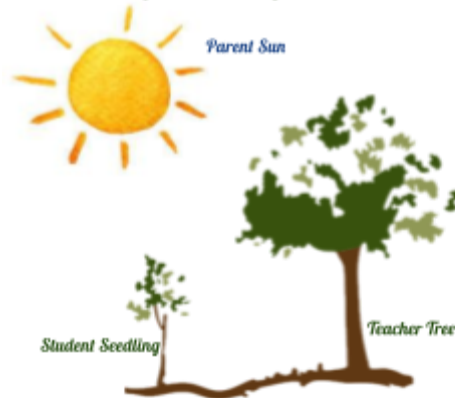




## Community Handbook

840 North Hwy 89, Harrisville, Utah 84401  
Office Phone: 801-590-2972  
www.greenwoodcharter.org

*We Accomplish More Together Than We Ever Do Alone!*



**Office Hours:** 9:00 AM to 4:00 PM, Monday-Friday  
**Student Hours:** 8:15 AM to 3:00 PM, M, T, W, Th  
**Breakfast:** Universal grab and go, 8:15 AM  
**Lunch times:** 11:05 AM to 1:28 PM  
**Early Dismissal:** 12:30 PM Fridays

**Our Mission:** The mission of GreenWood is to provide a quality, holistic education to all students by providing opportunities for them to be active, knowledgeable, creative, and conscientious individuals. GreenWood inspires a healthy balance in life through authentic learning, healthy eating habits, exercise, personal discovery, service learning, and environmental stewardship.

**Our Vision:** Our vision is that every GreenWood student will gain an understanding and appreciation for all aspects of their lives. To accomplish our vision GreenWood will model its services after six core HEALTH Values:

- Healthy Habits
- Environmental Stewardship
- Achievement
- Leadership
- Thinking Creatively
- Honoring Diversity

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## COMMUNICATION

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We commit to keeping our parents informed via:

- **Weekly Teacher Newsletters/Emails/Blogs**, including upcoming events, assessments, fieldwork, and volunteer needs.
- **Director's Monthly Email**, including highlights, school-wide information, events, volunteer needs, and other points of interest.
- **Family Compass and JumpRope Accounts**, with a login and password. Parents are encouraged to check their student's attendance, lunch balance, and academic performance reports *weekly*. Teachers implement a standards-based grading system online (see Education Program section for more details).
- **Student-Led Conferences** twice annually, plus a once-annual Learner Goal Conference (see Education Program section for more details).
- **Request for Private Conference** can be made with individual teachers at any time, to settle on an agreed-upon time and date.

**Changes Due to Weather:** An emergency text message will be sent to the number(s) we have on file for you. You can expect announcements around 6:30 am:

1. "GreenWood Charter School: Closed" This means there will be no school for students or teachers.
2. "GreenWood Charter School: One hour delay" This means that classes begin at 9:15 am. Teachers will arrive by 9:00 before school opens at 9:15. Children may be brought to school no earlier than 9:00 on days with one hour delays. Extended before school program and Universal Breakfast do not operate on these days.
3. "GreenWood Charter School: Two hour delay" This means that classes begin at 10:15 am. Teachers will arrive by 10:00. Children may be brought to school no earlier than 10:00 on days with two hour delays. Extended before school program and Universal Breakfast do not operate on these days.

**Early Closing Due to Weather:** If school is in session and the weather causes a need to close school early, we will initiate a text and email out to parents. In the event of early dismissal due to weather, parents are expected to pick up children at school. After-School programs will not operate on these days.

*Please use your own judgment as to whether it is safe to transport your child to school. If school opens late and your roads are too dangerous to travel, you can call in to excuse your child's absence. Note that the absence will be excused but will still count as an absence.*

### **Problem Solving Philosophy & Grievance Procedure:**

We use restorative practices with our entire community. We strive to make every member of our community feel welcome and supported by all. We are committed to addressing conflict in a direct manner.

If conflict should arise, the following steps should be followed by the offended party:

- An informal discussion directly with the person with whom there is a concern should always be the first contact. Both parties must commit to hearing one another out with an open mind and in a respectful manner and tone.

If a common solution cannot be reached satisfactorily by both parties involved after two informal discussions (with reasonable time allowed for improvement), the following steps should be taken:

- The offended party must initiate a formal conference by submitting their concern in writing directly to the party with whom there is a conflict, and the School Director.
- The School Director will set up a formal conference or restorative circle with a goal of resolving the conflict.

# EDUCATIONAL PROGRAM

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GreenWood's curriculum is broad, holistic, and intentionally designed to cultivate healthy bodies and healthy minds through our 6 HEALTH Values. All GreenWood students will participate in mindfulness and intention-setting exercises, arts, adventure, HEALTH Values education, activities in the classroom, outdoors, and in the community as part of the regular school day. We partner with EL Education, a non-profit organization that partners with schools to develop academic excellence.

**EL Education:** EL Education fosters high achievement through integrated, experiential learning and teamwork, analyzing student success through three dimensions: **Mastery of Knowledge and Skills, High-Quality Work, and Character.** Teachers design and implement challenging real-world "expeditions" that teach the Utah Core Standards by investigating a topic that integrates big ideas and 21st century skills from several subject areas. Expeditions incorporate fieldwork, community partnerships, and local experts who invite students to answer relevant questions about the environment, culture, politics, and economics of local and global communities.

(For more information about Expeditionary Learning, go to [www.eleducation.org](http://www.eleducation.org).)

**H.E.A.L.T.H. Values:** At GreenWood, we seek to educate students in the areas of mind and body. We give students the tools they need to be successful individuals by teaching them our 6 HEALTH Values:

## Healthy Habits

***"We build healthy mindsets!"***

- \*I can make healthy choices every day.
- \*I can use mindfulness to increase my awareness.
- \*I can reframe my mindset when faced with challenges.
- \*I can set intention, commit to act, and reflect on the outcome of my actions.

