

Welcome to

# Greentree Elementary School

4200 Manzanita Street \* Irvine, California 92604  
Phone (949) 936-5800  
Attendance Line (949) 936-5801 \* FAX: (949) 936-5809  
[www.iusd.org/gr](http://www.iusd.org/gr)

Tamara J. Brown, Principal



# Parent Informational Brochure

2009-2010

# WELCOME TO GREENTREE ELEMENTARY SCHOOL

It is truly an honor to once again be your principal for the 2009-2010 school year. I look forward to meeting the students, parents and community members in the upcoming months. I will be working closely with the dedicated group of teachers and staff of Greentree to support them in ensuring that your child has the best possible education. At Greentree Elementary, strong values are at the core of our decisions and programs. Our goal is to prepare children academically and socially for the many challenges that they will face in their lives. Therefore, we plan a curriculum that prepares them with the knowledge and skills necessary to develop attitudes and values that will serve them a lifetime.

This Informational Brochure is to provide you with a reference of resources and policies for Greentree Elementary School. In addition to this brochure, you will also be receiving frequent e-mailed Principal's Newsletters to keep you updated with programs and activities. **Be sure your email address and all other pertinent information is current on the iusd website.** To either create your My.IUSD account or update your existing information, please visit [www.my.iusd.org](http://www.my.iusd.org). You can also visit our school website at [www.iusd.org/gr](http://www.iusd.org/gr) to get the latest news and information about Greentree.

On behalf of the entire Greentree Elementary School staff, we welcome you to our school. We look forward to a prosperous and rewarding school year.

Sincerely,








Tamara J. Brown  
Principal

## Greentree's Mission

It is our mission to provide the highest quality educational experience which empowers all students with skills, knowledge, strategic thinking and values, in a positive, safe and challenging environment, fostered by a cooperative effort between school, parents and community.

## Our Vision

At Greentree Elementary School our vision is to enable students to become contributing and responsible members of society. In order to realize our vision the staff and school community have developed the following outcomes to equip students to meet the challenges of an ever changing world.

-  **Self directed learners** who are resourceful, inquisitive, motivated and responsible to pursue their goals.
-  **Effective communicators**, who listen, express their thoughts, feeling, and needs through verbal, non-verbal, written, and artistic forms of communication to interact appropriately with others.
-  **Strategic thinkers**, who seek, identify, assess, apply and evaluate information through reasoning, decision-making, and complex problem solving; apply these processes to real life experiences and develop a desire for lifelong learning.
-  **Resourceful problem solvers**, who seek, identify, assess, apply, and evaluate information through reasoning and decision making.
-  **Collaborative team players**, who use effective group and leadership skills to foster, develop and sustain supportive relationships with and between others in culturally diverse settings of work, community and family.
-  **Innovative producers**, who demonstrate a positive work ethic and personal pride in creating intellectual, artistic, and/or practical products and services.
-  **Responsible citizens**, who treat others with respect, and who take the initiative to devote time and talents to improve the welfare and quality of life for themselves and others within the diverse communities of the world.

## OFFICE HOURS



The school office is open from 7:30 a.m. until 3:30 pm

### **SCHOOL OFFICE POLICY AND PROCEDURES**

Our school office staff works very hard to provide the best possible service and information to the students and community. For safety issues and so we can assist you if needed, we expect all visitors to our campus to check in with the office and get a visitors' badge before proceeding to the classrooms.

Registration is accepted from 9:00 to 2:00 Monday through Friday.

As a reminder, teachers are not to be disrupted during the instructional day. Notes, phone messages, and/or e-mail messages are appropriate ways of communicating with your child's teacher during school hours. **Please do not deliver forgotten items to the classroom - take them to the front office.** Students know it is their responsibility to arrive to school prepared for the day and to check the front office for items you may have delivered.



