

GREENTREE PREP CHARTER K-8

PARENT/STUDENT HANDBOOK



“TEACHING BEYOND THE
STANDARDS...”

GREENTREE PREPARATORY



**6301 SW 160 AVE
SOUTHWEST RANCHES, DAVIE FL 33331**

2021 - 2022

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SCHOOL HOURS

Morning Care.....	7:30a.m.- 8:15a.m.
Teachers.....	8:00a.m.- 3:30p.m.
K-5 th Grade Students.....	8:30a.m.- 2:30p.m.
6 th - 8 th Grade Students.....	8:30a.m.- 3:00p.m.
Aftercare.....	3:00p.m.- 6:00p.m.

SCHEDULE

Students Arrive	8:00 a.m. -8:30a.m.
School Begins (after this time, students are considered tardy)	8:30a.m.
Lunch	11:00 a.m -1:00p.m.
Student Dismissal	2:30 p.m. -3:00p.m.
Extracurricular Clubs	3:00 p.m.- 4:00p.m.

STUDENT CODE OF CONDUCT

GREENTREE PREP Student Code of Conduct

- | | | |
|-----------------|--------------------|-----------------------|
| 1. Be Attentive | 7. Be Orderly | 13. Take Initiative |
| 2. Be Obedient | 8. Be Forgiving | 14. Have Self-Control |
| 3. Be Truthful | 9. Be Sincere | 15. Be Punctual |
| 4. Be Grateful | 10. Be Virtuous | 16. Be Resourceful |
| 5. Be Generous | 11. Be Responsible | 17. Have Discretion |
| 6. Be Creative | 12. Be Tolerant | 18. Be Patient |

If a Student Does Not Follow Our Student Code:

Consequences

- | | |
|-----------------------------------|---|
| 1st consequence | Verbal warning - If negative behavior proceeds, refer child to guidance. |
| 2nd consequence | Time out / loss of privilege. |
| 3rd consequence | Parent will be contacted, and a referral / letter sent home - a referral / letter is sent home to make the parent aware that negative behavior has escalated past loss of privilege. |
| 4th consequence | Child is sent to the Administration and the parent is called to schedule a conference regarding positive solutions to negative behavior. |
| 5th consequence | In School Suspension (ISS) - disciplinary hearing with GREENTREE Board Representatives / referral sent home and filed with the School Board of Broward County. |
| 6th consequence | Out of school suspension / disciplinary hearing with GREENTREE Board Representative / referral sent home and filed with the Broward County School Board. |
| SEVERE CLAUSE | Fighting, Profanity, Disrespect or Disruptive behavior <u>may</u> result in <u>immediate</u> suspension from school (OSS). Parent will be contacted and may be called to pick up the student. |

Policy 5.8 Student **CODE OF CONDUCT-BROWARD SCHOOLS**

ANTI BULLYING POLICY

Bullying Policy Statement

Greentree will not tolerate any acts of bullying. Bullying is a written, verbal, emotional or physical act consistently used to intimidate others. This behavior can take place on school property, at any school-sponsored function, over the phone, the internet or on a school bus and it is usually intended to target groups based on their race, gender, national origin, or religion.

At our School, we are committed to creating a safe and nurturing environment where students can learn and achieve high academic standards. We expect all students to conduct themselves within the boundaries of what constitutes socially acceptable behavior, as well as respect others, their properties, and their rights.

Consequences

If a student commits an act of bullying the following criteria will be considered in determining the appropriate course of action:

- The level of harm
- The nature of the behavior(s)
- Previous incidences or continuing patterns of behavior
- The relationships between the parties involved
- The context in which the alleged incidents occurred

Remedial actions for students who commit any act of bullying will be as follows:

- 1st offense- student may lose all school privileges such as attending field trips or participating in school activities and may receive a referral (indoor suspension), parents will be notified.
- 2nd offense- student will receive a referral (outdoor suspension) and a conference with take place with administration and parent.

Violation of this policy could result in the issuance of a referral and/or other administrative action

STANDARD OPERATING PROCEDURES

MORNING CARE PROGRAM

The Before Care Program will be located in a designated area of the campus. Parents are to use the designated gate drop off area to enter this program and sign in their child. Please complete the Before Care Registration Form in the office if your child will be participating on a MONTHLY basis. See fee payment schedule for more information.

DROP OFF PROCEDURES

Please do not drop your child off before 8:00 am and leave them unattended. For the safety of your child, unattended children will be placed in our before care program and you will be charged. Students arriving after 8:30 a.m. will be marked tardy by the teacher. Students who arrive after 8:30 a.m. must be brought to the office and signed in late **by the parent.** Please do not drop off your child in the front parking lot and allow them to enter the building unattended--**they must be escorted in by a staff member or parent. If the child is attending before care, a parent MUST walk the child in. This will be mandatory for safety reasons, since car line staff will not be present.**

PICK UP PROCEDURES

There is no dismissal between 2:00-2:30pm. Dismissal is at 2:30 p.m. for all students.

If your child is not picked up by 3:00 pm, you will be charged a rate of \$10 for any portion of the first ten minutes you are late, and a dollar per minute thereafter.

A late fee of \$25 plus an additional \$1.00 per minute will be charged for students picked up after 6:00 p.m. Children not picked up by 6:30 p.m. must be reported to the Police in accordance with state law.

