A California Distinguished School

GREENTREE ELEMENTARY SCHOOL

STUDENT-PARENT HANDBOOK
2020-2021

4200 Manzanita, Irvine, CA 92604

Phone:	949-936-5800
Fax:	949-936-5809
Attendance:	949-936-5801

Website: https://greentree.iusd.org/

Connect with us:

Facebook: https://www.facebook.com/greentreeiusd

Instagram: https://www.instagram.com/greentreeiusd/

GREENTREE ELEMENTARY SCHOOL

STUDENT-PARENT HANDBOOK
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Inside this handbook, you will find information regarding:

Greentree Elementary School

4200 Manzanita Street
Irvine, California 92604

EAGLES

Phone: (949) 936-5800
Absence: (949) 936-5801

Tamara Brown, Principal

FAX: (949) 936-5809

August 2020

ATTENDANCE 2020-21

Dear Greentree Families,

The school year will soon begin, and I would like to welcome you as our partner in your child's education. We truly value, appreciate, and seek out your involvement and collaboration for the success of your child while at Greentree Elementary School.

We will, as always, be monitoring attendance closely, because research has shown that regular attendance is vital for the success of children in school. We strongly urge all parents to help us ensure the regular, on-time attendance of your child/ren at school.

California law states that absences are excused only if a child is **ill** or there is an excuse which meets the requirements of *Education Code* Section 48205. Education Code Section 48260 defines a truant as a pupil who has missed more than 30 minutes on three days without a valid excuse in one school year. Our goal is to have all children present in school and on time every day. It is our district's policy that we may require verification of absences due to illness, if your child has missed school for three consecutive days.
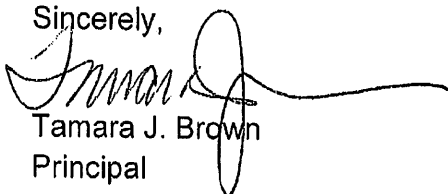
If your child is absent, please call the school Attendance Line at 949-936-5801 before 8:00 a.m. each day your child is out. Include your student's name, the date, and the reason for the absence. The Attendance Line operates 24 hours a day. It is important to leave your message on this line, rather than an individual staff member's line, to ensure messages are received in a timely manner.

Please be aware that going on vacation and family trips should be taken during school breaks. Trips and personal family business scheduled during school time could be considered unexcused absences from school. If a need arises in which your child(ren) will need to be out of school, please contact your child's teacher or the front office at least one week prior, to see if your child would be eligible for a short-term independent study contract.

We at Greentree Elementary School will work very hard with you to ensure that your child receives the best education possible. We are depending on you to assist us with ensuring your child is at school, on time every single day, unless they are ill.

Please be sure to print off this year's school calendar to assist in your family's scheduling throughout the new school year.

Sincerely,

Tamara J. Brown
Principal

GREENTREE ELEMENTARY SCHOOL CALENDAR   2020-2021

August
Aug 20	**1st DAY OF SCHOOL**

September
Sept 3	**MINIMUM DAY** - Back to School Night
Sept 7	**NO SCHOOL** - Labor Day Holiday
Sept 17	Constitution Day (Wear red, white, & blue)
Sept 28-30	**MINIMUM DAYS** - Fall Conferences

October
Oct 1	**MINIMUM DAY** - Fall Conferences
Oct 2	**NO SCHOOL** for students (Fall Conf)
Oct 9	**MINIMUM DAY** - Jog-A-Thon TBD
Oct 12	**NO SCHOOL** for students (Staff Dev)
Oct 15	Great California Shake Out
Oct 30	Pumpkin Decorating Contest

November
Nov 11	**NO SCHOOL** - Veterans Day Holiday
Nov 13	Report Cards on Parent Portal 3:00 pm
Nov 24	**MINIMUM DAY**
Nov 25-27	**NO SCHOOL** - Thanksgiving Break