*EL Design Principles #1, #9*

## Environmental Stewardship

***"We practice gratitude!"***

- \*I can adjust my actions to create positive outcomes.
- \*I can notice and care for my surroundings.
- \*I can work with others to achieve goals for the greater good.
- \*I can demonstrate a respectful relationship with the natural world.

*EL Design Principle #8*

## Achievement

***"We have grit!"***

- \*I can use strategies to overcome obstacles and achieve my goals.
- \*I can improve the quality of my work through feedback and revision.
- \*I can be accountable for my work and actions.
- \*I can persevere in my quest to gain new skills.

*EL Design Principles #3, #5, #6*

## Leadership

***"We empower!"***

- \*I can be safe, engaged, respectful, and responsible.
- \*I can model the HEALTH Values to set an example for others.
- \*I can recognize and build on others' strengths.
- \*I can advocate for myself and others.

*EL Design Principles #3, #10*

## Thinking Creatively

***"We exhibit curiosity!"***

- \*I can notice and wonder.
- \*I can actively seek knowledge.
- \*I can solve problems with innovation.
- \*I can explore, make connections, and contribute to my crew's body of knowledge.

*EL Design Principle #2*

## Honoring Diversity

***"We care!"***

- \*I can show compassion and respect for others.
- \*I can honor multiple perspectives.
- \*I can stand up for the dignity of each person.
- \*I can collaborate successfully with my peers.

*EL Design Principles #4, #7*

**Student Responsibility for Learning:** We encourage our students to become increasingly more self-directed in their own learning experiences, and we expect students to be responsible for the quality and timely completion of assigned class work. To support this goal, students are expected to turn in assigned work on time and do their best work in meeting expectations. Assignments may be modified as needed according to IEP and 504 Student Plans. We value the process of

revision in the development of quality work, so students will be encouraged to improve upon their efforts until the final deadlines for evaluation.

**State Testing:** Dates and a description of the tests will be distributed to families in a timely manner. State Assessments and end-of-year Acadience Reading tests are administered during the last six weeks of school; please refer to the school calendar on the GreenWood website for exact dates. Parents are encouraged to support their students during this critical performance time:

- Suspend vacation plans
- Ensure a restful night's sleep
- Provide a nutritious breakfast and positive comments to children
- Have students arrive on time to school

### **Parent Guide to Grading**

GreenWood uses standards based grading to show progress and understanding of required state standards. This format allows students and guardians to see academic understanding strengths and where gaps may occur. A separate grade indicates a student's Habits of Work. While strong habits of work may correlate to strong academic performance, and vice versa GreenWood's grading system separates the benchmarks so families can best address the needs of their students. The following explains the academic performance benchmarks and how to assign a level to a quiz or assignment task.

(4) Exemplary: Students can complete a task accurately, explain it, and teach it!

(3) Proficient: Students show understanding through accurate work with only incidental errors if any. Proficient at grade level.

(2) Developing: Students show some understanding of the process but the errors present lead to incorrect answers.

(1) Beginning: Students attempt a task but use incorrect processes or apply an incorrect knowledge base.

(A) Student was absent--this does not count against their proficiency level.

(M) Student had the opportunity to complete, but work is missing. This will be reflected on their proficiency level.

**SUPPORT:** If your student earns a 3 on an assignment or quiz they are working at grade level. A score of 4 indicates they are working solidly at or above grade level. If your student consistently earns a 1 or 2 they will need extra support at home and at school.

**Portfolios:** Students are guided in collecting and reflecting on their work samples, high-quality products, and assessments throughout the year in learning portfolios. These collections serve as documentation that learning targets/standards have been accomplished and as "the story" of their learning. They are shared at conferences and kept in a digital format during all years that the student is enrolled at GreenWood.

**Student-Led Conferences (SLCs):** GreenWood believes that every child is the leader of his or her own learning. During conferences, students show and describe their work as evidence of their learning. They are intended as a celebration of the student's accomplishments. They promote student responsibility for learning, as students make choices about how to document their work and explain how that work demonstrates the learning targets. It is *crucial* that all families attend Student-Led Conferences in order to create this experience for students. Parents should be prepared to ask encouraging questions that prompt their children to speak to their learning, growth, and challenges. Conferences are held in November and March. Please look for conference scheduling notices and note these days on your home and school calendars.

- Because this conference structure is meant to serve as an opportunity for the student to lead and demonstrate his/her own learning, we ask that specific questions or concerns parents have for the student's teacher be scheduled separately from this time. Teachers are more than happy to make themselves available for these meetings.

**Learner Goal Conferences (LGCs):** Held near the beginning of the school year, these conferences are unique to our other two Student-Led Conferences as we set intention for the work of each school year together with teacher, parent and

student to achieve a common goal. We set academic, character, and quality of work goals.

**Passage Presentations:** Passages take place in 5th & 8th Grade. 5th Grade students present their portfolio and learning reflections in front of their peers. 8th grade students are required to present their school portfolio and learning reflection before a panel made up of community members, teachers and board members. These are milestone events that allow students to reflect on and share their educational journey through GreenWood.

**Mindfulness** is a particular way of paying attention, developing an awareness of self, others, choices and their consequences. It is the mental faculty of purposefully bringing awareness to one's experience. Mindfulness creates space, changing impulsive reactions to thoughtful responses:

*Without Mindfulness: Stimulus --> Reaction*

*With Mindfulness: Stimulus --> **Mindfulness** --> Response*

We help to grow this space in ourselves and our students, enabling new, wiser responses that improve attention, learning, emotional regulation, empathy, and conflict resolution.

**Homework:** All students school-wide are expected to read for 20 minutes and practice math facts for 10 minutes every night. Beyond this, teachers have discretion to the assigning of homework based on the needs of their classes. For any concerns or questions regarding assigned homework, please contact your child's teacher.