Children must be signed out in person by the parent or designee (as stated on the enrollment form) each afternoon. The person signing the child out must be 18 years or older. The staff is responsible for verifying the authorized name/s prior to releasing the child. Until School personnel gets to know the parents, they will be asked for identification. It is the parent's responsibility to notify the school care personnel if someone other than the parent/s or the person/s listed on the emergency release form will be picking up their child as soon as possible via email or written notice. If any person who is designated to pick up your child changes, legal guardian must change this information on the enrollment form. The school will be notified with a legal document if a custody change is in effect before dismissing the child. The child will be dismissed to the parent/guardian based on that legal document presented to the school.

AFTERCARE

Aftercare will be available for students who are not picked up by 3:00 pm. The aftercare fee payment schedule has more information.

ATTENDANCE POLICY

When your child will be absent from school, please call the school office and leave a message to report the absence and reason for absence. If you do not call in to report the absence within 48 hours, your child will receive an “**unexcused absence**”. You must call in each day your child is out. You will receive a letter once your child receives 5 unexcused absences. Please NOTE: Five tardies will equal one unexcused absence. A child will be considered tardy if he comes to school after 8:30 a.m. Research has shown that there is a strong correlation between attendance and achievement in school. Therefore, our attendance policy will be strictly enforced in accordance with Broward County Truancy Regulations. Please do your best to get your child to school on time every day. The student must bring a note from home or doctor after each absence.

EXTRACURRICULAR CLUBS PROGRAM

Extracurricular activities take place from 3:00-4:00pm, unless otherwise specified. Clubs will be named according to the specific club offered and will be organized by parent volunteers or other instructors. Rates may differ according to the program and will consist of 4 weeks of participation. Students must be picked up by 4:10pm the latest. A child who attends a club and remains after 4:10, will be placed into the aftercare program and parents will be charged the daily rate for aftercare.

EARLY DISMISSAL

If you need to pick up your child during school hours, you must do so through the main office. You will be required to sign an Early Dismissal Log at which time we will call your child to come to the office. We encourage parents to schedule doctor appointments after school hours in order to minimize disruption to the classroom. **You may not sign your child out after 2:00 p.m.**

COMMITTEES

Greentree Prep encourages parents to participate in the different committees that are available to them. In order to participate, parents have to apply to be on the committee and then attend the meetings. There are two committees on which parents may sit:

- * **School Improvement Team (SIT) / School Advisory Council (SAC)** - This committee meets once a month. This group of parents are responsible for assisting the Principal in making various decisions regarding different aspects of the school's functioning.

ASSESSMENT

Your child is assessed in a variety of ways as he/she progresses through Greentree Prep. One form of assessment is standardized tests. We test twice a year. The first time is in the fall to get a baseline score. Then we test in the spring so that we can assess your child's growth and progress. All students in our school are tested. In addition to these tests to measure growth, GTP will also administer all county and state standardized tests.

Another form of assessment is reading inventories. We give each child in our school a reading inventory to see what level he/she is reading at. This helps us assign them to the correct level of reading group as well as to tailor the curriculum to meet their needs.

STUDENT AWARDS

Additionally, at the end of each semester Greentree Prep will hold an Honor Roll Assembly. Principal Honor Roll is awarded to students with straight A's. Honor Roll is awarded to students with no more than 2 B's per quarter. At the end of the year, we hold our Greentree Prep Award Ceremony, at which time each student receives a personalized award from his/her teacher. There may also be special awards given out such as art and music awards.

RETENTION

At the end of the school year, the decision may be made for a child to be retained for the following year. This decision is made by the Principal, Superintendent, Teacher and any other relevant parties. The parents are always informed of the decision in the form of a formal conference. Please refer to Greentree Prep's Pupil Progression Plan.

SCHOOL PICTURES AND YEARBOOKS

School pictures are taken at least twice a year. Information is sent home for you to fill out and return if you wish to order the pictures. In the spring, we also take class pictures, which can also be ordered. We will print yearbooks and sell them in the spring and we need volunteers to put this task together. Information will be sent home regarding yearbook sales. Please send pictures of your child's class and activities throughout the year to the Assistant Principal. Pictures must have your child's name and grade level printed in the back. All pictures will be returned to your child.

LOST AND FOUND

In order to avoid problems before they occur, we ask that you label everything that belongs to your child. We also request that you do not send valuable items (e.g. jewelry, family heirlooms) to school with your child. Please write a note to your child's teacher first and then to the front office if your child is missing something

SCHOOL LUNCHES

Children may bring their lunch from home or purchase a school lunch monthly. Students may not be removed from the campus for lunch. We encourage healthy eating habits, so please limit the sugar intake in your child's lunch. Cans of soda, carbonated drinks, and glass bottles will not be permissible in school. Hot catered school lunches will be provided and can be purchased monthly. No outside purchased lunch (i.e. McDonalds, Chic-fil-A, etc.) will be permissible at school, unless they are included in your child's lunchbox upon arrival to the school. We do not allow students to share lunch with each other to avoid safety concerns such as allergies. No special lunch deliveries will be available. Every Friday, Pizza will be available for a nominal fee. **There will be no refunds for purchased pizza, all orders are made in advance.**

If a student forgets his/her lunch, we will notify the parent and we will provide a cheese sandwich or hot lunch if available. The student will be charged \$5 for lunch on this day. The student will not be allowed another charge until the previous charge has been paid. Students in this situation will be provided with a lunch for a fee of \$5.00. **No child will be denied a lunch.**

See the front office to obtain information of monthly rate for hot school lunch program.