December
Dec 18	**MINIMUM DAY**
Dec 21-31	**NO SCHOOL** - Winter Break

January
Jan 1	**NO SCHOOL** - Winter Break
Jan 4	School resumes after Winter Break
Jan 18	**NO SCHOOL** - Martin L King Jr. Holiday
Jan 19	**NO SCHOOL** - Teacher & Student Holiday

February
Feb 4	Open House 6:15-7:30 p.m. TBD
Feb 5	**MINIMUM DAY**
Feb 12	**NO SCHOOL** for students (Staff Dev)
Feb 15	**NO SCHOOL** - Presidents Day Holiday
Feb 26	Report Cards on Parent Portal 3:00 pm

March
Mar 4	Kindergarten Round-Up 6:00 p.m. TBD
Mar 15-19	**MINIMUM DAYS** - Spring Conferences
Mar 26	**MINIMUM DAY**
Mar 29-31	**NO SCHOOL** - Spring Break

April
Apr 1-2	**NO SCHOOL** - Spring Break

May
May 28	**MINIMUM DAY**
May 31	**NO SCHOOL** - Memorial Day Holiday

June
June 2	6th Grade Promotion - 8:15 a.m. TBD
June 4	**MINIMUM DAY**
June 4	**LAST DAY OF SCHOOL**
June 4	Report Cards on Parent Portal 3:00 p.m.
June 4	**LAST DAY OF SCHOOL**
June 4	Report Cards on Parent Portal 3:00 p.m.

August 2020
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

As of 8-12-20

TRADITIONAL SCHEDULE

Minimum / Modified Schedule
Grades 1-3 dismissal at 1:00 p.m.
Grades 4-6 dismissal at 1:03 p.m.
All Wednesdays and Sep 3,
Sep 28-Oct 1, Oct 9, Nov 24,
Dec 18, Feb 5, Mar 15-19,
Mar 26, May 28, Jun 4

NO SCHOOL
Sept 7, Oct 2, Oct 12,
Nov 11, Nov 25-27,
Dec 21-Jan 1, Jan 18-19,
Feb 12, Feb 15,
Mar 29-Apr 2, May 31

GREENTREE ELEMENTARY SCHOOL
Bell Schedule 2020 - 2021
DISTANCE LEARNING

KINDERGARTEN

Monday through Friday

Early Eagles   ...   8:30 - 11:00

Late Eagles   ...   12:00 - 2:30

PRIMARY GRADES 1-2-3

Mon, Tues, Thurs, Fri	**Wednesday** (Modified/Minimum Day/Parent Conf)
8:00 - 9:15	8:00 - 9:15
9:15 - 9:40.......RECESS	9:15 - 9:40.......RECESS
9:40 - 11:40	9:40 - 11:40
11:40 - 12:30...LUNCH	11:40 - 12:10...LUNCH
12:30 - 2:15	12:10 - 1:00

UPPER GRADES 4-5-6

Mon, Tues, Thurs, Fri	**Wednesday** (Modified/Minimum Day/Parent Conf)
8:00 - 10:00	8:00 - 10:00
10:00 - 10:17...RECESS	10:00 - 10:15...RECESS
10:17 - 12:35	10:15 - 12:15
12:35 - 1:10...LUNCH	12:15 - 12:45...LUNCH
1:10 - 2:30	12:45 - 1:03

Dear Parent/Guardian,

Thank you for your understanding and support as we work together through ongoing demands and stresses from the COVID-19 pandemic. Our goal continues to be the education of your child in a safe and healthy environment, whether at school or home. While there is no vaccine for COVID-19 yet, we want to remind you about the immunizations that protect your child from other dangerous diseases.

California Immunization Law and Irvine Unified School District Policy 5141.31 require that upon school entry all pupils who have the ability to come on campuses, including those enrolled in Irvine Virtual Academy (IVA), must provide proof of up-to-date immunizations. We urge you to make an appointment with your child's doctor to get caught up on any shots your child may have missed while staying at home. Please visit the CDC website for immunization recommendations during COVID-19 at: https://bit.ly/safetocomein

Below is a listing of community resources to obtain immunizations if needed:

- For children with or without insurance, immunizations are available <u>for a fee</u> from:

  Costco Pharmacy
  2700 Park Avenue, Tustin
  For more information, call 714-338-1942 or 714-338-1939

  Costco Pharmacy
  115 Technology West Drive, Irvine
  For more information, call 949-453-0435

  Note: Costco Membership not required to receive immunizations.

