

GREENTREE PREP CHARTER K-8

PARENT/STUDENT HANDBOOK



“TEACHING BEYOND THE STANDARDS”

GREENTREE PREP CHARTER K-8



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

2024 - 2025

Contents

GREENTREE PREP CHARTER MISSION STATEMENT.....	5
OUR VISION	5
SCHOOL CALENDAR.....	6
HOURS OF OPERATION	7
SCHEDULE.....	7
ANTI-BULLYING POLICY.....	8
DISCIPLINE POLICY	8
SAFETY/SECURITY	8
STANDARD OPERATING PROCEDURES	9
Before-Care Program	9
After-Care Program	9
Drop Off Policy	9
Dismissal Policy & Procedure	9
Attendance Policy	10
Make-Up Work.....	11
Extracurricular Clubs	11
Late Arrival/Early Dismissal.....	12
Parent Group.....	12
Assessment.....	12
Student Awards.....	12
Safety Patrol/Student Council.....	12
National Junior Honor Society (NJHS)	12
Retention.....	13
Promotion Criteria.....	13
Report Cards/Interim Progress Reports.....	13
School Pictures and Yearbooks	13
Lost and Found.....	14
Lunch	14
Payments/Fees.....	14
School Supplies.....	14
Student Technology Policy and Equipment Care Guidelines	15
Backpacks/Folders/Personal Items	16
Cellphones/Electronic Devices	16
Community Agencies.....	16

Communication	17
Teacher Conferences.....	17
Curriculum.....	17
Immunizations/Physicals.....	18
Homework Policy	18
Student Incidents/Accidents	18
Field Trips	19
Withdrawals	19
Birthday Celebrations.....	19
Dress Code/Uniform Policy	19
Public Displays of Affection.....	20
Health Information.....	20
COVID-19	21
Head Lice	21
Medication	21
School Visitors	21
Playground Rules.....	22
Lottery	22
Requests for Student Records.....	22
VOLUNTEER PROCEDURES AND GUIDELINES.....	23
Mandatory Volunteering.....	24
Guidelines for Volunteers	25
Frequently Asked Questions	26
Volunteers: What to do if.....	29
WORKING PARENTS CAN HELP TOO!	30
Elementary Volunteer Opportunities	31
EMERGENCY PLAN.....	32
Fire Drill.....	32
Bomb Threat/Serious Threat or Endangerment.....	32
Tornado (Hurricane) Drill.....	32
Serious Incident.....	33
Bio-hazardous Threat	33
Emergency Evacuation	33
Standard Response Protocol.....	34
FortifyFL.....	36
GRIEVANCE PROCEDURES FOR PARENTS / PARENT LIAISON.....	37
PARENT/SCHOOL CONTRACT 2024 - 2025	38

GREENTREE PREP CHARTER MISSION STATEMENT

Greentree Prep Charter School is a Broward County Public Charter School that enriches the curriculum and teaches in a gifted learning environment. Our mission is to enable our students to become exemplary citizens, enjoy learning, be able to engage in critical thinking, and to demonstrate complete mastery of educational building blocks to ultimately become successful, productive, and contributing high school graduates.

OUR VISION

Students will learn and demonstrate academic success in all core subjects: math, language arts, social studies, and science. While we are committed to high performing academics, we have a fun focus in which we will make learning exciting and interesting through hands-on, experienced based teaching and fun after school activities. We hold to the belief that “every child can learn” when given appropriate learning tools, measurable progress supported by consistent data, and a variety of teaching strategies that are used to match a student’s learning style. Our primary intent is to enable our students to become exemplary citizens, enjoy learning, be able to engage in critical thinking, and demonstrate complete mastery of educational building blocks to ultimately become successful, productive, and contributing high school graduates.

SCHOOL CALENDAR



2024/25 SCHOOL CALENDAR

For an ADA accessible version of this calendar, visit browardschools.com/accessiblecalendar.

AUGUST				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER				
M	T	W	T	F
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30				

OCTOBER				
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NOVEMBER				
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DECEMBER				
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30	31			

JANUARY				
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FEBRUARY				
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MARCH				
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31				

APRIL				
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MAY				
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JUNE				
M	T	W	T	F
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16	17	18	19	20
23	24	25	26	27
30				

- Employee Planning (no school for students)
- Schools and Administrative Offices Closed
- Schools Closed
- Report Cards Issued
- Interim Reports Issued
- Early Release Day
- First and Last Day of School

Severe Weather Make-up Days: TBD

Updated Thanksgiving and Winter Break dates as of 4/23/24.

HOURS OF OPERATION

Office Hours	8:00 a.m. - 4:00 p.m.
Teachers	8:00 a.m. - 3:30 p.m.
K-5 th Grade Students	8:30 a.m. - 2:30 p.m.
6 th - 8 th Grade Students	8:30 a.m. - 3:05 p.m.
Early Dismissal K-5	8:30 a.m. - 12:00 p.m.
Early Dismissal 6-8	8:30 a.m. - 12:30 p.m.

SCHEDULE

Students Arrive	8:00 a.m. – 8:30 a.m.
Morning Work	8:20 a.m. – 8:30 a.m.
School Begins	8:30 a.m.
Lunch	11:00 a.m. - 1:00 p.m.
Student Dismissal	2:30 p.m. – 3:05 p.m.
Extracurricular Clubs	3:00 p.m. – 4:00 p.m.

ANTI-BULLYING POLICY

Greentree Prep Charter School is committed to protecting its students and employees from bullying, harassment, or discrimination of any reason or type. Our school believes all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action in accordance with the code of conduct of the School District of Broward County. The Code Book for Student Conduct and Discipline Matrix is available on the school website. Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in classroom specific consequences, exclusion from participation in class activities, detentions, suspension, or expulsion, as per the Broward County Schools Discipline Matrix. Parents who have a conflict with a student other than their own child are requested to speak to the Administration. Parents are prohibited from approaching students or other parents directly, through social media, or text message. All students and employees will be treated with respect. 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. Greentree Prep Charter prides itself on creating a safe and nurturing environment where students can learn and achieve high academic standards. Our school expects all students to conduct themselves within the boundaries of what constitutes socially acceptable behavior, as well as respect others, their properties, and their rights.