**Movement:** Teachers will provide movement integration throughout the day, providing students with many opportunities to be active in order to meet with our charter expectation of 60 minutes of physical activity per day.

**Special Education and Support Services:** Under Utah law, we are responsible for providing a free and appropriate public education to all students. If your child was receiving SPED services from another school, please forward a copy of the IEP to the school upon acceptance. If you have any questions, please contact the SpEd director.

**Fieldwork:** At EL Education schools, we strive to make learning authentic for all students. Rather than bringing students out to field *trips*, at which students are passive observers, students engage in meaningful *fieldwork*, at which they study, gather data, make observations, interview experts, and complete service learning projects. Students may visit a site multiple times to gather data or meet with experts. We rely on our parent drivers to take us to and from fieldwork locations. This is a great way to get in volunteer hours! (Also see Fieldwork in Parent and Family Involvement section)

## SCHOOL CULTURE

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Our school culture is built around 3 main pillars: **Expeditionary Learning, Health and Wellness, and Environmental Stewardship**. Our Specials and electives programs are based on these pillars.

**School Color:** forest green and navy blue. We encourage students to wear their GreenWood shirt or another green/blue shirt every Friday to show their GreenWood spirit!

**Crew:** At GreenWood, as at any EL Education school, we echo the words of Outward Bound founder Kurt Hahn in approaching education: "We are Crew, not passengers." Just as the crew on a ship, our students are not just "along for the ride," but are wholly engaged in the journey, and responsible for reaching destinations through their collaborative and individual efforts. We use the word "Crew" in place of the word "Class". Our Classroom Crews meet each morning for a Crew Meeting (sometimes called just "Crew") to greet each other, set intention for the day's work, and prepare the physical body with mindfulness.

**Forest Crew:** We meet as a school community on Friday mornings at 8:30 to share and showcase our learning, celebrate

students with awards, and to strengthen our community.

**Prescription for Health:** We encourage our students and families to commit to our Prescription for Health, developed with Dr. Carey Lloyd from a concept originated by Nemours Clinic based on healthy guidelines, to ensure a healthy and active lifestyle that we believe will contribute to success:



**Lunch Menus:** Menus will be posted online and on the bulletin board by the front door.

**Birthday Celebrations:** Our emphasis on health and wellness inspires us to incorporate healthy ways to celebrate individuals on their birthdays and holidays. *If you would like to have a birthday party at your home for your child, please send invitations through the mail unless you will be inviting every child in the class. In being true to our value “Honoring Diversity” and keeping equity in mind, Distribution of birthday treats or toys in the classroom will not be allowed.*

#### **Celebrating Holidays**

At GreenWood, we love to celebrate our diversity, and we are sensitive to each child’s traditions and culture. We ensure that our holiday celebrations are inclusive and expansive, including multiple perspectives, cultures, and ideologies. We avoid narrow perspectives of holiday seasons, instead incorporating the multiple, diverse cultural characteristics of our students and their families. We acknowledge the current seasonal festivities, while ensuring that we use our instructional time to its maximum benefit, limiting holiday parties/celebrations and/or activities in order to focus on academics. *In being true to our value “Honoring Diversity” and keeping equity in mind Distribution of holiday treats or toys in the classroom will not be allowed.*

## **HEALTH, SAFETY, AND BEHAVIOR**

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Student and faculty safety is our first concern at GreenWood. Please report all unsafe conditions immediately to the Office Manager.

#### **Support our 4 Schoolwide Norms:**

- 1. Be Safe**
- 2. Be Respectful**
- 3. Be Responsible**
- 4. Be Engaged**

We have developed a Safety Plan to address any emergencies or urgent situations. Parents may view this Plan on our school website. All exterior doors, except the main office entrance will be locked at 8:30 and remain that way until dismissal time. Exterior doors should never be propped open during the school day, and we ask that parents enter the building through the office doors. All parents and volunteers will be asked to sign in by presenting their driver’s license and wear Volunteer or Parent Badges to identify themselves.

**Discipline/General Expectations:** Our philosophy of behavior management is that all students want to do their best, misbehavior comes from a lack of skill, and skills can be taught. We avoid card-pulling, clip charts, or other publicly posted punitive behavior management systems. We implement restorative practices. Teachers will have posted classroom

expectations in their classroom which:

- Align with the 4 Schoolwide Norms
- Define behavioral expectations
- Are agreed upon as expected school behaviors
- Provide opportunities for mindfulness, student empowerment, and responsibility for healthy problem-solving

**Bullying and Harassment:** Harassment/bullying interferes with a student's ability to learn, is against our basic mission and philosophy, and is not tolerated in any form.

Bullying is defined as repeated, intentional, and targeted teasing, threatening, manipulative behavior, exclusion, gossip, name calling, offensive language, and generally cruel/hurtful behavior, including gestures, physical acts, or spoken/written/electronic communication taking place on school property or at a school sponsored function that causes a student or staff member to feel unsafe for themselves or their property, or interferes with their ability to participate and benefit fully from school. Harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or difference in sensory ability, or by association with a person who has or is perceived to have one or more of these characteristics.

Sexual harassment is harassment as described above of a sexual nature, and includes unwanted sexual touching, comments, and/or gestures which interfere with a student's participation in or ability to benefit from school. Sexual harassment is particularly serious as it is against federal and state law (Title IX). Verbal harassment can include comments about one's body, spreading rumors, dirty jokes or stories, or other sexual remarks. Physical harassment includes flashing or touching another or oneself in a sexual way. Visual harassment includes displaying sexual pictures or objects and inappropriate gestures. Though sexual harassment may seem embarrassing to talk about, it is very important to report if you have experienced or witnessed it.

The school's responsibility for addressing cyber-bullying or harassment that occurs off-campus is limited to acts that create a school disturbance. If off-campus cyber-bullying or harassment are brought to the attention of school personnel but do not create a school disturbance, the school administration will notify parents of the students involved but cannot impose discipline consequences. Bullying (including cyber-bullying), verbal harassment, sexual harassment, and communicating threats are offenses that must and will be reported to law enforcement.

