awarded to runners, with a special end of the year celebration for the highest number of miles logged. The Running Club ends approximately two weeks prior to the last day of school.

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.

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 our parents of our second language students to be a part of our ELAC. Parents, teachers, and Principal meet monthly to discuss specific concerns and events related to our 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 techniques so all children in all classes receive GATE instruction. At Green we follow the Diversity cluster model where GATE students are clustered in classes with remaining openings in classes reflecting the diversity of the school population. The District provides opportunity for retest at grade 5 and for students newly enrolled from out of district.

Instructional Study Team

The Instructional Study Team (IST) is comprised of parents, classroom teachers, resource specialist, school psychologist, nurse, speech and language therapist, district counselor and principal. When a student is having difficulty achieving academically, physically, or socially the team convenes a meeting with the parent to discuss concerns. At times the team may recommend that a special evaluation be completed to rule out or identify possible learning disabilities. If a learning disability is identified then an (IEP) Individualized Education Plan is developed with the parent to meet the needs of the student. Parents or staff may request to have a IST meeting to address concerns.

Health Services

Green Elementary does not have a full-time nurse five days 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 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

If you want your child to eat the school breakfast and/or lunch regularly, we recommend paying one month's worth in advance, as loose change gets lost or misplaced. If you choose to pay with a check, please make it payable to "Green Cafe". Also payment by credit card is accepted by calling (858) 627-7330 between 7:30 am & 3:00 pm or pay on line using PayPAMS through Food Services website <https://www.sandiegounified.org/food-nutrition-services> When sending money for lunch to school, please put it in a sealed envelope with the student's name, room number, and teacher name on the envelope. If you have more than one child and wish to write one check for all, indicate on the envelope how you wish the money divided among the individual student's accounts.

Personal Identification Numbers (PIN)

All students enrolling at Green School are issued a personal identification number (PIN) to access the computer system used by the cafeteria. These numbers remain the same from year-to-year. New students will have a PIN assigned prior to the first day of school. Classroom teachers will assist students in memorizing their numbers.

Free/Reduced Meals at School

An application for re-certification or new certification for free or reduced price meals is included in the packet of information sent home the first day of school. A new application must be filled out each school year. Certification for children who received free or reduced price meals last year will be extended until mid October.

LUNCH \$2.50 (milk included) **BREAKFAST** \$1 .25 (milk included) **DRINK** Milk \$.50

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

It is the intent to allow all students the opportunity to check books out of our wonderful school library. We have many new books, in addition to those in the original collection that are slightly worn. If each student learns to take care of books, they will last longer and look good. Therefore, we invite your cooperation in the care of library books.

1. Keep books clean. Do not bend or tear the pages. Protect from food, water, animals, and babies
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 more costly 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. A school wide Gecko Award assembly is held each semester to acknowledge students. Also, in an effort to motivate students, individual classroom incentives are given by the teacher. There is also the opportunity to receive a "Gecko Gotcha" coupon inside and outside of the classroom

Consequences for poor choices

Making a poor choice lends itself to a learning opportunity. Therefore, consequences will 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 the teaching and learning process - appropriate consequences will 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 will include classroom time out, moving of behavior clip (if applicable), phone calls home, parent conference and/or loss of classroom/recess privileges.

Level Two -Major Disruption to the Teaching and Learning Process (May result in formal in-school suspension)

- Conduct that stops the teaching and learning process
- Choices that jeopardize the safety of any student or staff member (such as running in buildings or courtyard, 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

Consequences for Level Two disruptions could result in one or more of the following: loss of all 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, 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 Resulting in Formal (Out of school) Suspension

- Repeated teasing/harassment
- Defiance and repeated disruption
- Attack on school personnel
- Attempting to cause or causing physical injury
- Vandalism
- Possession of weapons
- Intimidating or threatening others (verbal and/or physical)
- 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. Some of the level three infractions may result in recommendation for expulsion.

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.



Code of Conduct

I have read, discussed and understand the contents of the Parent Handbook. I have reviewed the school expectations with my child/parent.

Student Signature/Name

Grade

Room #

Parent Signature

Date

Please return this portion to the school office