DISCIPLINE POLICY

Greentree Prep Charter teaches appropriate and acceptable behaviors to our students by including social and emotional learning in our curriculum as well as exemplifying character trait building. Greentree Prep teaches our students to make the right choices and adheres to the Broward County Public Schools Code of Student Conduct and utilizes the Broward County Public Schools Discipline Matrix when assigning consequences for misbehavior. These documents are available on the school website and can also be accessed at browardschools.org, <https://www.browardschools.com/student-Conduct>

In addition, each classroom teacher establishes appropriate discipline procedures in his/her classroom based on these guidelines. Each prohibited behavior is treated on a case-by-case basis and is also dependent on the number of offenses committed.

SAFETY/SECURITY

At Greentree Prep security and safety is our utmost priority. Policies and standard operating procedures are implemented to ensure staff and students are protected daily. This includes being a closed campus, locked classroom doors, monthly and quarterly drills, following all district mandates for security and safety, as well as having a School Security Officer on campus during school operating hours. Greentree Prep premises are under live video surveillance in classrooms and common areas.

STANDARD OPERATING PROCEDURES

Before-Care Program

The Before Care Program will be located at Apple Tree Montessori 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 at Apple Tree if a student will be participating monthly. Please contact 954-252-9250.

After-Care Program

Greentree Prep Charter does not offer before or after care services. These services are offered through Apple Tree Montessori, 954-252-9250 and are available for a fee. If you have an emergency and require After Care services, you must call the Greentree front office and follow with an email to info@greentreeprep.com **NO LATER THAN 1:00pm**. You must also contact Apple Tree Montessori to confirm the day's enrollment, as they are the After Care service provider. Aftercare at Apple Tree Montessori will be available for students who are not picked up by 3:00 pm. The aftercare fee payment schedule has more information.

Drop Off Policy

Please do not drop a student off before 8:00 am and leave them unattended. For the safety of all students, supervision of students begins at 8:00 a.m. Unattended students will be placed in the Apple Tree Before Care program and parents will be charged. Regular drop off is from 8:00-8:25am. **ALL students must be READY to EXIT CAR upon arrival at the Drop Off Curbside. Students should have their book bag, lunch box or other materials on hand upon arriving at curbside to help expedite the drop off process. Parents should drive UP to the start of the APPLE TREE CURBSIDE to allow 6-7 cars to drop off children at each given time.** *During morning drop-off, cars exiting the campus **MAY NOT TURN LEFT ONTO DYKES RD.** All cars must turn right as designated by the traffic sign to expedite drop off.

Students arriving after 8:30 a.m. will be marked tardy by the teacher. Students who arrive after 8:30 a.m. and before 8:45 a.m. must be brought to the South Gate where a staff member will sign the student tardy and provide a tardy slip. If arriving after 8:45 a.m., students must be escorted to the front office with the parent and signed in by the parent.

Dismissal Policy & Procedure

As per Broward County School rules, there is no early dismissal between 2:00-3:00pm. Students will not be released for early dismissal after 2:00pm. Dismissal is at 2:30 p.m. for all students in K-5 and 3:05 p.m. for students in grades 6-8.

Carline parking on the Right Turn Lane Swale on Dykes Road is prohibited until 2:00 p.m. *Please do not park in the parking lot before dismissal.* K-5 will be let in at 2:30pm and 6-8 will be let in at 3:05pm.

*During afternoon dismissal, cars exiting the campus **MAY NOT TURN LEFT ONTO DYKES RD.** All cars must turn right as designated by the traffic sign to expedite pick up.

Parents of students in grades K-5 not picked up by 3:00 p.m. will be charged a rate of \$10 for any portion of the first ten minutes a student is late, and a dollar per minute thereafter. By 3:30 p.m. all students, including those in grades 6-8 who have not been picked up, will be escorted to Aftercare by our school officer and will be charged a fee.

Only individuals listed on the emergency contact card will be allowed to pick up students from the school. If someone arrives at the school to seek the release of a student and the person's name is not listed on the emergency contact card, the student will not be released. Parents will be given Greentree Prep car signs which have their child's name and grade level in large print. This sign must be displayed on the passenger side of the car dashboard. Students will not be released to individuals who do not have a school-issued car sign displayed on the dash. All parents must remain inside their vehicles at dismissal time. Parents are not allowed to walk up to carline or pick up and drop off at neighboring parking lots/property. The students will be called as their ride pulls into the dismissal lane. Safety of every student, not speed, is the goal of dismissal.

Children must be signed out in person at the office by the parent or designee (as stated on the enrollment/emergency 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 get to know the parents, they will be asked for identification. Parents must contact the front office followed by email to give permission for their child to leave with someone other than parent or persons listed on emergency contact list. **It is the parent's responsibility to notify the school via email at info@greentreeprep.com prior to 2:00pm, if someone other than the parent/s or the person/s listed on the emergency release form will be picking up their child.** If any person who is designated to pick up a student changes, parents/legal guardians must change this information on the emergency contact 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.

Enrichments, clubs, and athletic dismissals are separate from school dismissal. Students not enrolled in after school clubs may not wait for their sibling who is enrolled in a club to be dismissed and must be picked up at their regular dismissal time.

We ask parents not to play loud music, text, or talk on a cell phone while in the pickup line as it endangers the students and staff. Adhere to speed limits on school grounds. The safety of students is the school's priority. Please follow drop-off and pick-up procedures very carefully to keep all our students safe.