We expect any students, school employees, or volunteers who have witnessed or have reliable information that someone has been subject to any act of bullying or harassment to report the incident to any school staff, who will communicate the report to the School Director. A student wishing to report knowledge of an act anonymously may do so and have their identity protected in most situations. Formal disciplinary action shall not, however, be taken solely on the basis of an anonymous report. Any retaliation against someone who has reported information is also forbidden. The School Director will conduct a prompt investigation of reports of serious violations and complaints of any act of bullying or harassment. We also encourage students to report when they witness other students being advocates for themselves or others in a bullying situation. Our goal is to promote positive standards where bullying is not tolerated by students or adults.

**Consequences:** Students are expected to follow GreenWood norms, whether on campus or involved in fieldwork or other school-sponsored events off campus. Failure to adhere to the guidelines throughout the year will result in appropriate consequences and/or restorative practices. Teachers will work with students to determine logical and natural consequences for rule infractions.

If a student is referred to Administration for violations of school expectations, one of several consequences may result. Consequences could include:

- Think Time for the purpose of calming, either in the classroom, or in another room on the campus with appropriate adult supervision.

- Restorative Practices and restitution
- Parent contact
- Parent-student-teacher conference
- Loss of privilege of participation in after-school enrichments/clubs/sports
- Parent shadowing (parent or designated adult stays with the student all day at school)
- In-school or out-of-school suspension
- Behavior Plan
- Referral to law enforcement
- Long-term suspension or required withdrawal
- Or other consequences determined by Administration

Behavior issues and consequences are recorded in Behavior Flip and used to determine any further corrective action necessary. *Parents are asked to collaborate with and support the student as a partner in any correction needed.*

**Fighting, Physical Aggression, Assault:** Fighting and assaults on students and other people are prohibited. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify school personnel. A student who exceeds reasonable force may be disciplined despite someone else having provoked the fight. Specific consequences for assault involving the use of a weapon and assault resulting in serious injury: These offenses must and will be reported to law enforcement. These offenses may lead to a referral to the Board for possible long-term suspension or expulsion according to Utah State Board of Education *R277-609*. Law enforcement may be involved as warranted.

**Prohibited Items:** Students are prohibited from possessing, handling, or transmitting any weapon, firearm, dangerous instruments, substances or other object that can reasonably be considered or used as a weapon or dangerous instrument. *Any student who has knowledge that another student possesses or intends to bring a firearm or other weapon onto the school campus or to any school activity and immediately reports this information to a teacher, School Director, or law enforcement will not face disciplinary action. Any student who comes into possession of a weapon by obtaining the weapon from another person or by finding the weapon and delivers the weapon immediately to a teacher, School Director, or law enforcement will not face disciplinary action.*

The following will NOT be allowed on campus and are subject to immediate confiscation and disciplinary measures as determined by administration:

1. Weapons and/or toy weapons
2. Drugs/Alcohol/Tobacco
3. Laser pointers
4. Lighters/matches
5. Inappropriate or topically violent magazines or books
6. Any other item that prohibits or hinders the fulfillment of the academic mission of the school

Handheld electronic devices are permitted under the following restriction guidelines:

1. Items are turned off and stored in backpack immediately upon arrival
2. Items are not retrieved until school is dismissed

Use of these items during school without teacher permission is strictly forbidden. If a phone rings during school or if any of these items are taken out of backpacks without permission, the item will be confiscated and will be returned to the parent. The school is not responsible for loss or theft of these items. Attention gadgets and toys such as fidget spinners are permitted only if a parent/guardian speaks with and receives permission from the student's Crew teacher.

If school personnel have reason to believe that a student has on his/her person an item imminently dangerous to the student or to others (e.g., weapon or firearm), a "pat down" search of the student's person may be conducted if less



intrusive measures are insufficient. A pat down search will be conducted in private by a school official of the same gender and with an adult witness of the same gender present, when feasible. The student's parent(s) or legal guardians will be contacted immediately following the search and will be expected to meet with school personnel involved in the search and the School Director that day.

If school personnel have reason to believe that a student is engaging in transmitting or selling illegal or unauthorized materials and have reason to believe that the student has used his/her cell phone for communicating about a sale or transference of illegal or unauthorized materials, the cell phone will be confiscated immediately and held to be searched for communiqué related to the sale or transference. This search will be conducted by a school administrator in the presence of another school administrator and the parent(s) or legal guardian.

School computers and any data they contain remain under control of the school and are subject to inspection at any time.

**Grounds for Suspension or Expulsion (R277-609; 53A-11-904) A student may be suspended or expelled from a public school for any of the following reasons:**

- Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language;
- Willful destruction or defacing of school property;
- Behavior or threatening behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school;
- Possession, control, or use of an alcoholic beverage;
- Possession, control, or use of a drug or controlled substance, an imitation controlled substance, or drug paraphernalia;
- Behavior which threatens harm or does harm to the school or school property, to a person associated with the school, or property associated with that person, regardless of where it occurs; or
- Possession or use of pornographic material on school property.

**A student shall be suspended or expelled from a public school for any of the following reasons:**

- Any serious violation affecting another student or a staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity, including:
  - Possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;
  - Actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities; or
  - Sale, control, or distribution of a drug or controlled substance, an imitation controlled substance, or drug paraphernalia
- Upon receiving a report of a prohibited act from an educator related to controlled substances, alcohol, or drug paraphernalia, we shall immediately report the violation to the student's parent or legal guardian and may report the violation to an appropriate law enforcement agency or official. **(53A-11-401-403)**

**Use of/Repayment for School Materials:** Any books or technology issued to students are the property of GreenWood. Students who either lose or damage a GreenWood-issued book/technology tool will be expected to replace the cost. Textbooks, technology tools, and library books must either be turned in or paid for prior to the release of their yearbook and/or final student report card. Books are checked out for two weeks. After the two week check-out period, if a book is not renewed, it becomes overdue. There is a 10 school-day grace period after a book is overdue; after that the student will need to purchase the book.