  MinuteClinic (inside CVS Pharmacy)
  14330 Culver Drive, Irvine
  For more information, call 1-866-389-2727

  Wallgreens Pharmacy
  5695 Alton Parkway, Irvine
  For more information, call 949-726-0716

  Wallgreens Pharmacy
  6316 Irvine Blvd.
  Irvine, CA 92620
  For more information, call 949-451-1563

- For children without health insurance, immunizations are available <u>at no cost</u> from:

  Orange County Health Care Agency, Santa Ana
  1725 W. 17th Street, Santa Ana
  For more information or appointments, call 1-800-914-4887

Thank you in advance for helping keep our schools, teachers, staff and community safe.

IUSD Health Services

California Immunization Requirements

REQUIRED VACCINE	TK/K – 12 Gr ADMISSION	NOTES FOR SCHOOL REQUIREMENTS	7TH GRADE ADVANCEMENT
IPV / OPV (Polio)	4 Polio	4 doses meet TK/K – 12 requirement 3 doses OK if 1 dose was given at age 4 years or older.	Must meet
DTap / DTP – Age 0-6 years Tdap – Age 7+ years (Diphtheria, Tetanus, Pertussis)	5 DTap	5 doses meet TK/K – 12 requirement 4 doses OK if 1 dose given at age 4 years or older; 3 doses OK if 1 Tdap dose at age 7 years or older; Tdap dose may meet 7th grade requirement.	ALL TK/K – 12 requirements which Includes
MMR (Measles, Mumps, Rubella)	2 MMR	2 doses meet TK/K – 12 requirement Both doses must be given at age 1 year or older	
Hep B (Hepatitis B)	3 Hep B	3 doses meet TK/K – 12 requirement	
VAR / VZV (Varicella or Chickenpox)	2 Varicella	2 doses meet TK/K – 12 requirement	
Hep B (Hepatitis B)	3 Hep B	3 doses meets requirement ⟺	3 Hep B
VAR / VZV (Varicella or Chickenpox)	2 Varicella	2 doses meets requirement ⟺	2 Varicella
Tdap – 7th – 12th Grade (Tetanus, Diphtheria, Pertussis)	1 Tdap 7 – 12 Grade Only	1 dose given at age 7 years or older meets requirement for 7th grade advancement and 7th – 12th grade admission. ⟺	1 Tdap

DOCUMENTATION
California immunization laws and Irvine Unified School District Policy 5141.31 require that upon school entry, *all pupils must show written proof of immunizations*. An immunization record completed by a physician or clinic **or** the blue California School Immunization Record from a former school **or** another state's school record serves as documented proof.

Documents must be in a format that is easily understandable. If translation is needed it is the parents responsibility to have this completed prior to the registration process.

Documents must include:
- Child's first and last name
- Child's date of birth
- Type and date (month/day/year) of each dose of vaccine.
- Name of physician or clinic who administered the vaccine.
- If immunizations are transcribed from previous records by the attending physician/clinic *"TRANSCRIBED"* must be written next to each immunization or diagonally across all lines for a vaccine series. The attending physician/clinic stamp must be stamped on the front of the immunization record to confirm who verified the immunizations.

PHYSICAL EXAM FOR TRANSITIONAL KINDER, KINDERGARTEN AND FIRST GRADE ENTRY
- TK – Within 12 months prior to entering TK. This will qualify for Kindergarten entry but a new physical exam will need to be submitted prior to 1st grade entry.
- Kindergarten – Within 6 months prior to entering Kindergarten. If more than 6 months a new physical exam will need to be submitted prior to 1st grade entry.
- 1st grade – Within 18 months prior to entering 1st grade.