Attendance Policy

When a student will be absent from school, please email attendance@greentreeprep.com to report the absence and reason for absence. If a parent does not report the absence within 48 hours, the student will receive an "unexcused absence." Parents must notify each day a student is absent. The student must bring a note from home or doctor after each absence. ***Students that are absent 3 or more consecutive days due to illness must provide a doctor's note in order for absences to be excused.**

Students will receive an attendance at-risk letter once a student has excessive absences (5 or more unexcused absences in a calendar month or 15 or more unexcused absences during a 90-day period). A conference will be held via phone, email, or teacher/parent conference. A student is tardy if arriving at school after

8:30 a.m. A student who is tardy must be escorted into the front office by a parent and signed in with a reason for the tardy. Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day. Tardiness to any class without documentation is considered unexcused. Habitual tardiness is defined as being tardy 5 times within a marking period. Principals have the discretion to excuse tardiness for extenuating circumstances. Unless excused under the provisions of this policy, accumulated tardies will be recorded as unexcused absences. (F.S. 1003.02 (1)

(b). Please **NOTE: Five tardies will equal one unexcused absence.** 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. A parent meeting will be required with administration if unexcused absences continue [student has accumulated five days (30 hours)] of absences in a marking period or 10 days (60 hours) within, two marking periods, the principal/designee shall determine if there may be a pattern of nonattendance. If there is no acceptable documentation, the principal/designee shall refer the student to the school's problem-solving team. *Please note that vacations do not excuse absences.

Excused absences must be accompanied by a written note. Excused absences may include:

- Illness of student
- Illness of immediate family member
- Death in the family
- Religious holidays of the student's own faith
- Required court appearance or subpoena by a law enforcement agency
- Special Event (public functions, competitions, exceptional cases of family need)
- Scheduled medical or dental appointments
- Students who have, or are suspected of having, a communicable disease

Make-Up Work

The student and the teacher shall work together to make up any missed assignments, tests, homework, etc., for excused absences, up to the specified absence limit. Instruction/content provided prior to an absence will be assessed upon the student's return. Immediately upon returning to school from an absence, the student shall be **given the number of days absent plus one additional day to submit the make-up work for full credit that they missed during their absence.** NOTE: GREENTREE PREP will not offer any online or virtual learning on days absent from school. When requesting make-up work in advance due to absence, please email the student's teacher one week prior to the absence. **Project due dates are firm and will not be extended, plan accordingly. If a student is absent the day of a test, the student will take the test upon returning to school if they were present when the content was provided.**

*Make-up work for unexcused absences is at the discretion of the teacher.

Extracurricular Clubs

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 4-6 weeks of participation. Students must be picked up no later than 4:10 p.m. A student who attends a club and remains after 4:10 p.m. will be taken to the Apple Tree Montessori aftercare program and parents will be charged the daily rate for aftercare.

Late Arrival/Early Dismissal

Students are to be in their seats at 8:30am. A student is tardy if arriving at school at 8:30 am or after. Greentree Prep encourages parents to schedule doctor appointments after school hours to minimize loss of instruction. Parents/guardians may not sign a student out after 2:00 pm. If a parent needs to pick up a student during school hours, the parent must do so through the front office. Parents are required to sign an Early Dismissal Log at which time Greentree Prep will call the student to come to the office.

Parent Group

GREENTREE PREP Parent Group is hosted by the school's parent group leader. This group meets once a month. This group of parents is responsible for assisting the administrative team in making various decisions regarding different aspects of the school's functioning. The parent group leader can be reached at gtpparents@greentreeprep.com.

Assessment

Students are assessed in a variety of ways as they progress through Greentree Prep. One form of assessment is standardized tests. Greentree Prep assesses students three times a year. The first time is in the fall to obtain a baseline score, then in the Winter and again in late Spring to monitor progress and growth. In addition to these tests to measure growth, Greentree Prep will also administer all county and state standardized tests.

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

Student Awards

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 Bs per quarter**. There may also be additional special awards honoring other accomplishments.

Safety Patrol/Student Council

Information regarding these programs will be shared with Middle School families. Academics, performance, attendance, and behavior will affect student enrollment and dismissal from these programs.

National Junior Honor Society (NJHS)

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. Information regarding qualifications for membership, membership process, and service of these organizations will be shared with Middle School families.

Retention

At the end of the school year, the decision may be made for a student to be retained for the following year depending on data and performance. This decision is made by the principal, teacher, and any other relevant parties. The parents are always informed of the decision in the form of a formal conference. Please refer to Broward County Public Schools Student Progression Plan.

Promotion Criteria

Elementary: In addition to specific elementary promotion criteria for reading and mathematics outlined in Broward County Public Schools student progression plan, promotion decisions must take into consideration a student's proficiency in writing. The evaluation of each student's progress must be based upon district and state assessments or Good Cause Promotion.

Middle School: To be promoted, students in grades six and seven must pass a minimum of four subjects, two of which must be in English, Mathematics, Science, or Social Studies. Students who fail any of the 4 core classes will be given the opportunity to meet the requirements of the course(s) in place of an elective(s) the following year.

Promotion of 8th graders to 9th grade will require passing:

- 3 middle school or higher, year-long courses in English
- 3 middle school or higher, year-long courses in Mathematics
- 3 middle school or higher, year-long courses in Science
- 3 middle school or higher, year-long courses in Social Studies
- Required course in career education

Report Cards/Interim Progress Reports

Progress Reports are issued midway through each nine-week grading period as indicated on the Broward school calendar. This report informs parents/guardians of their child's academic progress before final grades for the quarter are issued. Greentree Prep encourages parents to discuss any concerns indicated on the progress report with the student and his/her teacher.

Report cards are issued on a quarterly basis as indicated on the school calendar. Students attending Greentree must be in attendance at least 25 days before a report card can be issued by the school in each quarter. Middle School fourth quarter report cards follow the Broward Schools Calendar and are available at our front office after finals and end of course assessments.

School Pictures and Yearbooks

School pictures are taken at least twice a year. Information is sent home for parents to fill out and return if parents wish to order pictures. In the spring, students also take class pictures, which can also be ordered. Greentree Preparatory begins yearbook sales in the Fall, and they will be passed out in late Spring. Information will be sent home regarding yearbook sales. Please send pictures of your student's class and activities throughout the year to yearbook@greentreeprep.com.

Greentree Prep or any school approved agent may take photographs/videos of students for the purpose of promoting the school or demonstrating the school's accomplishments and activities. Photos may be published in brochures, school websites, flyers, advertisements, etc. Consent forms are signed by parents as part of the enrollment process.

Lost and Found

Greentree Prep has a lost and found area at the school. To avoid problems before they occur, **the school asks that parents label everything that belongs to a student.** Greentree Prep also requests that parents do not send valuable items (e.g., jewelry, family heirlooms) to school. Please write a note to the teacher if a student is missing something. Students are encouraged to visit the lost and found section to locate lost items. All unclaimed items will be donated to charitable organizations if they are not claimed by the end of the school year.