## ATTENDANCE

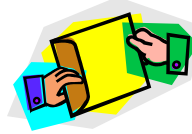
If your child is absent, please notify the school office before 8:00 a.m. each day that your child is out. The attendance line operates 24 hours a day. **Attendance Hot Line is (949) 936-5801.**

Studies show that there is a direct correlation between good school attendance and student achievement. Therefore, we encourage you as parents to reinforce the importance of being at school each and every day. If you wish to pick up homework for an absent child, please contact the teacher directly.

If your child is tardy to school, he/she must report through the front office to allow us to update our attendance records for that day. Consistent tardiness also impairs your child's ability to perform well at school and will result in parent contact and appropriate consequences.

If you find it necessary to schedule a medical/dental appointment during the child's class time, please have your child dismissed through the office. A sign-out booklet is located in the main reception area. We do require that children be signed out in this booklet by an adult who is on their Emergency Card should they leave school for any reason.

## INDEPENDENT STUDY AGREEMENT



Legal guidelines require that an Independent Study Agreement between the student, teacher, parent and principal must be entered into prior to an absence of five (5) consecutive school days or more, and work must be completed and turned in upon the student's return to school.

## BELL SCHEDULES

Grade Level	Instructional Day	All Wednesdays and Modified Days
Early Birds (K)	8:05 – 11:25 am	No changes
Late Birds (K)	10:05 – 1:35 pm	No changes
Grades 1 – 3	8:10 – 2:15 pm	8:10 – 1:22 pm
Grades 4 - 6	8:00 – 2:25 pm	8:00 – 1:25 pm



## TRAFFIC ETIQUETTE AND STUDENT SAFETY

Arrival and dismissal times are very BUSY around our school which can cause serious traffic problems. Please adhere to the following traffic rules for the safety of our children:

- ✓ **Drop off begins at 7:45 a.m.** We suggest dropping students off on Tiburon or Sleepy Hollow Streets.
- ✓ **Do not drop off** your child in the **RED ZONE** at the front of the school. Irvine PD does enforce this traffic law and will ticket you.
- ✓ **Do not call or beckon your child** to run across the street to meet you. Students **MUST** use the crosswalk and follow all the traffic rules.
- ✓ **Do not drive through the parking lot** to drop off your child. **The parking lot is for staff use only.** It is extremely dangerous for children to be going through this parking lot to get in/out of cars.
- ✓ **Do not make U-Turns in front of the school.** Please drive around the block to ensure the safety of all children and to keep traffic flowing smoothly.
- ✓ **Bus etiquette for Special Needs students.** This year we will have a bus dropping off Special Needs students on the Sleepy Hollow side of the school. They will be loading/unloading in the space designated with white curb markings. Please be courteous of the bus and our students by; 1) waiting for students to load/unload in that area, and 2) not parking in the white curb (loading/unloading) zone.

## CUSTODY DISPUTES

The school must be made aware of, and have on file at school, any legal papers that deal with unique custody circumstances concerning your child. Please be advised that the natural mother or father can retrieve their child from school at any time unless a court order is on file indicating otherwise.



### CELL PHONES

Students shall not be permitted to have in their possession a privately owned electronic signaling/recording device on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. Such devices shall be deactivated and remain out of sight. Their use shall be strictly prohibited on campus during the instructional day, as defined by the designated bell schedule for the day.

## LUNCH PROGRAM & FREE/REDUCED LUNCH

Lunches are available for purchase for \$3.25. For those bringing a sack lunch, milk will be sold for 75 cents. On pizza day, an additional piece of pizza will cost the same as any additional meal (\$3.25).



Menus and pricing are available on-line at [www.iusd.org/district\\_services/food\\_services/index.html](http://www.iusd.org/district_services/food_services/index.html). Parents can pre-pay for lunch online or send in a check to the school cafeteria through the front office. Checks should be made payable to IUSD Food Services. **We strongly recommend the pre-paid lunch option** as it eliminates the need to send money with your child. To access the online system please visit the Food Services page at the above link and select the Lunchbox link at the top of the page. Please check each morning to see that your child has a healthy sack lunch or money to purchase lunch. A nutritious lunch helps to make for productive learning in the afternoon. Family discussions about proper nutrition and healthy food choices can help to support the learning environment.