**Locker Policy:** All lockers on the school premises are the property of the school. These lockers are made available for use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function.

The use of the locker does not diminish the school's ownership or control of the locker. The school administration retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker for storing prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

**Medications:** Only trained, qualified personnel may administer any medication, including aspirin. Medication can be administered from the front office under the following conditions:

- Students must have written authorization from a parent/guardian AND the student's physician. Forms can be obtained from the main office. The student's prescribing practitioner (i.e. physician, dentist, etc.) must provide a current signed statement indicating that it is medically necessary for medication to be given during school hours.
- Prescription medication should be brought to the front office in its original pharmacy container. (The pharmacist will put medications in two bottles upon request.)
- Parents must provide the school with a request for medication to be given at school at the start of each school year.
- Students may not self-administer medications (doctor prescribed or over the counter). This means they may not carry medication with them and adult supervision is required when the medication is administered. The only exception to this rule is for inhalers, but proper documentation and following appropriate procedures still applies. Over-the-counter medications will be treated as prescription medicines and must come in the container that it was purchased in, with the above mentioned forms on file at the school.
- All medications will be kept in a locked cabinet in the Student Wellness Room. Doses will be monitored by trained personnel. A record will be kept at the school documenting the date and time the medication is given along with the initials of the person who gave it.
- For the safety of all, medications will not be sent home with children. Parents are requested to pick up medication from the main office.
- If your child must take short-term medication (antibiotics, etc.) for any reason, please make arrangements to administer the doses yourself.
- School personnel may not administer or dispose of expired medications. Parents must pick up all expired medications from the office.

**Diabetes, Asthma, Anaphylaxis, or Other Specialized Plans:** The school will work with parents to develop an Individual Non-conventional Specialized Needs Plan for all children with diabetes, asthma, and/or a life-threatening allergy. Please make sure that school personnel are aware of your child's medical needs so that we can respond appropriately.

**Emergency Contact Information:** Families can assist the school in ensuring your child's safety and wellbeing by making sure that the office has your current contact information as well as additional emergency contacts. Please make sure to let your contacts know that you have done this, because it is imperative that we are able to reach a responsible adult at all times when a student is involved in school activities. Please notify your child's teachers AND the office if any contact numbers change throughout the year. *Please help your student to memorize parent and family members' numbers!*

**Well-Child/Illness Guidelines:** Our goal is to keep all children and adults as healthy as possible throughout the school year. We are asking for your cooperation by following the guidelines below:

- If your child is not feeling well in the morning, please observe them closely before sending them to school and risking the health of others.
- Please keep your child(ren) at home if they are too ill or uncomfortable to participate in normal daily activities, including outdoor play.
- Children who get sick at school must be picked up within ONE HOUR to help avoid exposing other children.
- Children must be free from symptoms for 24 hours before returning to school. The only exception is when an ear infection has been diagnosed and the child has been on antibiotics for at least 24 hours.
- If your child contracts a contagious disease, please call the school so that we can appropriately inform other parents.
- The checklist below identifies symptoms that determine when children are too ill to be at school:
  - o Fever over 100
  - o Unexplained diarrhea

- o Vomiting
- o Unexplained or spreading rashes
- o Excessive redness, discharge from, or crusting of eyes
- o Greenish discharge from the nose
- o Excessive coughing
- o General inability to participate in school activities
- o Difficulty breathing or wheezing
- o Complaints of severe pain
- o Head Lice (*Help us keep this potential problem under control by periodically checking your child(ren), preferably once a week. Look at the nape of the neck and around the ears for pearly, white, tear-drop shaped eggs attached to the hair shaft. Watch to see if your child is doing excessive head scratching. When head lice are found at school, parents will be informed and verbal instructions on treatment will be given. The student may return to class only after proper treatment and after being rechecked and cleared by the office. If treatment is unsuccessful, then a doctor's clearance is required for the student to return to school.*)

The guidelines above will be used to evaluate your child at school. Sometimes staff members will call parents to alert them that their child is not feeling well even though it has not been determined that they are required to pick up their child.

If your child becomes ill or is injured in school, you will be notified by telephone. If you are not available, we will begin to call your emergency contacts. Therefore, it is important that you keep your phone numbers, as well as those of your emergency contacts, current and local. Your child will be released only to people listed on the child's emergency contact form. A picture ID will be required.

**Nut Allergy Precautions:** Nut allergies are a life-threatening reaction to peanuts and tree nuts. We need the help and cooperation of parents and other students to keep all students as safe as possible. In some instances, a classroom will be designated as nut-free; in other instances, the grade level will be designated as nut-free. Parents with children in these classes/grades will be notified at the beginning of the school year and reminded in January that they may not include food containing peanuts or tree nuts in their child's lunches or snacks (including overnight trip meals and snacks). Parents and students can learn more about food allergies and food product labeling by visiting <http://snacksafely.com>.

**Nutrition and Lunch:** We love that we get to be healthy at GreenWood! We ask you to reinforce an appreciation of good nutrition with your child through your choice of lunch/snack. We ask that foods with little nutritional value (cakes, candy, cookies, and sugary drinks/soda) be minimized or excluded.

**PARKING LOT/ PICK-UP and DROP-OFF SAFETY:** The transportation of students can present challenges especially during the first few weeks, but we can all make a difference by working with one another and being patient:

- AM DROP-OFF: Children should exit the car from the passenger side. The traffic line should pull all the way forward to the gym. Please do NOT stop in front of any other area of the school—this will cause traffic congestion and it is not safe. At 8:15, teachers will lead students inside for grab-and-go breakfast.