Lunch money is collected at the beginning of each month and will cover four weeks of hot lunch by an approved and certified cate

FEES

Any fees accrued **must** be paid in the main office. Checks, cash, and credit cards are accepted. When writing a check, please indicate what the fee is for in the memo portion of the check and include your child's name in all checks. All monthly payments (before/aftercare, clubs, lunch, etc.) **MUST** be paid by the deadline. Late payments of \$10 will be assessed. Please see the fee payment schedule for more information.

SCHOOL SUPPLIES

School supplies will be purchased for your child for a fee. However, we encourage that you purchase the essential items such as copy paper, lined paper, crayons, pencils and erasers to have readily available at home for homework assignments. If you would like to donate any extra items to your child's class, please advise your child's teacher. **If you opt to purchase supplies on your own, please see the office for a list of required supplies.**

School Agendas will be distributed to the students the first day of school.

TEACHER CONFERENCES

All parents are encouraged to meet with their child's teacher 3 times during the school year (Fall, Winter, and Spring). We encourage you to have conferences more often, as effective communication is one of the cornerstones of education.

COMMUNITY AGENCIES

We have formed partnerships with the following community agencies:

- * **Treasure Chat** provides Speech/Language Therapy for our students. Contact the campus office for more information. Bilingual Speech therapy is also available.
- * **Women in Distress** provides various types of counseling services for those families whom we refer. They also work with us on parenting workshops. If you are in need of their services and do not want to go through GTP office, they can be contacted directly at 761-1133.
- * **Family Central** provides families with assistance with after care fees. Each family is evaluated on a case-by-case basis. You may contact them directly for further information at 954-724-7573

COMMUNICATION

The student agenda and Class Dojo will be your main tool for communicating daily with your child's teacher. **Please remember to check your child's backpack daily for letters and bulletins announcing upcoming events that will be attached to the student agenda.** Teachers will also be communicating via emails. Please check your emails daily.

You can contact the Main Office during the hours of 7:30 a.m. - 3:30 p.m. Our Voicemail system can be reached at any time throughout the day or night. Through this system, you can call your child in absent,

contact the after-care program, leave a message for anyone on our staff including your child's teacher. Please feel free to use this number whenever you feel it is necessary as teachers and other staff members check their messages regularly.

Another great communication tool is the Monthly Newsletter sent out regularly with upcoming events and announcements.

ALL SCHOOL COMMUNICATION WILL BE SENT VIA EMAIL FROM INFO@GREENTREEPREP.COM OR PLACED IN OUR MONTHLY NEWSLETTER. Reminders and updates will be posted on the Remind app, social media accounts, Class Dojo and our website. *To avoid confusion, please do not rely on information given by others.*

IMMUNIZATIONS/PHYSICALS

Please make sure that all of your child's immunizations are kept up to date. Children entering Kindergarten - 2nd grade must have their Hepatitis B immunization upon entering school. Keep in mind that even if your child is not in kindergarten this year, he/she must have his/her Hepatitis B immunization by seventh grade. If a child does not have immunizations, exemptions must be provided to enter the school.

Physicals are due every two years.

HOMEWORK POLICY

This is a general outline (by grade) of the time and days suggested for homework. In addition to this, unfinished class work will also be sent home for completion.

Kindergarten: There will be daily homework assignments to reinforce the day's lessons. We recommend that parents assist their child by reviewing classroom activities and reading to him/her each night.

First Grade: Students will be given vocabulary words and spelling words to practice. Math will be assigned nightly. Students should be reading nightly for a minimum of fifteen minutes. Social Studies or Science activities may also be assigned. Homework should take about 15-20 minutes nightly, not including reading.

Second Grade: Students will be given vocabulary words and spelling words to practice. Math will be assigned nightly. Students should be reading nightly for a minimum of fifteen minutes. Social Studies or Science activities may also be assigned. Homework should take about 20-30 minutes nightly, not including reading.

Third, Fourth and Fifth Grades: Students should have 30-45 minutes of homework daily. Math will be assigned nightly. Students may receive spelling, writing prompt and vocabulary homework. Students should be reading nightly for a minimum of 30 minutes.

Sixth, Seventh and Eighth Grade: Should will be provided with 45-60 minutes of homework daily. Math will be assigned nightly. Students may receive spelling, writing, vocabulary, and reading comprehension homework. Students should read nightly for a minimum of 30-45 minutes.

RESPECT FOR PERSONS AND PROPERTY

RIGHTS:

Students have the right to be treated with respect and honesty.

Students have the right to privacy

Students have the right to a safe and orderly school.

RESPONSIBILITIES:

Students have the responsibility to demonstrate the character education traits.

Students have the responsibility to treat others with respect and honesty.

Students have the responsibility to respect the rights of others.

Students have the responsibility to treat school property and the property of others with respect and to act in a way that does not interfere with the rights of others and is not harmful to the health and safety of others.

Unacceptable Behavior Leading to Disciplinary Action / Suspension / Expulsion

Leaving class or school without permission

Not attending school (truancy)

Being tardy excessively

Skipping class

Out of assigned area

Disturbing the class by being disrespectful

Refusing to obey a staff member

Failing to follow classroom rules

STUDENT ACCIDENTS

Any student injured at school will be sent to the office. The parents will be contacted by the teacher or staff member in charge. All student accidents will be reported to the Principal and a STUDENT ACCIDENT REPORT completed.