Students who received a free or reduced lunch last year will continue to do so for 30 days. New applications must be completed each year as circumstances do change. Applications may be picked up in the school's front office or may be printed from the IUSD Home Page: [www.IUSD.org](http://www.IUSD.org). **Qualification for free/reduced lunch is confidential. Please take the time to complete the application and return it to the school by October 1<sup>st</sup>.**

## ILLNESS / ACCIDENTS

If your child becomes ill or experiences an accident that requires him/her to be sent home, you will be contacted immediately. If we are unable to reach parent(s) or guardian(s) at home or work, we will then call the emergency contacts listed on your child's emergency card. For this reason, **PLEASE** keep home phone, work number(s), cellular phone number(s), pager number(s), and emergency contact names and phone numbers current with the school office. If we cannot reach anyone listed on your child's emergency card, and your child does not have a fever, they will be sent back to class. If your child is sent home, he/she may return to school only when **all symptoms have subsided for a full 24 hours**; and in the case of a fever, your child must also be **fever-free for 24 hours** before returning to school.

## LOST / DAMAGED TEXTBOOKS

If a textbook or library book is lost or damaged, it will be necessary for the student or parent to reimburse the school for the cost of the book.



## MEDICATION AT SCHOOL

Any time your child requires medication at school, the medication must be kept in the health office to be given by school personnel. LEGALLY, the school requires:

1. Medication **MUST** be in ORIGINAL pharmacy bottle, labeled by the pharmacist.
2. **Both** the physician and a parent **must sign** a consent form prior to medication being administered at school. This form is available in the school office.
3. Medication **MUST** be brought to school by a parent. At no time should medication arrive at school in a lunch box, baggie, etc.



These regulations apply to NON-PRESCRIPTION medications as well. Non-prescription drugs include aspirin, vitamins, cough syrup, cough drops, ointments, etc.

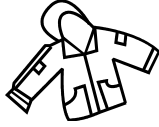
- Please do not ask school personnel to administer medications supplied by you until the above mentioned requirements have been met.
- Please do not ask school personnel to supply your child with medication. No medications are supplied by the school!
- Please do not send your child to school with medications of any kind unless you have complied with the requirements listed above.



## FIELD TRIPS

Students will not be allowed to participate in a class field trip unless the required Field Trip Permission Form is completed and signed by a parent/guardian prior to departure. Verbal and/or faxed permission will not be accepted.

## LOST AND FOUND



We urge parents to LABEL EVERYTHING that is sent to school. Items that are labeled are easier to locate when they are put in the Lost and Found. Small items such as glasses, retainers, jewelry, and more valuable items such as musical instruments are placed in the front office. All other items will be collected and displayed for students at various times throughout the year. Unclaimed items are donated to charities during winter recess, spring recess, and at the end of the school year.

## **PARENT INVOLVEMENT**

### PTA

Research shows that parent involvement is a key in helping children succeed in school. The idea has been basic to PTA's philosophy and action since its beginning in 1897. PTA goes even further by stating that children do better in all ways when their parents care about what they are doing at home, in the community and in school.

PTA activities establish communication between school and home. Parents are encouraged to attend meetings, support activities, and volunteer. Dates and times of meetings and activities will be on the Greentree website, and in PTA Newsletters to keep everyone well informed.

### OPEN DOOR POLICY/VOLUNTEERS

Greentree is very proud of its OPEN DOOR POLICY and we want to keep it alive and well; however, it requires that all parents/guardians/volunteers **sign in and pick up a visitor's badge in the front office** during school hours and prior to visiting the classroom or the lunch/playground areas. We require this procedure to help us locate you in the event of an emergency or phone call, and to prevent interruptions to the teacher and students during valuable instruction time - and most importantly, these precautions are to protect your children.

All volunteers must complete an IUSD Volunteer Registration & Screening Information form prior to volunteering. This form is completed only once, and it

only needs to be completed at one Irvine school. The forms are available in Greentree's main office and are forwarded to the Irvine Unified School District's Human Resources Department where the information is verified. All forms are kept on file at the District Office.