- CAMPUS TRAFFIC FLOWS ONLY ONE WAY: Come up the driveway, bear right at the entrance, continue to bear right and circle around towards the school, then out down the road. If traffic is stopped, DO NOT drive up to the school in the wrong lane.
- CAMPUS-WIDE SPEED LIMIT IS 5 MPH OR LESS: This appears really slow, but it is essential for safety in such a tight space. Staff members will speak with you if your car is moving any faster than this.
- CELL PHONE USE DURING DROP-OFF AND PICK-UP PUTS CHILDREN AT RISK: Please do not use phones while in the traffic line as they will distract you from the extreme vigilance needed while operating a vehicle with children walking around the lot.
- PARKING: We discourage parents from parking and walking up to the school for safety reasons. If circumstances require you to park and walk in, use a parking space and wait for a signal from the crossing guard before crossing the pick-up lanes. Return to your car with your child (children should not cross into the parking lot unaccompanied). We have committed to UDOT that **at no time will anyone park along Highway 89.**
- PM PICK-UP: Children will wait in their classrooms until their ride number is called. A staff member will be stationed at the stopping point, just past the West blacktop – please pull all the way forward. Make sure that your assigned number is displayed in your window so that it can be easily seen by the staff member. Your number will be called in to the school. Your children will be sent to the pick-up area and once all the children are safely in cars, families will be directed to exit the parking lot. We suggest that you plan to arrive no more than five minutes

before dismissal time.

- **RIGHT HAND TURNS ONLY** to exit the parking lot. For our families coming from the South, return home by turning right out of the parking lot, driving North to the traffic light, **making your U-turn at the traffic light** when it is safe to do so. Please go to the light or use 1100 N. to connect to Washington Boulevard. **U-turns close to the school are prohibited.**
- **SIDEWALKS:** Parents and students should only cross to the parking lot by using sidewalks. During morning and afternoon traffic, wait until an adult on traffic duty gives you a signal to cross. Do not dart across when you see a gap in the traffic.
- **STOP SIGN ON Highway 89:** Be a good neighbor and stay safe by obeying the stop sign. Come to a complete stop at the bottom of the driveway before pulling out onto Highway 89. Please pull out carefully into traffic.

**Student Check-in and Check-out Procedures:** *Remember, school attendance is vital to your child's success, every minute counts, and it is crucial that they arrive on time and do not leave until the school day is over.*

No student is ever to be dropped off unattended prior to the opening of school. **We will not have staff available to monitor students outside prior to 8:00 AM.** Please do not drop students off any earlier than 8:00 a.m. Students arriving any time after 8:35 cannot be admitted to class without a slip from the office.

- **Dismissal:** As a courtesy to our parents, we give a 15 minute grace period to accommodate for traffic and other unanticipated delays. Students remaining in school 20 minutes after pick-up time will be asked to call parents. Because we do not have supervision after school, parents are asked to pick up their child(ren) on time. Should parent pick-up become a chronic problem you will be contacted by the school to coordinate a conference with the School Director. **We will not have staff available to supervise children after the 15 minute grace period.**
- **Early Dismissal: A parent or guardian MUST** sign the student out at the office. If someone other than the parent or guardian is picking up your child, a note must be sent to the office stating the name of the person who has permission to pick up the child. They will need a picture I.D. and must be at least 18 years of age.
- **Signing In and Out:** Students may not leave the campus at any time during the regular school day unless they are signed out from the office. Parents should sign students out and back in. Appointments should be made when they create the least amount of conflict with the student's academic responsibilities. Parents are asked to refrain from requesting that their student be released from school for other reasons. If unusual circumstances arise, please contact the School Director.

**Attendance** at school is not only an essential element to participating in GreenWood's program, it is also a state law for all students under the age of 16. Every effort should be made to attend school to gain the full benefit of the educational opportunity available.

*Excused absences are for the following reasons only:*

- Injury or illness
- Death in the immediate family
- Inclement weather (ice, snow, or floods)
- Religious observance
- Approved planned educational leave (See following section)
- Quarantine
- Court or administrative proceedings
- Medical or dental appointments

In order to excuse an absence for any of the above reasons, a note must be written and given to the student's teacher by the 5th day after the child has returned to school, or the absence will be "unexcused."

*Unexcused Absences* are absences due to any reason other than those listed above and/or absences not excused by a parent or guardian. The school will notify the parent in writing when a student has accumulated 5 and 10 unexcused absences. If a student accumulates 10 or more absences, parents will be called to meet with the School Director to consider the reasons for absences and the history of attendance and make a recommendation to address the problem that they believe to be in the best interest of the child(ren) which may include:

- A carpool or other transportation solution
- Loss of privilege of participating in after-school enrichments/clubs/sports teams.
- Support services for the child or family
- Referral to DCFS for neglect

After 10 **unexcused** absences, state law requires that the School Director report the student as dropped from school, and cannot receive state funding for that student. Truancy reporting is to be decided based on circumstances of the absences and history of school attendance. If it is determined that the child is truant the School Director is legally obligated to make a report to Juvenile Justice.

#### **Notice of Compulsory Education Violation (Utah Code 53-A-11-101.5)**

The School may issue a "notice of compulsory education violation" to a parent/guardian of a student who is under the age of fourteen (14) if the student is truant at least five (5) times during the school year. This notice shall:

- Direct the parent/guardian to meet with School authorities to discuss the student's attendance problem and cooperate with the principal and Board to secure regular attendance by the student;
- Designate the School authorities with whom the parent is required to meet;
- State that it is a class B misdemeanor for the student's parent or guardian to intentionally or recklessly fail to meet with the designated school authorities to discuss the student's attendance problems or fail to prevent the student from being truant an additional five (5) more times during the remainder of the school year; and
- Be served on the parent/guardian by personal service of certified mail.
- Students with 10 or more absences have been determined by the state to be chronically absent.