MAKE-UP WORK

The student and the teacher shall work together to make up any missed assignments, tests, homework, etc., whether for excused or unexcused absences, up to the specified absence limit.

Immediately upon returning to school from an absence, the student shall be given the number of days missed plus one additional day to submit the make-up work for full credit.

FIELD TRIPS

GTP Board believes that field trips, both in and out of the county, can be an integral part of the learning process in many areas of education. For purposes of this policy, a field trip shall be defined as an approved trip away from a school site.

WITHDRAWALS

A Withdrawal Slip is necessary when a child leaves school during the school year. It will be signed by the classroom teacher and the Principal. The teacher will put the reading and math levels on the withdrawal form. Be sure that all school property has been turned in by the child before he or she leaves the school.

REPORT CARDS

Teachers will schedule conferences with parents and students each quarter around the time of interim reports to discuss student progress. Report cards will go home at the end of every quarter. The chief purposes of these reports are:

- * to help parents understand the child's progress in relation to the school's objectives;
- * to help parents share in planning for future progress; and
- * to help the child grow through an evaluation of his habits, attitudes, and achievements.

BIRTHDAY CELEBRATIONS

Birthday celebrations must be approved by the Principal and will only be allowed **within the last half hour of the school day** at 2:00pm only on Friday. No soda may be served in school at any time. Only juice boxes, water and milk are acceptable drinks. As per Federal regulations, **no homemade food may be served.**

Birthday parties are welcome but must adhere to the above guidelines. Each class may have a celebration at the following times of the year: before winter break, and the End of the Year. Other celebrations may be approved on a case-by-case basis. Teachers will send home a list of approved items for each child to donate. This helps prevent food overages and waste. Non-approved items will be sent home with the child.

ILL CHILDREN

Sick children belong at home so they can recuperate and not spread their illness to others! Children who become ill or injured will be escorted to the office. A pass will be filled out properly each time a child is sent to the office. The student will bring two copies back to class; one for their file and one to go home with them. Children are allowed to lie down in the office for fifteen (15) minutes. **If a longer rest period is necessary, the parents will be called to pick up the child.**

The Department of Health requires that children stay home for 24 hours after a fever has subsided. *A fever consists of 100.4 or higher.* Children with a fever, vomiting, or other contagious symptoms will be sent home immediately. Please contact the school if your child has a contagious symptom so that we can prevent further spread of the illness. After two days of being home ill, please provide a doctor's note upon returning.

COVID-19

Greentree Preparatory Charter will follow CDC guidelines and Broward County Schools regarding COVID-19.

HEAD LICE

Lice are a common problem found in schools. These small parasites can be found on human heads. Children who are found to have head lice will be sent home until the lice have been treated. Please contact the main office immediately if you suspect your child has lice so that we may prevent further spread. A doctor's note is REQUIRED upon returning to school.

MEDICATIONS

All medications, including over the counter, must be administered through the office. The proper paperwork must be completed, and the office is responsible to schedule and administer all medications. Neither aspirin nor non-aspirin pain reliever are not allowed without a doctor's note. **We do not supply any non-prescription medication.** If your child needs to take any medication during school hours, please completely fill out the Medical Authorization form signed by the prescribing physician and return it to our office to be placed in your child's health folder. All prescription containers must be current and match the authorized prescription. No over the counter drugs can be administered by anyone on staff.

For children with severe allergies and who have been prescribed an Epi-Pen, parents must complete a medical log form indicating the allergies that would indicate a need to use the prescription. The Epi-Pen will be kept in a safe location in the child's classroom and staff members will be made aware of your child's allergies.

PLAYGROUND RULES

The supervising adult will be responsible for enforcing these rules and ensuring the safety of the class.

1. Slide down the sliding board, sitting, facing forward **one at a time**.
2. Walk up the slide ladder **NOT** the slide.
3. Stay away from the buildings.
4. No throwing of sand, rocks, or mulch chips.
5. No running inside the school building.

RECESS OPPORTUNITIES ARE TIED IN WITH EDUCATIONAL ACTIVITIES, such as painting number facts on the sidewalk, practicing spelling with chalk, or looking for nature objects as part of a science lesson. **Please take a moment to review playground safety rules with your child.**

LOTTERY

If in any given year, more applications are registered for admission than seats available, a lottery will ensue. Each student represented by an application, including those students with disabilities will have an equal opportunity of being selected for enrollment into GTP via said lottery system.



GREENTREE PREP CHARTER K-8

SCHOOL UNIFORM GUIDELINES

You must purchase all uniforms through the school's front office.

White or light sole sneakers. No black sole sneakers or shoes will be allowed.

All sneakers for students in kindergarten thru 2nd grade must be Velcro sneakers to prevent tripping accidents.

Uniform combinations have been approved by your Board of Directors. The colors of the school are green, yellow, and charcoal gray. Please note: You must purchase the official uniform through the school and it must be worn every day. Your child must wear one of the approved uniform combinations everyday.

Official uniforms include: Polos shirts and khaki bottoms. Boys can wear cargo shorts or pants and girls may wear skirts, skorts, pants or shorts 4 inches above the knees (Bermuda shorts). PE uniforms may be worn on Fridays.

We expect compliance with the uniform requirements and it will be strictly enforced. If your child is out of uniform, we will call you to bring in the appropriate uniform. Please prepare for the cooler weather with an approved Greentree Prep sweat shirt or cardigan

- Book Bags with wheels will not be permissible at school.