Lunch

Students may bring a healthy, ready to eat lunch from home, in a lunchbox/lunchbag clearly labeled with the child's name or purchase a school lunch monthly. **Greentree Prep Charter will not heat any student lunches or provide utensils. Students bringing their own lunch must bring their own child-safe utensils.** Students may not be removed from the campus for lunch, nor can lunch be delivered by a parent or food application (i.e., Uber eats, Door Dash, etc.). The staff at Greentree Prep encourages healthy eating habits, so please limit the sugar intake in student lunches. Cans of soda, carbonated drinks, and glass bottles are not permissible in school. Hot, catered school lunches will be provided if purchased monthly. No outside purchased lunches (i.e., McDonalds, Chick-fil-A, etc.) are permissible at school, unless they are included in a student's lunchbox upon arrival at the school. Greentree Prep does 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, staff will notify the parents and the school will provide macaroni and cheese or a hot lunch if available. **The student will be charged \$5 for lunch on this day** and a note will be sent home. The student will not be allowed another charge until the previous charge has been paid. No child will be denied 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 hot lunch is delivered by an approved and certified caterer.

Payments/Fees

Any fees accrued **must** be paid in the front office. Checks, cash, and credit cards are accepted. There is a \$5 fee for credit card payments. When writing a check, please indicate what the fee is for in the memo portion of the check and include the student's name on all checks. All monthly payments (clubs, lunch, etc.) must be paid by the deadline. Late payments will be assessed a fee of \$10. Please see the fee payment schedule for more information.

School Supplies

School supplies may be purchased for students for a fee during enrollment. However, **parents must purchase the essential items such as copy paper, lined paper, crayons, pencils, and erasers to have readily available at home for homework assignments.** If a parent would like to donate any extra items to a student's class, please advise the student's teacher. If a parent opts to purchase supplies, please see the office for a list of required supplies.

School agendas will be distributed to students on the first day of school. Although all supplies and textbooks needed by students are furnished by the school, these must be cared for properly. Students must learn to

be responsible for the care of personal and school materials. Supply lists will be provided for all students. It is the student's responsibility to check and ensure that everything needed for the next day has been packed. School laptops are Greentree Prep property and will remain in school. Middle School students will have a 1:1 laptop ratio which remains at the school. Parents must complete a technology contract ensuring they understand the responsibility of taking care of computers and the consequences and costs if the laptop is damaged or broken by the student during the school year.

Student Technology Policy and Equipment Care Guidelines

This policy outlines the responsible use of technology equipment provided to students and offers guidelines for maintaining the equipment in good condition. It aims to ensure the longevity of technological resources while fostering a safe and productive learning environment.

1. Responsible Use of Technology Equipment:

- Students are expected to use technology equipment provided by the school for educational purposes only.
- Unauthorized modification, tampering, or misuse of equipment is strictly prohibited.
- Students are responsible for safeguarding the equipment from theft, damage, or loss.

2. Equipment Care Guidelines:

- Handle equipment with care, avoiding rough or careless handling that may cause damage.
- Keep equipment in a safe and secure location when not in use to prevent accidents or theft.
- Avoid exposing equipment to extreme temperatures, moisture, or other environmental hazards.
- Keep equipment away from food and drink at all times.
- Clean equipment regularly using approved cleaning materials and methods to maintain hygiene and functionality.
- Report any issues or damage to school authorities promptly for repair or replacement.

3. Transportation and Storage:

- Transport equipment securely in designated carrying cases or bags to prevent accidental damage during transit.
- Store equipment in designated areas when not in use, following school guidelines and procedures.

4. Software and Data Management:

- Students are prohibited from downloading or installing unauthorized software, files, or media that may compromise the security or functionality of the equipment.
- Back up important data regularly to prevent data loss in case of equipment malfunction or damage.

5. Security and Theft Prevention:

- Keep equipment password-protected and log out when not in use to prevent unauthorized access.
- Report any suspected theft or unauthorized access to school authorities immediately.
- Do not share personal login credentials or passwords with others to maintain security and privacy.

6. Consequences of Violations:

- Violations of this policy may result in disciplinary action, including but not limited to loss of technology privileges, fines, or restitution for damages.

This policy serves to promote responsible technology use among students and ensures the proper care and maintenance of school-provided equipment. By adhering to these guidelines, students contribute to a positive learning environment and extend the lifespan of valuable technological resources.

Backpacks/Folders/Personal Items

Students must bring their own bookbags to school. Folders or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other item that would be deemed inappropriate, offensive, or reflected negatively. **Please note that rolling book bags are not allowed.** Failure to comply will result in a dress code violation.

Cellphones/Electronic Devices

Greentree Prep has a strict cell phone policy and cell phones and other handheld electronic devices such as air pods or apple watches are **prohibited**. If any of these items are brought to school, and then lost or stolen, the school is not responsible for the loss.

Students in Middle School, grades 6-8, are allowed to bring a phone if they choose to, however, it must be turned off on arrival at Greentree Prep property and stored away in our cell phone lock box in their homeroom for the school day. Cellphones may not be used until they are outside of the school building. **According to the Broward County Public School Board's Code of Conduct, "Any unauthorized use of cellular phones and other wireless communication devices during the instructional school day, while on school-sponsored transportation, or at such times as not authorized by the school principal or designee, is prohibited as it disrupts the instructional program or distracts from the educational environment" (SB policy 5.183).** Cell phones are not the responsibility of Greentree Prep and all parents must sign our Cell Phone Policy which states consequences for use of cell phones during school hours.

Community Agencies

Greentree Prep has 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 several types of counseling services for those families whom Greentree Prep refer. They also work with Greentree Prep on parenting workshops. If a student needs their services and does not want to go through the Greentree Prep front office, they can be contacted directly at 954-761-1133.
- * **Family Central** provides families with assistance with after-care fees. Each family is evaluated on a case-by-case basis. A student may contact them directly for further information at 954- 724-7573.