Name of student: _____

Dear Parent/Guardian:

Medical treatment is the responsibility of the parent/guardian and an authorized health care provider. An authorized health care provider is an individual who is licensed by the State of California to prescribe medication. **Both prescription and over the counter medication** may be given at school when it is deemed absolutely necessary by the authorized health care provider that the medications be given during school hours. **The parent/guardian is urged, with the help of your child's authorized health care provider, to work out a schedule of giving medication at home whenever possible.**

California Education Code, Section 49423 allows school personnel to assist in carrying out an authorized health care provider's written orders. Designated non-medical school personnel may be assisting with your child's medication. They will be trained and supervised by credentialed school nurses. Medication will be safely stored and locked or refrigerated, if required.

Emergency medicine such as EpiPens or inhalers **may be carried by the student when recommended by an authorized health care provider and parent.** When appropriate, the school nurse will evaluate the student's ability to safely self-administer the medication based on written district guidelines (Title 5). Back-up medication should be kept at school for emergency use. Students who have a serious medical condition (diabetes, epilepsy, etc.) should have an emergency supply of their prescription medication at school with the appropriate consent forms in the event of a disaster.

If medication is to be administered at school, <u>all</u> of the following conditions must be met:

1. A written statement signed by the licensed authorized health care provider/dentist specifying the reason for the medication, the name, dosage, time, route and specific instructions for emergency treatment must be on file at school.
2. A signed request from the parent/guardian must be on file at school.
3. Medication must be delivered to the school by the parent/guardian or other responsible adult.
4. Medication must be in your child's original, labeled pharmacy container written in English.
5. All liquid medication must be accompanied by an appropriate measuring device.
6. Any tablets requiring partial doses (1/2 or 1/4) must be sent to school already cut.
7. A separate form is required for each medication.

Note: Please discuss your authorized health care provider's instructions with your child, so that he/she is aware of the time medication is due at school.

Whenever there is a change in medication, dose, time, or route, the parent/guardian and authorized health care provider must complete a new form.

THIS REQUEST IS VALID FOR THE CURRENT SCHOOL YEAR

Revised 07-05-10

PARENT/GUARDIAN AND AUTHORIZED HEALTH CARE PROVIDER REQUEST FOR MEDICATION

Student Name	Birthdate	School & Year	Grade

Telephone – Home	Telephone - Work	Telephone - Cell	Teacher

PARENT REQUEST FOR THE ADMINISTRATION OF MEDICATION
PRESCRIPTION AND NON-PRESCRIPTION

California Education Code Section 49423 allows the school nurse or other designated non-medical school personnel to assist students who are required to take medication during the school day. This service is provided to enable the student to remain in school and to maintain or improve his/her potential for education and learning.

I request that medication be administered to my child in accordance with our authorized health care provider written instruction. I understand that designated non-medical school personnel may assist in carrying out written orders under supervision of a qualified school nurse. I will notify the school immediately and submit a new form if there are changes in medication, dosage, time of administration, and/or the prescribing authorized health care provider. I give permission for the school nurse to exchange medication-related information with the authorized health care provider. The school nurse may counsel appropriate school personnel regarding the medication and its possible effects.

Parent/Guardian Signature: _____   Date: _____

Emergency medicine such as an EpiPen or inhaler may be carried by the student when recommended by an authorized health care provider and parent. Back up medication should be kept at school for emergency use.

All medication must be in the student's original, labeled pharmacy container. The directions for administration on the school container must be in English. You may request additional containers from your pharmacist, one for school and one for home, if needed.

AUTHORIZED HEALTH CARE PROVIDER
REQUEST FOR ADMINISTRATION OF MEDICATION

Reason for medication (diagnosis): _____

Medication: _____   Dose: _____   Route: _____   Time: _____

If PRN: Amount of time between doses: _____   Maximum number of doses per school day: _____

Possible medication reactions: _____

Instructions for emergency care: _____

Date of request: _____   Date to discontinue medication: _____

The above medication cannot be scheduled for other than during school hours and non-medical school personnel may assist with the administration under the supervision of a qualified school nurse.