Green for Jeans

On certain days specified by the Principal, students may opt out of wearing their school uniforms and wear jeans. The jeans must be plain and to the ankles. Jean shorts, skirts and skorts are not acceptable. Uniform shirts must be worn with the jeans as well as uniform shoes. If you choose not to participate in the greens for Jeans and it is held on a Thursday or Friday or the day before a holiday/teacher planning day, the Friday uniform must be worn. Any student who participates in Greens for Jeans must bring in the \$2.00 (IOU's will not be accepted).

"TEACHING BEYOND THE STANDARDS..."



GREENTREE PREP CHARTER K-8

VOLUNTEER PROCEDURES AND GUIDELINES

"TEACHING BEYOND THE STANDARDS..."

GREENTREE PREPARATORY CHARTER

MANDATORY VOLUNTEERING

Thank you for your commitment to your child's education at GREENTREE PREPARATORY CHARTER. This section is designed to help you complete your volunteer hours with us.

The best way to ensure that you complete your hours is to start right away. The first step to completion of your hours is to write a note to your child's teacher as soon as possible to find out what he/she needs done in his/her room. We do realize that many of you work; therefore, you might also want to ask your child's teacher what you can do at home to help the class. Mandatory Volunteer Hours: 25 hours for 1 child / 35 hours for 2 or more children.

You may also contact the Principal to discuss creative options for volunteering. Please let us know if you have a particular talent or skill that you would like to utilize. Volunteer opportunities will also be included in our school's monthly newsletter. Be sure to check your child's backpack and read the newsletter on a regular basis. Once an event is announced, there may be a limited number of volunteers required. Please be sure to sign up ahead of time in the front office to volunteer for an event. Please do not show up to volunteer for an event if you have not previously signed up and been called to confirm. We are always willing to work with you to make your volunteer hours as enjoyable and beneficial as possible. Please remember that for your child to be re-enrolled in GREENTREE for the following school year, you must have all of your volunteer hours completed by MARCH. In January we will send home a letter that states remaining hours needed.

The entire GREENTREE PREP staff looks forward to working with each one of you as we continue the journey through your child's education.

Guidelines for Volunteers

1. The safety and education of students must be the main concern of volunteers while engaged in school activities.
2. All volunteers must sign in and out of front desk office and must wear ID badge at all times in order to be permitted on school grounds.
3. All volunteers must register through Broward County Schools and receive an approval before volunteering.
4. If volunteering for a field trip, volunteers must complete an FDLE background check before chaperoning.
5. Individual student's grades, records and abilities are personal and confidential information. Students have a right to confidentiality under Florida Statute 228.093 that covers:

academic work completed	family background information
standardized test scores	attendance records
health data	grades
interest inventory reports	teacher or counselor ratings and observations
reports of serious or recurrent	behavior patterns
6. Students may not be given medication by volunteers.
7. Volunteers will not contact parents regarding student performance or behavior.
8. Classroom supervision and student discipline are the responsibilities of the teacher and school.
9. Permission for a student to leave the classroom must always be given by the teacher.
10. Volunteers are required to sign in and out before they begin their volunteer hours and after they complete the hours.
11. For identification, volunteers are required to wear a name badge when helping with school activities.
12. Volunteers will be assigned only to staff members requesting assistance.
13. Punctuality and reliability are expected since teachers plan for volunteer assistance.
14. Comparing and criticizing teachers and students is not acceptable volunteer behavior.
15. Volunteers should be in good physical and mental health.
16. Volunteers are expected to be well-groomed and dressed appropriately.
17. Volunteers should set a good example for students by their manner, appearance, and behavior.
18. Volunteers hours will be logged and will be added periodically to allow parents to know the number of hours they have completed in January and in March.

What School Volunteers Do

School volunteers work with teachers who request them to:

EXTEND the teacher' s teaching time-

- read stories
- assist in labs
- answer questions
- check student work
- create learning centers
- tutor in math and reading
- use audio-visual equipment
- find materials for classroom use
- help older children with research
- reinforce skills by providing extra drill
- work with non-English-speaking children
- play spelling, phonics language, math games
- assist child with make-up work and missed tests

ENRICH the learning environment-

- dramatize stories
- assist with art projects
- make educational games
- help children choose books
- assist with creative writing
- help children use video camera
- type and reproduce class newspapers and other projects
- record books for students who have reading difficulties

EXPAND the resources of the school-

- display special collections
- explore career opportunities
- add expert resources in special classes
- give performances or demonstrations in the arts
- show slides and comment on experiences in other cultures

ENLIST the community as partner with the school-

- provide a two-way bridge between school and community
- enable taxpayers to know school problems and successes
- stimulate understanding and support of all school programs
- post about the school on social media to help with community outreach