Communication

The student agenda, FACTS (our online student information system), Class Dojo, and email will be a student/parent and/or guardian's main tool for communicating daily with a student's teacher. Please remember to check your student's backpack daily for letters and bulletins announcing upcoming events that will be attached to the student agenda. Teachers will also be communicating via email. Greentree Prep also sends weekly emails as well as a monthly newsletter notifying students of upcoming events, announcements, and reminders.

Parents/guardians can contact the front office during the hours of 7:30 a.m. - 4:00 p.m. Our Voicemail system can be reached at any time throughout the day or night. Through this system, parents can notify if a student is absent, or leave a message for anyone on our staff including a student's teacher. Please feel free to use this number whenever you feel it is necessary as the messages are checked regularly. Another excellent communication tool is the Monthly Newsletter sent out at the beginning of each month, which contains important announcements and information about upcoming events. All school communication will be sent via email from info@greentreeprep.com or placed in our monthly newsletter. Reminders and updates will be sent via FACTS text messages, social media accounts, and Class Dojo. **To avoid confusion, please do not rely on information given by others.**

CLASSROOM TEACHERS ARE THE FIRST LINE OF COMMUNICATION.** If parents have concerns regarding their child's academic performance, behavior, or social interactions, they must communicate directly with the classroom teacher. Parents may call and leave a message for the teacher, send a written request to schedule a conference, or email a teacher with a conference request. *Please allow 24-48 school day hours for teachers to respond.***

After discussions with the classroom teacher and other support personnel, parents have the option to request a conference with the administration if the resolution to the issue did not meet their satisfaction. All efforts will be made to arrange a conference at the earliest convenience of all parties involved. **Please adhere to the established chain of command prior to requesting a conference with the Administration.** Conferences can be set up at the request of the school or the request of the parents. A conference with a teacher should be set up through the student's homeroom teacher for students in K-5 and through the subject area teachers for grades 6-8. School personnel will contact the parents and arrange a mutually agreed upon time for the conference. All conferences should be scheduled after school hours. Parents are asked not to meet with a teacher during school hours unless a conference has been officially scheduled. ****Please allow 24-48 school day hours for administration or staff to respond.***

Teacher Conferences

All parents are encouraged to meet with their student's teacher two (2) times during the school year (Fall and Spring). Communication is one of the cornerstones of education, and Greentree Prep encourages conferences between parents and teachers. Teachers will contact parents to schedule conferences every quarter and on an as-needed basis.

Curriculum

Although Greentree Prep teaches beyond the standards, the school follows the State approved and district used curriculum. The Florida State Standards are a state-led effort to establish clear world-class educational standards for English Language Arts and Mathematics.

Immunizations/Physicals

Please make sure that all student immunizations are kept up to date. For information about school age required immunizations, please refer to the Florida Health website under the immunizations section located at <https://www.floridahealth.gov/programs-and-services/immunization/children-and-adolescents/school-immunization-requirements/index.html>.

Homework Policy

Students must have school supplies at home to complete assignments and projects assigned by their teachers. Supplies include but are not limited to pencils, erasers, pens, crayons, markers, lined paper, and white copy paper. School supplies provided at school will remain at school for students to use during the school day. Students record their homework in a take-home folder and/or agenda. Parents/Guardians should check their student's bag and folders for daily assignments and notes regarding homework or upcoming tests/quizzes. Any questions should be communicated with the teacher via the Student Agenda, Class Dojo, Canvas, or email. 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. Greentree Prep recommends that parents assist their children by reviewing classroom activities and reading to them 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 10-20 minutes. Social Studies or Science activities may also be assigned.

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.

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

Sixth, Seventh and Eighth Grade: Reading and Math will be assigned nightly. Students may receive spelling, writing, vocabulary, and reading comprehension homework. Students should read nightly for a minimum of 30 minutes.

Student Incidents/Accidents

Greentree Prep does not have a school nurse. Any student injured at school will be sent to the office. The parents will be contacted by the teacher or staff member in charge. First Aid may need to be provided. Administration will determine if emergency services are needed in which they have the discretion to request services. All student accidents and incidents will receive a Greentree Prep incident/accident report.

Field Trips

Greentree Prep 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. All field trips will be announced, and parents must sign a Field Trip form and pay any fees as indicated.

Withdrawals

A withdrawal form must be signed by the parents when a student leaves school during the school year and emailed or turned in to the front office for Greentree Prep to release the student. The withdrawal form will be signed by the parent and the principal. Be sure that all school property has been turned in and volunteer hours are completed before a student leaves the school.

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 on Fridays. Parents will not be allowed to attend these events. Parents may drop off store bought cupcakes on the Friday of the birthday. Goodie bags will not be allowed. 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 is permitted.

For birthday parties outside of school hours that a student wishes to invite classmates to, invitations may only be passed out by the student during dismissal.

Throughout the year, your child's class will celebrate different events. Teachers will provide a signup list of approved items for each parent to donate. This helps prevent food overages and waste. Non-approved items will be sent home with the child.

Dress Code/Uniform Policy

To create a consistent and safe environment free of distractions, the school has developed a Dress Code and supporting Uniform Policy. It is the belief of the school administration and staff that students who come to school dressed properly will achieve higher academically and conduct themselves more appropriately while at school. This belief is supported by extensive research on the positive effect of school uniforms on student learning and behavior and is also stated in our approved charter contract.

Non-compliance with the Uniform Policy will result in the student being asked to contact home to have parents bring their uniform.

- 1st violation of dress code – communication from the teacher/front office to parent.
- 2nd violation of dress code – Student will not be allowed in class until proper uniform is provided.
- 3rd violation of dress code – Broward Schools Code of Conduct Discipline Matrix consequences will apply.