### SCHOOL SITE COUNCIL

School Site Council is a group of parents and school personnel whose responsibility is to plan, monitor, and evaluate our School Improvement Plan. Parent members are selected by vote of all parents in the Fall. Meetings and agendas are posted by the front office and all parents are welcome to attend.

### ENGLISH LANGUAGE ADVISORY COUNCIL

The English Language Advisory Council is composed of the principal, staff members, and parents of English Language Learners attending the school. The ELAC committee has the decision-making role of aiding the development of the School/Library Improvement Program (SLIP) as related to second language learners. Membership in this council is open to all interested parents.



### ACE AFTER-SCHOOL CLASSES

Irvine Public School Foundation sponsors After School Classes (ACE) in cooperation with IUSD. It is a non-profit program that offers high interest and enrichment classes after school. Parent volunteers support paid instructors in this popular program.

There will be Fall, Winter and Spring ACE activities, including **but not limited to** flag football, basketball, a theatrical production, chess club, homework club, and more! Please look for additional information in the early Fall.

### HOME SCHOOL COMMUNICATION



**Conduit System:** Although your child's backpack should be checked for information and homework every day, in an effort to make sure important communication materials reach home, all students will be given a special envelope every Thursday containing school communications, class work, and/or homework. Be sure to review the contents of this envelope and return it to school with your child(ren) every Friday. A few of the extracurricular activity fliers will oftentimes be sent home in these conduits, while other information regarding extracurricular activities can always be obtained through the District website.

**Back-to-School Night:** This is a formal evening meeting for **parents only** where you will go to your child's classroom to learn about your child's academic program and expectations for the school year. *If you need childcare, it will be offered by Rainbow Rising for \$5/per child. Be sure to make your reservations now.*

Notice that we have two different Back to School Nights! The first one will be for Kindergarten through the 5<sup>th</sup> grade, and the second one will be for 6<sup>th</sup> grade only.

**Thursday, September 24<sup>th</sup>**

6:15 – 7:00 Grades 4 and 5

7:15 – 8:00 – Kindergarten, 1<sup>st</sup>-2<sup>nd</sup>-3<sup>rd</sup>

**Thursday, October 1<sup>st</sup>**

6:00 – Grade 6 only

- *Rainbow Rising will offer childcare only if there are enough interested parents to justify keeping the facility open.*

**Report Cards:** Three times per year, report cards will be issued for all students in grades K – 6. For those parents who have enrolled in the Parent Portal, you will have access to your child's grades before they are sent home.

Report Cards Go Home: 12/11/09, 3/26/10, and 6/23/10

**Parent Conferences:** Formal conferences are scheduled two times per year, in October and in March. *The Fall conference* is to select goals for your child and to review early progress. *The Spring conference* serves as a follow-up to the Goal Setting conferences. Teachers are always available to schedule an individual meeting to discuss a concern or issue. During conferences, we are on Modified Schedule every day.

**Begins October 9<sup>th</sup> for Grades 4-6 only** *Modified Schedule ONLY for grades 4-6 on this date.*

**October 12<sup>th</sup> - 16<sup>th</sup>** - Kindergarten through 6<sup>th</sup> grade.

**March 22<sup>nd</sup> - 26<sup>th</sup>** – Kindergarten through 6<sup>th</sup> grade.

## SPECIAL PROGRAMS AND SUPPORT SERVICES

*In addition to our outstanding general education program, Greentree has a variety of other programs and services.*

### GUIDANCE RESOURCE SERVICES

We receive the services of a Counseling Assistant who works with small groups in the areas of classroom behavior, academic achievement, self-concept and social skills. In addition, the assistant focuses on managing reactions to major changes in home or at school.

### HEALTH SERVICES

District nursing staff (on site one day per week) provides students with vision screening (grades K,3,6) and hearing screening (grades K,2,5) and assists students who have physical impairment and health related problems. Information and guidance is provided to staff, parents, and students when medical conditions affect academic and social growth. Support from the district and our PTA provides a Health Clerk each day of the week, on site from 9:30am – 1:30pm.