FREQUENTLY ASKED QUESTIONS & ANSWERS
GREENTREE PREPARATORY
VOLUNTEER HOURS

1. **Do I have to do all of my hours?** Yes. If all of your hours are not complete, you will be asked to meet with the administration and/or Board prior to enrolling your child for the following school year. Supply donations are also accepted in lieu of physical volunteer hours to help purchase additional materials for the school.
2. **By when must my hours be complete?** ALL VOLUNTEER HOURS MUST be completed by March 15th of the school year. 50% of your volunteer hours should be completed by January. Volunteer hours completed over the summer will count for the next school year. Families will be notified of remaining hours in January.
3. **Who can complete my volunteer hours for me?** Anyone with the following relation to a GREENTREE PREP student may complete the 25 hours/35 hours of service: Mother, Father, Sister, Brother, Aunt, Uncle, or Grandparent. Please Note: Siblings volunteering must be 18 years or older and not currently attending a public school. Whoever is volunteering must make sure that the appropriate paperwork is filled out and signed in order to get credit.
4. **Do I have to take time off of work to come in during school hours and volunteer?** No. There are many activities that count as volunteer time that can be done at home or after school hours. Please contact your child's teacher or the principal for suggestions. There are family night events, movie night, fall festival, fundraising and other activities that are available after hours for volunteer opportunities.
5. **What counts towards volunteer time?** If you ever have additional questions, please call the main office. The following activities have been approved for volunteer hours:
 - * Making phone calls for teachers for special events or projects.
 - * Helping out with homework during before and/or after care
 - * Organizing fundraisers, i.e. Yankee Candle, Valentine Grams, Turkey Grams, Christmas grams,
 - * Assisting children with one-on-one tutoring during school hours.
 - * Chaperoning field trips
 - * Attend Advisory Board Meetings
 - * Attending Service Hour Opportunities (I.e., Publix Math night, Dining Fundraising events, etc.)
 - * Helping outside of the classrooms
 - * Helping in the front office
 - * Cafeteria duty (Always Needed!!) ☺
 - * Car Line
 - * Setting up for special events (i.e. Fall Festival, Kindergarten Graduation, Field Day, Intl Festival, etc.)
 - * Classroom preparation (i.e. cutting things out, organizing materials)
 - * Reading to a large or small group of children
 - * Speaking to a group of children (i.e. on Career Day)
 - * Helping out with the Extracurricular Program
 - * Copying materials for teachers
 - * Helping out with Health duties during health screening week.
 - * Working at a festival/event
 - * Donating items approved by administration for festival and other school wide events.

- * Painting the classrooms, hallways, or other areas before the beginning of a new school year.
- * Assisting in the renovation or restoration of outdoor areas for the school, which will ensure a safe area for the children to be in.
- * Posting school initiatives on Social Media to create community connections

Please read newsletters and notes sent home throughout the year for announcements of special volunteer times, such as festivals, field day and graduation.

6. **Is there any time that I spend at school that does not count as volunteer hours?**
Yes. The following activities DO NOT count as volunteer time:
 - * Having a birthday party for your child
 - * Parent/Teacher conference
 - * Attending a GREENTREE PREP festival or activity, but not working the event
 - * Donating food items for classroom celebrations.
 - * Donating for fundraisers
7. **If I am an employee of GTP, do I still have to complete my volunteer hours?** Yes! Although your child knows that you are at his/her school on a daily basis, he/she does not interact with you daily as you have a specific job to do.
8. **Can I do something that was not requested (i.e., create material for class) and then get volunteer time for it?** No, you must get approval from administration as well as the teacher, before doing volunteer hours for something you would like to create. If there is something that you would like to do for a class and feel that it is worthy of volunteer time, simply ask your child's teacher AND administration for approval. Remember, let us know if you have a particular skill or capability to help out (Example: If you have a truck, you may be able to help us transport items).
9. **If I have already volunteered for my 25 or 35 hours, can I still volunteer?**
By all means, please do! We encourage volunteers to lend us a helping hand throughout the year. The hours, however, do not carry over to the following year.
10. **May I bring my other children with me when I do my volunteer hours?** For safety and practical reasons, we request that you NOT bring any other children with you while you are doing your volunteer hours. Please make your childcare arrangements accordingly before your scheduled volunteer time.
11. **How do I prove that I have completed my volunteer hours?** If you are working on campus during school hours, you must sign in and out in the office and have hours approved and signed off by the teacher whom you assisted or front office administrative staff. All hours are recorded with the school. Parents may check on the status of their volunteer hours at any time through FACTS parent portal.
12. **What if I have a hardship and I am unable to complete volunteer hours?** You must provide in writing any deviation from our volunteer policy to our principal that explains your extenuating circumstance. These are approved case by case by our administration.

Volunteer hours(cont.)

WHAT TO DO IF.....

A Child is Injured:

If a child should receive an injury while under your care, do not attempt to administer any type of aid. No matter how minor the injury is, you should immediately notify the teacher or a staff member.

A Child Becomes Ill:

If a child complains of not feeling well, you should notify the teacher immediately. You should never administer any form of medicine to the child.

You Are Injured:

Should you become injured while performing the duties of your job, notify the school office immediately. The office staff will assist you and ask you to fill out the proper accident forms.

You Are Asked to Take the Class Alone:

Because you are not a paid GREENTREE PREP employee, you are not legally permitted to supervise a class alone. Consequently, if the teacher must leave the room, arrangements should be made to have a paid staff member present.

Someone Asks to See a Child:

If a person who is not a member of the school staff should ask to speak to or take a child, you must direct that individual to the teacher. Under no circumstances should you grant such a request.

Someone Asks You How a Child is Doing:

As it becomes known that you are working in the school, you will likely be asked questions concerning specific children. If a parent or friend inquires about the child's progress, you should say, "I enjoy working with your child and I'm sure if you schedule an appointment, the teacher would be happy to talk with you."



GREENTREE PREP CHARTER K-8

Working Parents can help too!

These suggestions are only a beginning. More volunteer roles for working parents will develop as teachers and volunteers work together.

Serve on a weekend beautification project; painting, landscaping, etc.

Research and write grants for the school.

Cut out items for bulletin board, or class activities.