Authorized Health Care Provider Signature Date	
Address	
Telephone Number Fax	Office Stamp

Regarding EpiPens/Inhalers: It is my professional opinion that this student should be permitted to <u>carry/self administer</u> this emergency EpiPen or inhaler. This student has been instructed in, and demonstrates an understanding of proper usage.

Health Care Provider Initials: _____

SCHOOL USE ONLY:
Reviewed by: _____   Date: _____

THIS REQUEST IS VALID FOR THE CURRENT SCHOOL YEAR

Revised 07-05-10

GREENTREE ELEMENTARY SCHOOL

CODE OF CONDUCT

The Mission of the Irvine Unified School District is to enable all students to become contributing members of society empowered with the skills, knowledge, and values necessary to meet the challenges of a changing world, by providing the highest quality educational experiences we can envision.

Greentree Elementary School is committed to maintaining a learning environment free from harassment, intimidation or insult, student-to-student or adult-to-student, on the basis of an individual's actual or perceived sex, sexual orientation, gender, gender identity or expression.

With this in mind, the following standards of student conduct have been adopted.

GREENTREE SCHOOL AGREEMENTS

Greentree School agrees to teach, reinforce and model our Soaring Eagles Behavior Attributes:
- **S**top, Think Solve
- **O**wn Your Actions
- **A**ct With Integrity
- **R**espective Behavior

STUDENT EXPECTATIONS

- Attend school and arrive on time.
- Allow others to learn.
- Finish all of your school work on time and to the best of your ability.
- Take care of our school and all of our school materials and property.
- Communicate regularly with parents and teachers about school experiences, so they can help you be successful while at school.

STUDENT RIGHTS

A right is something that belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights as you.

- Right to be yourself at school and be treated the same as everyone else.
- Right to be treated with respect and kindness at school.
- Right to be safe at school.
- Right to tell your side of the story.

IRVINE UNIFIED SCHOOL DISTRICT

ZERO TOLERANCE POLICY

The staff and students at Greentree Elementary actively protect the safety of our campus. We enforce a policy of ZERO TOLERANCE. This means that the following violations will result in immediate SUSPENSION and EXPULSION from Irvine Unified School District:

- ➢ Possession of a firearm (including replicas)
- ➢ Brandishing a knife
- ➢ Sale of controlled substance

In addition, the following violations will result in immediate SUSPENSION and a determination of further action, which may result in EXPULSION proceedings:

- ➢ Serious physical injury to others
- ➢ Battery to staff
- ➢ Possession of knives, explosives
- ➢ Possession of controlled substance
- ➢ Robbery of extortion

Any student with information regarding violations of the above may call anonymously to 949-724-7200 or "911" in an emergency. Gang information call 1-800-NO-GANGS. As an alternative calling, you may wish to speak to any staff member at your school.

SCHOOL-WIDE EXPECTATIONS

- Pets of any kind are not allowed on school grounds (posted Irvine City Ordinance).
- Leave all personal items, including toys, pets, objects, sports, music equipment, etc., at home, unless special permission is given by your teacher.
- Gum is not to be chewed while at school.
- Absolutely no skateboards, roller blades, razors, or roller shoes on campus.
- Only students in 3rd through 6th grade may ride bicycles to school. Helmets must be worn, and worn properly. Walk your bike on and office campus. Lock bike in bike rack.
- Arrive at school on time.
- The field area is off limits before school.
- <u>Students must be picked up within 10 minutes of their dismissal time</u>. All students will be directed to meet parents/siblings at the front of the school. Students must leave school grounds or go directly to their after-school destination.
- Only registered students are allowed on school equipment during school hours. The school playgrounds are closed to the public until 4:30 p.m. daily (posted Irvine City Ordinance).