### PSYCHOLOGICAL SERVICES

One part-time school psychologist provides assistance for the behavioral, social/emotional, and cognitive needs of students. Diagnosis of student needs, counseling/guidance for students and parents, testing and consultation to staff are available.

### SPECIALIZED ACADEMIC INSTRUCTION (SAI)

This program is designed to assist children who demonstrate significant deficits in academic skills. A student can qualify for the program by demonstrating a specific learning disability or a significant discrepancy between ability and academic performance. After a student has been identified as qualifying for the program, an individualized academic/education (IEP) plan supported by the program and the classroom teacher is designed to assist the students in making reasonable academic and social gains utilizing his/her strengths and remediating weaknesses.



### SPEECH AND LANGUAGE PROGRAM

This program is designed to diagnose and provide therapy for students who demonstrate difficulty in speech, language development, and language-based skills. Students who qualify for this program have an Individualized Educational Plan (IEP) designed for them and receive individual or small group assistance as appropriate.

### GIFTED AND TALENTED EDUCATION

The gifted and Talented Education (GATE) program is provided for students in grades 4 – 6 who are identified with exceptional learning abilities. This program consists of small clusters of identified students within the general education classroom with a teacher who has been trained in meeting the needs of the gifted students. Appropriately differentiated instruction including depth, complexity, acceleration and novelty is taught within the core curriculum.



## TITLE I PROGRAM

Title I funds support multiple programs including *before and after school* classes for Title I identified students at all grade levels in the areas of reading and math; Early Intervention Reading Model (EIRM) for small group reading interventions in the K-1 classrooms; Read Naturally, a program targeting reading fluency in grades 2-3, and a Literacy Coach/Teacher on Special Assignment (TOSA). **This program is funded based on the number of free and reduced lunch participants. Please apply in September for this confidential program even if your child will never eat a school lunch (including Kindergarten).**

## OTHER SERVICES AND SPECIAL PROGRAMS

- GIDM/RTI
- Art: K – 6 art specialist supported by the District and enhanced through PTA funds
- Instrumental Music: 4 – 6
- Vocal Music: 1 – 6
- Library/Media Center: K – 6
- Science Specialist: 4 – 6
- Student Study Team: a problem-solving team approach for students, parents, and staff
- D.A.R.E. Program: This special drug awareness program, sponsored by the Irvine Police Department provides information and insights for students in grades 4 – 6. The primary focus for this program is our 6<sup>th</sup> graders.

## SUPERVISION

By Board of Education policy, the school day for the student is defined as from 15 minutes prior to the student's first class until 10 minutes after the conclusion of the student's last class. Parents/guardians are not to deliver their student to school prior to 15 minutes before the start of school or leave them at school longer than 10 minutes after the end of the school day unless prior approval is given by the school principal or her designee. Students attending an Irvine school on a level of completion interdistrict attendance agreement violating the defined school day will have their interdistrict attendance agreement canceled.

ONLY students who are registered students at Greentree Elementary School are permitted to use our playground equipment during normal school hours from 7:45 a.m. to 2:30 p.m., plus after school programs from 2:30-4:00 p.m. Younger siblings are welcome to use the playground equipment after 4:00 p.m. or on weekends **with parental supervision.**

- Playground supervision begins at 7:45 a.m. for all students (K-6).
- **NO STUDENT IS TO BE ON CAMPUS PRIOR TO 7:45 a.m.**
- Students must leave campus within 10 minutes of their dismissal time.