Help prepare school grounds for special events.

Develop learning centers which teachers can use in the classrooms.

Make flash cards for individualized learning.

Take responsibility for one of our bulletin boards. (after 2PM)

Copy materials for our teachers.

Transfer items with your truck.

MATH NIGHT HOST at a local grocery store.

Organize a club to help create the school yearbook

Please remember to get approval in advance for any undertaking for which you would like volunteer hours.

"TEACHING BEYOND THE STANDARDS..."

Volunteer Roles at the Elementary Level

These suggestions are only a beginning. You will think of other ways that volunteers can help. For opportunities for Middle School, please contact the office.

- | | |
|--|---|
| 1. Listen to children read/ read to children. | 20. Help with handwriting practice. |
| 2. Conduct flash card drills. | 21. Drill spelling words. |
| 3. Reproduce materials. | 22. Help with cooking projects. |
| 4. Play games at recess. | 23. Gather resource materials. |
| 5. Assist with vision test. | 24. Help children with arts and crafts. |
| 6. Correct student worksheets. | 25. Help children learn to type. |
| 7. Prepare bulletin boards. | 26. Help arrange assembly programs. |
| 8. Help with book fairs. | 27. Help children practice walking on a balance beam, jumping rope or skipping. |
| 9. Demonstrate gardening skills. | 28. Share information about local history. |
| 10. Tell stories with puppets or drawings. | 29. Help children learn a foreign language. |
| 11. Assist with field trips. | 30. Listen to a child - be a friend. |
| 12. Assist with lessons in photography, dramatics, knitting or square dancing. | 31. Attend school-related meetings. |
| 13. Set up a "pretend" grocery store to practice math skills. | 32. Proctor students taking tests. |
| 14. Practice vocabulary with non-English speaking students. | 33. Make and play instructional games. |
| 15. Discuss careers or hobbies. | 36. Reinforce sight/vocabulary words. |
| 16. Assist with sing-alongs. | 37. Set up science experiments. |
| 17. Make puppets. | 38. Attend and help with school events |
| 18. Discuss care and training of pets. | 39. Chaperone Field Trips |
| 19. Help children select library books. | |

EMERGENCY PLAN

We ask that you please take a moment to review the seriousness of these drills with your child.

Fire Drill

During a fire drill, all classes will take the primary route indicated on the room Evacuation Chart. Students will walk silently in a single file line out of the room and at least sixty feet away from the building.

Under ordinary circumstances, all doors and windows will be closed by the last one to leave the room. In case of an emergency, the teacher may use his/her discretion as to whether the lights may be turned off.

Fire drills are required by State Law at least once each quarter. Greentree Prep feels that the students and staff need to be prepared, so our drills are practiced monthly. Students and staff **MUST** exit the building upon a fire alarm signal, with the exception of the Administrative staff. No student or staff member should return to the building until the all clear signal is given. All students and staff should re-enter the building without talking in case of verbal directions are needed to exit the building again.

Bomb Threat/Serious Threat or Endangerment

Radio transmissions can activate devices. Upon receipt of a bomb threat or other threatening situation requiring evacuation of the school building, an evacuation signal will be issued. The signal will be the fire alarm signal. All students and staff members, with the exception of the Administrative staff, **MUST** evacuate the building immediately using the Fire Drill Plan unless otherwise specified over the walkie-talkie system. Upon leaving the classroom, please scan the room for any objects that are out of the ordinary. Do not touch or rearrange anything in the classroom, especially suspicious items such as bags or packages. 911 will be called by the Administrative staff and the Bomb Squad will be sent to investigate. The Principal or site designee will meet in the office to begin the search pattern. A staff member may volunteer to assist with the search but is not required to do so. If no foreign object is found, students and staff will remain outside the building until the Bomb Squad permits access back into the building. No student or staff member should re-enter the building until the all clear signal is given.

Tornado (Hurricane) Drill

A tornado warning will be given verbally over the walkie-talkie system or by a message carrier. All students and teachers are to enter the designated area and crouch on the floor with their arms covering their heads. If there is imminent danger, the teacher should instruct the pupils to lie face down, draw their knees up under their body and cover the back of their heads with their hands or a book. The pupils should take protective cover under a desk and away from windows or glass if at all possible. Those who cannot get under their desk will crouch at an interior wall with their heads covered.

Serious Incident

Should a situation occur where student/staff safety is concerned, an announcement will be made over the walkie-talkie. The announcement will say, "We are in Lock Down Mode, remain inside until further notice."

At that time, all staff should remain in the rooms where they are located and the teacher should immediately lock all classroom doors. All students and personnel should crouch on the floor away from all windows. When there is no longer an emergency, the following announcement will be made over the intercom system, “Teachers and Students, the emergency situation at our school has been taken care of and you may resume your normal routine.”

Bio-hazardous Threat

In the event that there is danger concerning our school where bio-hazardous material is concerned, all students are to evacuate their classrooms and go to a designated area (Appendix C). In the event that the danger is imminent, remain in classrooms, ensuring that all doors are sealed shut as well as all windows.

Emergency Evacuation

In the event that we are faced with a dangerous situation that requires students and personnel to be removed from campus, an evacuation route is in place. A walkie-talkie announcement will be made by Administration stating that there is an incident threatening our school, and to immediately follow emergency evacuation procedures. ALL students and faculty will leave their classrooms and proceed in an orderly fashion toward the designated location. This event is not practiced, so it's imperative that all students are aware of procedures.