As soon as a parent anticipates an extended absence due to severe, prolonged, or chronic illness under a physician's care, the parent should notify the school. The teacher will make arrangements for home-bound, hospital-bound, or other appropriate instruction. Students will be counted present during this time provided they participated in arranged instructional activities. This arrangement shall be made only on the advice of the attending physician.

Students will make up state-mandated tests following an absence; other missed class work or tests due to absences can be made up at the discretion of the teacher. Students who are absent from school may not participate in any extra-curricular events or other special activities after school.

**Student Safety:** Students will be engaged in frequent physical activity, such as field experiences involving data collection and exploration, active play on the field and in surrounding areas, sports and adventure activities, and more. They may be exposed at any time to current weather conditions, such as extreme heat or cold and rain. They should be prepared (water bottles and sunscreen, for example) and dressed accordingly (jackets, hats, and sturdy shoes).

During the course of these normal activities, accidents may occur. In the event of an accident, we provide immediate and appropriate care for the student by:

- Preventing further harm to the student or other students (which may include moving the student).
- Providing comfort care and urgent care in situations involving breathing or bleeding.
- Referring immediately to the parent and/or medical professionals.

The school staff will use Emergency Contact Information to contact parents or the person(s) they have designated. If needed, we will call 911 while we are still trying to reach a parent. We will make every attempt to call parents as soon as possible to involve them in the decision-making process, unless time and urgency are issues. If the injury is minor, the classroom teacher will exercise his/her judgment in making a decision to call the parent. In most cases, parents will be

alerted so they will have the option of viewing the injury themselves. Our staff will complete an accident report to keep on file for insurance purposes.

**Student Safety during Family Social Events and After School:** Staff cannot be responsible for supervising students during social events (family nights, potluck dinners, Celebrations of Learning, etc.) or after the school day has ended. No children will be allowed on the playground after school hours without appropriate adult supervision. Our students will have easy access to many of the after-school programs on campus, but should not be using the play facilities or other parts of campus unless they are officially enrolled in these programs and supervised carefully. The staff of these programs will only be responsible for students who are enrolled in their program. Students may not loiter in the building without an adult after school hours. Any student found loitering in the building unsupervised will be escorted by a faculty member out the front doors of the building to wait for their ride.

**Safety Drills and Procedures:** GreenWood practices monthly fire drills and various lock-down & evacuation procedures. Our School Safety Plan describes different levels of emergencies and the procedures for each. Please familiarize yourself with these important procedures by discussing them with your child's teacher. The Safety Plan can be found on the school's website.

**Theft, Damage to Property:** Students are expected to refrain from stealing or attempting to steal or knowingly be in possession of stolen property. Students shall not damage or attempt to damage any property belonging to the school or to another individual. Graffiti is considered damage to property. Greenwood is not responsible for damage or loss of personal property. We discourage bringing toys or other recreational items from home as they distract from academic learning.

**Technology Usage:** Computers will be made available for student use. Students should only be on a computer when supervised by faculty with permission, and must follow school policies regarding computer usage. All students must sign the Acceptable Use Agreement form before using school computers and accessing the internet. Student use of computers is a privilege.

**Dress Code:** Students will be engaged in physical activity frequently, and with the exception of "red" air quality days, students will be outside (unless otherwise indicated by the School Director). For this reason, flip flops, high heels, and wheeled shoes are not appropriate footwear. Also for this reason, skirts/shorts must be within 2-3 inches of the knee. Students should be dressed to be active – sitting on the floor, exercising, etc. and still be covered appropriately to avoid exposing midriffs, chests, or bottoms. Students may be exposed at any time to current weather conditions, such as extreme heat or cold and rain. They should be prepared (water bottles and sunscreen, for example) and dressed accordingly (jackets, hats, sturdy shoes). Students are not permitted to wear hats, hoods, or sunglasses indoors. Students must wear sleeves wide enough to cover the shoulder and underarm (no tank tops or spaghetti straps). Students will not be allowed to wear clothing that depicts insensitive slogans or profanity and may be asked to cover up with a jacket or change if such clothing is worn.

**Change of Clothes:** Young students may have an accident at school. This will always be dealt with in a nurturing and supportive manner so as not to cause the child any shame or discomfort. Therefore, we ask that you send one clean change of clothing in a bag with the child's first and last name clearly written in large letters on the outside of the bag. Thereafter, we ask that students keep a clean set of clothing at school so that when accidents occur, we can handle the situation without disturbing you, or upsetting your child.

**Lost and Found:** PLEASE LABEL YOUR CHILD'S BELONGINGS (particularly school shirts and sweatshirts that may be easily mistaken for another child's). Found articles are collected in the "lost and found" box in the front office. You may want to check the box periodically even if you are not missing any items...parents are often surprised at what they find! Articles left unclaimed for a long period of time will be donated to a charitable organization.

**Reporting Child Abuse & Neglect:** Any school employee or volunteer who knows or has cause to suspect child abuse or neglect is legally required to report the case to Department of Child and Family Services (DCFS). “Abuse” is defined as “actions which cause risk or harm to a child,” while “neglect” is defined as “failure to act which results in risk or harm.”

These include:

- Inflicting injury or allowing injury to be inflicted;
- Exposing a child – or allowing exposure – to an environment that places a child at risk of harm other than by accidental means. (This could include parental alcohol abuse, illegal drug use known/witnessed to child, parental drug manufacture or distribution, prenatal drug or alcohol exposure affecting child, witnessing domestic violence, unstable living arrangements, or unsafe driving);
- Using inappropriate devices or procedures to discipline child;
- Committing, permitting or encouraging any type of sexual abuse. This includes exposure to pornography, or allowing statutory-related sexual relationships;
- Creating or allowing serious emotional damage;
- Not providing care;
- Not providing necessary medical or remedial care;
- Abandoning the child;
- Using inappropriate devices or procedures to modify behavior; or
- Encouraging, directing or approving of delinquent acts involving moral turpitude.