The school allows reasonable accommodations based on student's religion, disability, or medical condition. Student Uniforms for K-8th grade consist of the following:

- Greentree Prep purchased polos
- Khaki pants, shorts, or skirts, ***shorts & skirts must be no shorter than 4 inches above the knee**

- Closed-toe shoes and sneakers only (**NO knee-high sneakers or knee-high boots permitted**)
- Greentree Prep purchased hoodie with logo and purchased green sweater
- **Student IDs are required to be worn upon entering and exiting the campus**
- Greentree Prep purchased P.E. uniform may be worn on Fridays
- All students must look neat and always be in uniform
- Students' hairstyles must be appropriate and not cause a distraction. **Any hair that is not of natural color will not be permitted. Hair must be kept out of the face, up in a ponytail, or tied back**
- No facial piercings
- Nails must be of a short length
- On cold weather days the uniform policy is still in effect. Long sleeved shirts may be worn under Greentree Prep polo. Long-sleeved shirts must be white, navy blue, gray, or black
- Students may only wear heavy coats and other outerwear during cold days outside on the field. Coats and other outwear on colder days must not have any designs or messages/logos
- Special occasions such as school events, fitness run, and field day may have a different required dress code. This will be case by case and will be announced according to the event
- ***Leggings, biker shorts, short shorts, bare midriffs, spaghetti straps, strapless tops are not a part of the dress code and are not allowed***
- Blue jeans are not a part of the school uniform. Jeans are only allowed on the first Friday of the month for our Jeans Day fundraiser and students must bring \$2.00. Jeans with holes, rips, or designs are not permitted

Public Displays of Affection

Students should remember that their school campus is a community made up of other students as well as adult leaders. Students are to exercise self-control in their actions and refrain from public displays of affection that could be considered offensive or distracting. Examples of inappropriate PDA include, but are not limited to kissing, extended hugs, inappropriately touching one another, holding hands, etc. When students choose to display affection for one another to the degree that it is considered a distraction or makes others uncomfortable, then consequences will be imposed. All teaching and administrative staff have the right to determine if certain actions are considered inappropriate and may impose consequences which may include, but are not limited to a verbal warning, parent contact, detention, suspension, and a parent/teacher conference. This policy applies to all school functions and activities, whether on or off campus.

Health Information

Sick children should stay at home so they can recuperate and not spread their illness to others. Children who become ill or injured during the school day will be escorted to the office. Greentree Preparatory will require parents to pick up students who exhibit any symptoms that might be contagious, such as vomiting, pink eye, lice, etc. School personnel should be notified of any student's chronic illness (i.e., asthma, diabetes, heart conditions, or seizures). 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.* Students will be sent home if they have a temperature of 99 or higher. Children with a fever, vomiting, or other contagious symptoms will be sent home immediately. After two days of being home sick, please provide a doctor's note upon returning.

COVID-19

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

Head Lice

Head Lice are a common problem found in school-age children. 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 front office immediately if a parent suspects a student has lice so that Greentree Prep Charter may prevent further spread. A doctor's note is required upon returning to school.

Medication

Greentree Prep Charter does not have a school nurse. All medications, including over the counter, must be administered through the office. Students are not permitted to keep any medication, prescription or over the counter, with them. If a student with severe asthma always needs an inhaler with him/her, this can be arranged with the front office administration. Proper documentation from a physician is required. Parents must complete all Medication Authorization forms, and the office is responsible for scheduling and administering all medications. Pursuant to the Federal Lunch Program guidelines, a doctor's note will be required if a student cannot drink milk and needs juice at lunch. Parents are encouraged to give medicine before or after school, if possible. Parents must personally deliver and pick up any medication that is to be administered by the front office. A parent may report to the office for a student to be excused from class so that he or she can administer medication. Any medication that is given during the school day must be in accordance with the following: A Medication Authorization form signed by the parent and the child's physician must be on file before medication can be administered. Over-the-counter medication(s) such as acetaminophen, ibuprofen, cough medicines, may not be brought to school without a completed and signed medication authorization form (by physician and parent). Aspirin nor non-aspirin pain relievers or topical ointments are not allowed without a medication authorization form from the doctor. Greentree Prep Charter does not supply any non- prescription medication including topical ointments. No medication will be administered without a current form on file. All medication must be in the original container with a current date, the child's name, the doctor's name, and directions for administration. All medication must be removed from the front office before the last day of school. All medication not picked up will be discarded following the last day of school. For children with severe allergies and who have been prescribed an Epi-Pen, parents must also complete a medication authorization 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 the student's allergies.

School Visitors

Visitors, including parents, are not permitted to go to a student's classroom during school hours as this disrupts instruction and the normal school day routine. This also pertains to any parents on campus during volunteer time. All visitors must have photo identification. If a parent/guardian requests to meet with a teacher, please make arrangements for a conference by emailing the teacher.

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's ladder **NOT** the slide.
3. Stay away from the buildings.
4. No throwing of sand, rocks, sticks, or mulch chips
5. No running inside the school building.

Lottery

If more applications are registered for admission than seats available, a lottery will ensue. A parent/Guardian completes an online application/registration for each interested prospective student via the Greentree Prep Charter website. Each prospective student represented by an application, including those students' requiring services for Exceptional Student Education, English for Speakers of Other Languages (ESOL), and of all racial and ethnic backgrounds will have equal chance of being selected for enrollment.

Depending on current enrollment capacity, applicants will then be accepted into Greentree Prep Charter or will be admitted through a random lottery process that complies with Florida Law. Each parent/guardian will be notified of application status via email at the time of submitted application online. Submitting a student registration form is not a confirmation of registration in the school and does not guarantee enrollment for any grade level or school year. The parent/guardian of the registered student will receive notification that indicates if there is space availability, parent/guardian will then have to complete enrollment paperwork that is time sensitive to reserve the student spot. At the time Greentree Prep Charter collects all required paperwork by the applicant, the parent/guardian will be notified via email of secured enrollment at Greentree Prep Charter as well as additional information needed to start. Every applicant will have an equal opportunity of being selected for enrollment into Greentree Prep Charter via said lottery system.

Requests for Student Records

The Family Educational Rights and Privacy Act (FERPA) gives parents the right to review and question the accuracy of education records. **Parents or eligible students must notify the school in writing** of their request to review education records.

Parents/eligible students shall complete and sign the Parental Request to Access Student Records form, [Parental Request to Access Student Records](#). This form shall be filed at each school or District location maintaining the requested record for review. Parents who wish to have their child's records reviewed by another person of their choosing must notify the school of the specific request in writing.