GREENTREE PREP CHARTER K-8

CURRICULUM!

Houghton Mifflin Journeys is a spiraling curriculum encompassing all of the major subject areas including language-arts, literature, poems, sayings/phrases, science, social studies, art and music. Spiraling means that the students learn similar topics in greater depth year after year. Houghton Mifflin is a comprehensive reading approach that integrates reading, phonics, grammar, spelling, technology, and test-taking skills.

Go Math! is a K-6 program aligned with the Common Core Standards. The program emphasizes Big Ideas and depth of understanding through interactive lessons, research based instructional approaches, best practices from around the world, and different instructional resources to ensure success for all students.

Character First! teaches students the characteristics that they need to become responsible and productive citizens in our society.

I-READY – This program is a diagnostic and instruction curriculum software program for math and reading. It provides personalized student instruction targeted to student's unique areas of needs.

"TEACHING BEYOND THE STANDARDS..."

GRIEVANCE PROCEDURES FOR PARENTS

If parents disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure.

If a situation occurs when parents believe that a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The parent may discontinue the procedure at any step.

- * Parent presents problem to the Principal, in writing, within 5 school days after incident occurs. If the Principal is unavailable or the parent believes it would be inappropriate to contact the Principal, parent may present problem to the Director of Operations or any other member of the Board.
- * Principal responds to problem during discussion or within 5 school days, after consulting with appropriate management when necessary. Assistant Principal documents decision.
- * Parent presents problem to the designee of Greentree Prep, in writing, within 5 school days, if problem is unresolved.
- * The Director or designee reviews and considers problem. The Director or designee and Principal decide whether the problem can be resolved at the school level or requires a Board decision. The Principal or designee informs parent of decision within 5 school days. Parents may also, at any time, request to have an item placed on the Board agenda. This is done by putting the request in writing to the Principal at least 24 hours before a Board meeting. Not every problem can be resolved to everyone's total satisfaction, but only through discussion and understanding of mutual problems can parents and educators develop confidence in each other. This confidence is important to keep the home-school partnership strong.



GREENTREE PREP CHARTER K-8

REQUIRED DOCUMENTS

PLEASE PRINT AND SIGN THE DOCUMENTS BELOW

ONCE THE DOCUMENTS HAVE BEEN SIGNED SEND
THE DOCUMENTS WITH THE STUDENT TO SCHOOL

THIS IS DUE THE FIRST WEEK OF SCHOOL

"TEACHING BEYOND THE STANDARDS..."



GREENTREE CHARTER SCHOOL PARENT/SCHOOL CONTRACT 2021 - 2022

The parent(s)/guardian(s) of _____ Grade _____
PRINT STUDENT NAME

have read and agree to abide by the following:

WHEREAS, the undersigned parent(s)/guardian(s) has made a personal decision to enroll my child(ren) at GREENTREE PREP in order to provide my child with a unique educational opportunity;

WHEREAS, my desire and decision to enroll my child at GTP is based upon my desire to become an active partner in the education of my child; and

WHEREAS, I recognize that GREENTREE PREP is a public charter school of choice, not entitlement;

NOW THEREFORE, in consideration of the foregoing;

1. As a parent of a student at GREENTREE PREP, my commitment is to abide by the following rules and regulations adopted by the Board of Directors:
 - A. To recognize and embrace my role as having the primary responsibility for the education of my child.
 - B. To attend all conferences scheduled with any member of GTP staff.
 - C. To participate in the Parent Volunteer Program, including volunteering 25 hours for one child and 35 hours for two or more children, at a capacity that is sensitive to the needs of the school.
 - D. To provide transportation to and from school for my child. If I am late picking up my child, I understand that I will be charged for after-school care at whatever rate is in existence at that time.
 - E. To purchase uniforms for my child from a GREENTREE Board approved supplier and ensure my child abides by the Dress Code of GREENTREE, including wearing velcro sneakers for all students in kindergarten thru 2nd grade.
 - F. To supply a healthy lunch, either brown bagged or purchased from the GREENTREE Board-approved vendor, each school day for my child.
 - G. To be responsible for timely payment of any fees accrued to my account at GREENTREE.

- H. To participate in GREENTREE parent meetings which are scheduled throughout the school year.
- I. To encourage my child to abide by Broward County Public Schools Code of Conduct, supplemented by the **Student Code of Conduct**.

2. In order to enhance my child's academic growth, I agree to do the following:

- A. To read and use information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
- B. To provide a suitable time and place within the home for homework.
- C. To assist my child in obtaining and regularly using a library card at the Public Library and allow for thirty minutes of reading daily.
- D. To limit television and video games during the week and allow more time for reading, studying and family time.
- E. To check my child's homework folder nightly and sign the agenda daily.
- F. To encourage my child to reach his or her academic level with deep commitment and enthusiasm for learning.
- G. I agree to have my child attend school **on time** each and every day.
- H. I agree to pick my child up each and every day on time.

I (We) understand that by not fulfilling my contractual obligations (including volunteer hours) to the school and to my child, I may be denied enrollment for the upcoming school year, as approved by GREENTREE PREP Board of Directors.

Signature of Parent/Guardian _____ Date _____

Acknowledged by: _____ Date: _____

(Print the contract and return to school by Monday, August 30, 2021)

THANK YOU FOR CHOOSING GREENTREE AS YOUR SCHOOL CHOICE!



**WELCOME TO THE 2021
SCHOOL YEAR!**