## PARENT AND FAMILY INVOLVEMENT

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We depend on feedback from parents to help us improve our program and to ensure that our students are engaged in the learning process. You can partner with us in the education of your child and the success of GreenWood by doing all of the following:

- Complying with all school policies
- Communicating regularly with your child’s teacher and other school personnel
- Attending and participating in Student-led Conferences
- Participating in fundraising activities
- Completing all surveys
- Volunteering your time to help out at school
- Returning fieldwork and other important forms on or before the due date
- Attending GreenWood family events
- Follow the progress of your student by checking attendance, grades and assignments online regularly.
- Volunteer in the classroom or be a chaperone.

**Volunteer Hours:** We ask our families to make a commitment to an active partnership with our school, including participation with our HEALTH Values. Each two-parent family is expected to provide service to the School for 30 hours annually; single-parent families are expected to volunteer for 15 hours annually. For the safety of our students, we ask that parents wishing to supervise overnight fieldwork have a finger-printed background check.

**GreenWood Family Crew Organization (FCO):** Our FCO provides necessary leadership to organize parent volunteers in coordination with school needs. Through this organization, parents can find a variety of ways to contribute their talents to the school. Families are asked to stay current with Family Crew opportunities to grow GreenWood via our FaceBook page, monthly director email and teacher newsletters/emails. Our FCO meets monthly to plan fundraising and social activities. Their purpose is to:

1. Facilitate communication between the teachers, parents, and students
2. Improve parent participation in their child(ren)’s education.
3. Rally and organize parent volunteers when and where needed.
4. Raise funds for various educational and organizational efforts.



Please email [fco@greenwoodcharter.org](mailto:fco@greenwoodcharter.org) if you have an area of expertise or a hobby that you would like to share with GreenWood to contribute your volunteer hours. Get involved to GROW GREENWOOD!

**Donations:** We ask that parents work through the teacher and/or administration before soliciting donations from community organizations or businesses. A coordinated plan will help us maintain our relationships with other organizations and business partners.

**GreenWood School Board** is the governing body of the school and is responsible for financial oversight and developing all policies and procedures. Our School Board is made up of community members and parents. The Board meets monthly on the 3<sup>rd</sup> Friday at 7pm.

**Fieldwork:** Fieldwork is an essential component of our curriculum design and students may be off campus frequently throughout the year. Parents will be notified through their crew newsletter/website whenever fieldwork is planned so that parents know when their children are going off campus and to arrange for parent drivers. Without parent driver/chaperones, fieldwork will be canceled. Permission forms will be sent home three weeks prior to fieldwork and must be signed and returned expediently. Students arriving late (after class has left campus), without a permission form, and/or medication/ documentation will be placed in another classroom with alternate activities until their crew returns.

If you have signed up to participate as a chaperone, you will be required to have a background check and current vehicle insurance. Overnight chaperones will be required to have a finger-printed background check two weeks prior to the event. A chaperone stays with their assigned group at all times to actively monitor children, engage in the expected learning, and make decisions in the best interest and safety of the children. Chaperones are expected to support teachers' disciplinary and behavior guidelines on off-campus trips and to treat all children with fair and equal consideration. **Please keep younger siblings at home.** GreenWood t-shirts are highly encouraged to be worn on fieldwork and are helpful for immediate recognition in public places to spread the GreenWood good in our community.

**Library:** Volunteers are welcome in the library. Time spent here qualifies towards the family volunteer expectation. Time can be scheduled in regular weekly intervals, or we welcome parents who can drop by and give time here and there. The volunteers help with checking in and shelving returned books, putting labels and barcodes on books, pulling books for teachers, straightening shelves, cleaning books, and assisting students in finding book choices. It is a warm, welcoming environment. Library will gladly accept gifts of books and other materials.

**Logging Hours:** When you check in/out in the office, you will record your volunteer hours. It is extremely important to log your volunteer hours in the office so we have an accurate record of your volunteer time. This is how we compile information to publicly acknowledge our parent volunteers, and this information is integral for grant-writing and other fundraising efforts.

## STUDENT ADMISSIONS

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**Admission to GreenWood:** GreenWood admits students of any race, color, and/or national origin to rights, privileges, programs, and activities generally accorded or made available to GreenWood students. *GreenWood does not discriminate on the basis of race, color, sexual orientation and gender, and/or national origin in the administration of educational policies, admission procedures, or any other school programs.* Students are enrolled for one academic year at a time. In February, parents must fill out a Letter of Intent that secures their child's spot for the following year.

GreenWood Charter School may refuse admission to any student who has been expelled or suspended from a public school until the period of suspension or expulsion has expired. The School Director will make this decision after the application process has been completed.

GreenWood Charter School will be accepting applications for the upcoming school year **in February**. If, at the application deadline, we have more applicants than seats available, all applications will be placed into a lottery. A lottery process protects and promotes fairness to all applicants.

**Enrollment:** Students who are currently enrolled and who have submitted re-enrollment papers by January 15<sup>th</sup> will be re-enrolled for the following year. Children of founding parents and grandparents, full time faculty, and siblings of students who are currently enrolled will be given preferential treatment for enrollment in accordance with state law.

We ask that parents keep us posted at all times regarding their plans for enrollment, and if parents plan to withdraw a child, we ask that they notify the Main Office. Since a student cannot be enrolled in two schools at once, we will withdraw students from our GreenWood roster when we receive written notification that s/he is enrolled in another school. The “empty seat” will be given to the next person on the waiting list (as described above). If a student has been withdrawn from GreenWood in this manner, but makes a decision to return after the space has been taken by another student, s/he will have to re-apply and go on the waiting list.

**Placement:** We make every effort to place students in classes that are balanced (by gender, age, developmental levels, academic abilities and special needs) to foster optimum academic and social growth of each child and the class as a whole. Many factors are taken into account when making these decisions including what is in the best interest of each and every child. Placement for the following academic year is communicated to parents during the summer. The school retains final authority in placement decisions.