Playground supervision during recess and lunch is provided by Noon Duty Supervisors. Greentree students are taught and encouraged to use Conflict Resolution Strategies to help them become better problem solvers:

- 1) Talk it over
- 2) Walk away
- 3) Say "I'm sorry"
- 4) Do something else
- 5) Take turns
- 6) Share
- 7) Ignore
- 8) Ask for help (first from a peer, then from an adult after using 3 or more of the above tools)

## DEVELOPING RESPONSIBILITY

One of our goals each year for our students is the teaching and fostering of individual responsibility. As we all know, this is a very important and necessary skill in life and without it an individual is doomed to failure. As parents and teachers, we tend to "do" for our children and "take care" of their forgetfulness. Examples of this occur daily at school. Children forget homework, books, musical instruments, lunch money, what their after-school plans are, etc. As school personnel, we are generally lenient because we want children to have their books, homework, or other necessary items, and we want them to be successful. However, one of our priorities is to have students develop their own responsibility. To this end, our staff members strongly discourage students from using the telephone for anything less than an emergency. We will make every effort to make clear to the children exactly what is expected of them and we will reinforce evidence of personal responsibility and discourage forgetfulness by NOT allowing students to telephone home for forgotten items, etc.



## SCHOOL RULES

Specific rules and expected behavior for the classrooms, playground, and lunch area will be taught and modeled by the classroom teacher. These rules will be shared with you either at Back-to-School-Night or via memos sent home to you. The following two rules will be enforced every moment that students are on the school site.

1. *Always treat other students and adults with respect and courtesy.*
2. *Respect school property and that of others.*

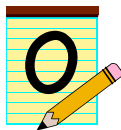
## DRESS CODE



Local schools are granted the authority to establish school-based dress and grooming standards coordinated with District Policy. Greentree's Student Dress Codes follows the guidelines provided by IUSD. Students are not allowed to wear any items to school that may be deemed inappropriate, unsafe, or disruptive to the educational process:

- Pants or shorts must be the proper size, (not too small or too large), fitting securely at the waist. Articles of clothing that do not cover the mid section or undergarments are not appropriate for school.
- Clothing that prohibits students from participating in all activities of the educational program, including P.E., should not be worn at school. Examples are: sandals, flip-flops, thongs, platforms, heels and sling-type shoes. Wheelies or jellies are considered unsafe and are not allowed. Athletic shoes are the ideal shoe for play and exercise and should be worn when PE is scheduled. Appropriate **closed-toe** shoes must be worn at all times.
- Students are not to wear shirts or tops that contain offensive or obscene symbols that promote alcohol, tobacco, drugs, gangs, tagging, violence, or that degrade any gender, cultural or ethical values.
- Make-up, unnatural hair color or extreme hairstyles which detract from the educational program are not allowed at school.
- Hats may only be worn outside for protection from UV rays and are not allowed to be worn backwards or sideways.
- Jewelry or other accessories which pose a threat to personal safety (i.e. dangling pierced earrings) or the safety of other students.

## ZERO TOLERANCE



The Irvine Unified School District enforces a policy of zero tolerance. This means that the following violations will result in immediate suspension and/or expulsion:

- Causing serious injury to another
- Possession of any knife or other dangerous objects or look-alikes
- Sale of a controlled substance
- Robbery or extortion
- Assault or battery

In addition, the following violations will result in immediate suspension and determination of further actions which may result in expulsion:

- Causing or attempting to cause damage to school or private property
- Possession of or use of tobacco
- Stealing
- Committing an obscene act or habitual profanity
- Possession of a controlled substance
- Disrupting school activities or willfully defying authority
- Receiving stolen property

## BICYCLES

The following guidelines are established to prevent injury or loss of property:

1. Only students in grades 3-4-5-6 are permitted to ride a bike to school.
2. Parents assume full responsibility and liability for the rider's conduct and bicycle.
3. Bicycles must be ***locked*** and parked in the bike rack.
4. Each student riding a bike to school will be required to wear a bicycle helmet.
5. Bicycle area is off limits during school hours.

Infractions of these rules may result in loss of permission to have the bicycle on school grounds. The school can assume no legal responsibility or liability in connection with the child's bicycle if it becomes lost, stolen or damaged. We suggest that every bicycle is licensed through the Irvine Police Department. ***Skateboards, roller blades, roller skates, and scooters/razors are not allowed at school.***