The school must comply with the request from a parent or eligible student to review records within a reasonable period of time **not to exceed 30 calendar days** in accordance with Rule 6A-0955(7)(b), F.A.C.



GREENTREE PREP CHARTER K-8

VOLUNTEER PROCEDURES AND GUIDELINES

“TEACHING BEYOND THE STANDARDS”

GREENTREE PREP CHARTER

Mandatory Volunteering

Thank you for your commitment to Greentree Prep Charter School. This section is designed to help parents/guardians complete their student's volunteer hours with Greentree Prep Charter.

The best way to ensure that a parent/guardian completes volunteer hours is to start right away. Greentree Prep Charter mandatory volunteer hours: 25 hours for 1 child/35 hours for 2 or more children.

Parents may contact the principal to discuss creative options for volunteering. Please let Greentree Prep Charter 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 student'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 to volunteer for an event. Please do not show up to volunteer for an event if you have not signed up in advance. Greentree Prep Charter is always willing to work with parents to make sure volunteer hours are as enjoyable and beneficial as possible. **Please remember volunteer hours are mandatory. All volunteer hours must be completed to be considered for re-enrollment for the following school year and for students to attend end-of-year events. Parent volunteer hours must be completed by the volunteer hour completion deadline.** Greentree Prep Charter will email parents throughout the school year advising them of the remaining volunteer hours needed.

The entire Greentree Prep Charter staff looks forward to working with each one of our students and parents/guardians.

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 with the front desk office and must always wear the Volunteer ID badge to be permitted on school grounds.
3. All volunteers must register through Broward County Schools and receive approval before volunteering.
4. If volunteering for an overnight field trip, volunteers must complete an FDLE background check before chaperoning. 5 hours will be provided per day for overnight trips.
5. **Volunteers must dress in modest, school-appropriate clothing** (no obscene and/or provocative clothing). Clothing should be free of holes, rips, or stains. Bare midriffs, short shorts, revealing clothing is not permitted. No body jewelry or tattoos should be visible.
6. Individual students' grades, records, and abilities are personal and confidential information. Volunteers are prohibited from inquiring about or accessing this 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
7. **Any volunteer activity that is done for teachers without prior administrative approval will NOT count towards volunteer hours.**
8. **Items purchased from Teacher Wish Lists do not receive volunteer hours.**
9. Students may not be given medication by volunteers.
10. Volunteers will not contact parents regarding student performance or behavior.
11. Classroom supervision and student discipline are the responsibilities of the teacher and school.
12. Permission for a student to leave the classroom must always be given by the teacher.
13. Volunteers will be assigned only to staff members requesting assistance.
14. Punctuality and reliability are expected since teachers plan for volunteer assistance.
15. Comparing, criticizing, and gossiping is not acceptable volunteer behavior and Greentree Preparatory reserves the right to ask a volunteer to leave the campus.
16. Volunteers should be in good physical and mental health.

17. Volunteers may not always be assigned to their own child's classroom or teacher. Greentree Preparatory asks for volunteers' flexibility as opportunities are based on an as needed basis.
18. Volunteer hours will be logged on FACTS and will be updated periodically to allow parents to check the status of their hours and be aware of the number of hours they have completed before the March deadline. It is the Volunteer's responsibility to maintain a log of service hours completed.
19. **Volunteers CANNOT volunteer if they need to bring other children with them.** For safety and practical reasons, Greentree Prep Charter volunteers CANNOT bring any other children with them while completing volunteer hours. Please make childcare arrangements accordingly before scheduled volunteer time.

Frequently Asked Questions

1. **Do I have to complete all of my hours?** Yes. If all of a parent's hours are not complete, the parent will be asked to meet with the administration and/or Board prior to enrolling a student 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. **Do I have to complete all of my hours even if my child is not returning the following school year?** Yes. All volunteer hours must be completed regardless of re-enrollment status. Students whose parents have not completed volunteer hours by the annual deadline will not be able to participate in field trips, end of year activities, graduation, end of year show, etc. **In order for students to participate in any of these activities after the Volunteer Hour Deadline, parents MUST COMPLETE volunteer hours.**
3. **By when must my hours be complete?** ALL VOLUNTEER HOURS MUST be completed by March 15th of the school year. 50% of a parent's volunteer hours should be completed by January. Volunteer hours completed over the summer will count for the upcoming school year. Families will be notified of remaining hours throughout the school year.
4. **Who can complete my volunteer hours for me?** Anyone with the following relation to a Greentree Prep Charter 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 to get credit.
5. **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 after school hours. Please contact your child's teacher or administration for suggestions. There are family night events, movie night, fall festival, fundraising, and other activities that are available after hours for volunteer opportunities.

6. **What counts towards volunteer time?** If a parent ever has additional questions, please call the front office. The following activities have been approved for volunteer hours:

- * 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
- * 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 (a.m. & p.m.)
- * Setting up for special events (i.e., Fall Festival, Kindergarten Graduation, Field Day, Int'l Festival, etc.)
- * Reading to a large or small group of children
- * Speaking to a group of children (i.e., on Career Day)
- * Helping with the Extracurricular Program
- * Helping with health duties during health screening week.
- * Working at a festival/event
- * Donating items approved by administration for festivals 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.

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

7. **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 a student
- * Parent/Teacher conference
- * Attending a Greentree Prep festival or activity, but not working the event
- * Donating food items for classroom celebrations
- * Donating for fundraisers

8. **If I am an employee of Greentree Prep Charter, do I still have to complete my volunteer hours?**

No. Teachers and Staff with students attend events and afterschool activities to help support Greentree Prep Charter.

9. **Can I do something that was not requested and then get volunteer time for it?** No

10. **If I have already volunteered for my 25 or 35 hours, can I still volunteer?**

Please do! Greentree Prep Charter encourages volunteers to lend us a helping hand throughout the year. ***Volunteer hours do not roll over to the following year unless specified by administration.**

11. **May I bring my other children with me when I do my volunteer hours?** No. For safety and practical reasons, Greentree Prep Charter requests that a parent NOT bring any other children with them while completing volunteer hours. Please make childcare arrangements accordingly before a parent's scheduled volunteer time.

12. **How do I prove that I have completed my volunteer hours?** If parents are working on campus during school hours, parents must sign in and out in the front office using the tablet or volunteer log sheet on site. All hours are recorded with the school. **IF YOU DO NOT SIGN IN AND OUT, YOU WILL NOT RECEIVE CREDIT FOR VOLUNTEER HOURS WORKED.** Parents may check on the status of their volunteer hours at any time through the FACTS parent portal. It is the Volunteer's responsibility to maintain a log of service hours. Please keep a personal log of hours such as the template below:
 - [GTP Parent Volunteer Log](#)

13. **What if I have a hardship and I am unable to complete volunteer hours?** Parents must provide in writing any deviation from our volunteer policy to our principal that explains their extenuating circumstances. These are approved case by case by our administration.

Volunteers: What to do if...

A student Becomes Ill:

If a student complains of not feeling well, volunteers should notify the teacher immediately. A volunteer should never administer any form of medicine to the child.

A student Is Injured:

Should a student become injured while you are volunteering, notify the nearest staff member and front office immediately. The office staff will assist the student and the proper accident/incident forms will be filled out.

A Volunteer Is Asked to Take the Class Alone:

Because volunteers are not paid Greentree Prep Charter employees, volunteers 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 student:

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

Someone Asks a Volunteer How a student is Doing:

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



GREENTREE PREP CHARTER K-8

WORKING PARENTS CAN HELP TOO!

These suggestions are only the 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.

Help prepare school grounds for special events.

Transfer items with your truck.

MATH NIGHT HOST at a local grocery store.

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

“TEACHING BEYOND THE STANDARDS”

Elementary Volunteer Opportunities

These suggestions are only a beginning. For more opportunities for Middle School and other ways to volunteer, please contact the office and visit signup.com

- Listen to children read/read to children
- Facilitate After School Clubs
- Assist with vision testing
- Help with book fairs
- Assist with field trips
- Assist with lessons in photography, dramatics, knitting or square dancing
- Set up a "pretend" grocery store to practice math skills
- Practice vocabulary with non-English speaking students
- Discuss careers or hobbies
- Read during school literature events
- Help with cooking projects
- Help children with arts and crafts
- Help children learn to type
- Help arrange assembly programs
- Help children learn a foreign language
- Reinforce sight/vocabulary words
- Set up science experiments
- Attend and help with school events
- Chaperone Field Trips
- Coordinate Field Trips/Guest Speakers
- Speak at Career Day
- Support at School Events
- Donate to Greentree Preparatory
- Help with daily lunch duty
- Help with daily morning and afternoon carline

EMERGENCY PLAN

Greentree Prep Charter asks that parents/guardians please take a moment to review the seriousness of these drills with their student.

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 month. 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 the event 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 Public Announcement 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 students 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 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 Public Announcement system. The announcement will say, "Greentree, we are on 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 normal routines may resume."

Bio-hazardous Threat

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

Emergency Evacuation

If Greentree Prep Charter is faced with a dangerous situation that requires students and personnel to be removed from campus, an evacuation route is in place. A walkie-talkie/PA 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 is imperative that all students are aware of procedures.

Standard Response Protocol



INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.





FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP

QUICKLY AND EASILY SUBMIT A TIP

By accessing FortifyFL, students can provide a description of the threat, share pics and videos and optionally submit their contact information.

Anonymous or Non-Anonymous

You decide whether you want to include your name and contact information.

Convenient

Submitting a tip is quick and easy using our mobile app or website.

Include Photos and Video

You can also include photos or video with your tip report.

QUICKLY SEND TO AUTHORITIES

FortifyFL automatically routes your tip report to the appropriate law enforcement agencies and school officials.



Your School Officials

The tip report goes to your local school officials when submitted.

Local Law Enforcement

Your local police department or sheriff office receive copies of your tips automatically.

State-Level Officials

State-level officials also have access to your tips to make sure proper steps are taken.

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act.

#FORTIFYFL

GETFORTIFYFL.COM



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

GRIEVANCE PROCEDURES FOR PARENTS / PARENT LIAISON

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 parents 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, the parent may present the problem to the Director of Operations or any other member of the Board.
- * The principal responds to the problem during discussion or within 5 school days, after consulting with appropriate management when necessary. Vice Principal documents decision.
- * Parent presents problem to Greentree Prep Charter's Parent Liaison, in writing at liaison@greentreeprep.com, within 5 school days, if problem is unresolved.
- * The Parent Liaison reviews and considers the problem. The Parent Liaison and Principal decide whether the problem can be resolved at the school level or requires a Board decision. The Principal or Parent Liaison informs the parents of their 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 submitting the request in writing to the principal at least 24 hours before a Board meeting. Not every problem can be resolved to everyone's complete 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 SCHOOL PARENT/SCHOOL CONTRACT 2024 - 2025

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 CHARTER to provide my child with a unique educational opportunity.

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

WHEREAS I recognize that GREENTREE PREP CHARTER 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 CHARTER, 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 GREENTREE PREP CHARTER 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 GREENTREE PREP CHARTER and ensure my child abides by GREENTREE PREP CHARTER'S Dress Code, including wearing Velcro sneakers for all students in Kindergarten through 1st grade.
 - F. To supply a healthy, ready to eat lunch in a lunch box/lunch bag clearly labeled with child's name or purchased from the GREENTREE PREP CHARTER Board-approved vendor, each school day for my child. **Greentree Prep Charter will not heat any student lunches or provide utensils. Students bringing their own lunch must bring their own child-safe utensils.**
 - G. To be responsible for timely payment of any fees accrued to my account at GREENTREE PREP CHARTER.

- H. To participate in GREENTREE PREP CHARTER 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**, and collaborate with the school in implementing consequences when applicable.

2. 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 day.
- H. I agree to pick my child up on time each day.

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

Signature of Parent/Guardian _____ Date _____

Acknowledged by: _____ Date: _____

(Print the contract and return to school by Friday, August 16, 2024)

**THANK YOU, PARENTS AND STUDENTS, FOR CHOOSING
GREENTREE PREP CHARTER AS A SCHOOL OF CHOICE!**



**WELCOME TO THE 2024-2025
SCHOOL YEAR!**