GREENTREE ELEMENTARY SCHOOL

STUDENT DRESS CODE

Local schools are granted the authority to establish school-based dress and grooming standards coordinated with District Policy. Greentree's Student Dress Code follows guidelines provided by IUSD policy, but simplified to address the basic issues usually associated with elementary-aged students. 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 above the hipbone at the waist without a belt. Articles of clothing that do not cover the mid-section and undergarments are not appropriate for school.

- Dresses, skirts, and shorts must not be shorter than mid-thigh.

- Any shoes that prohibit students from participating in all activities of the educational program, including PE, should not be worn at school. Examples are sandals, flip-flops, platforms, heels, and sling-type shoes. Wheelies or jellies are considered unsafe and are not allowed. Athletic shoes/tennis 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 other 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.

- Spaghetti straps and halter tops are not appropriate. Tank top straps must be at least 1.5 inches (about 2 fingers) in width.

- Hats/caps (with a bill) may only be worn outside for protection from UV rays and are not allowed to be worn backwards or sideways. Hats/caps (with a bill) are not permitted to be worn indoors.

- Jewelry and other accessories that pose a threat to personal safety (i.e., dangling pierced earrings, long necklaces), or the safety of other students, will not be permitted at school.

Staff members monitor our Student Dress Code. Parents are contacted when students violate our dress policy. A student who violates Greentree's dress code will be required to change clothes. Repeated violations of the dress code could result in the loss of school privileges and activities.

GREENTREE ELEMENTARY SCHOOL

FAMILY SCHOOL COMPACT

It is important that families and schools work together to help students achieve high academic standards. Through a process that includes teachers, families, students and community representatives, the following are agreed upon roles and responsibilities that we as partners will carry out to support student success in school and in life.

STAFF PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Communicate regularly with families about student progress.
- Provide a safe and caring learning environment.
- Provide meaningful homework assignments
- Participate in professional development opportunities that improve teaching and learning.
- Respect the school, students, staff and families.
- Teach, reinforce and model the SOARing Behavioral Expectations.

STUDENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Come to school, on TIME, ready to learn and do my best work.
- Bring necessary materials, completed assignments and homework.
- Know and follow school and class rules and behavioral expectations by SOARing.
- Communicate regularly with my parents and teachers about school experiences so they can help me be successful in school.
- Read every day for fun.
- Respect the school, classmates, staff and families.

FAMILY-PARENT PLEDGE

I agree to carry out the following responsibilities to the best of my ability:

- Provide a quiet time and place for homework.
- Read to my child and encourage my child to read each day.
- Ensure that my child attends school every day and arrives on time.
- Ensure that my child gets adequate sleep, medical attention and proper nutrition.
- Be aware of my child's progress in school and contact my child's teacher when I have a concern or question.
- Participate at school by volunteering and attending parent-teacher conferences, fundraising, and special events.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students and families.

Your affirmation on our online registration page indicates that you have read and understand this document, and that you and your child agree to the above procedures.

Updated 8-10-20

Drop-Off and Pick-Up Procedures
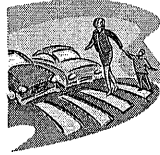
Your child's safety is of the highest priority to all of us! Unless previously arranged with your child's teacher, your child should never arrive on campus any earlier than 15 minutes before class begins, and should leave campus promptly for their after school destination.

In conjunction with the Irvine Police Department and the City of Irvine, I would like to remind parents of our traffic flow guidelines for Greentree.

- **Our school parking lot is for the use of <u>staff only</u>.** Please do not drive through, park, drop off or pickup your children in this parking lot. *The only exception is our PTA PRESIDENT who has a reserved parking space.* Oftentimes a staff member has to leave campus for a short time to run an errand or attend a meeting off-campus, so an empty parking space does not mean it is an available space for a parent.
- **Please talk with your child about never walking through the parking lot!** Students are to walk around the staff parking lot at all times. *When cars are entering, backing out/exiting, it is too easy for a child to go unseen if they dart in front of, or behind of a car.*
- **Red Curb is for emergency vehicles only** - you may not park or drop off along the red curb at any time. IPD will ticket cars left at the curb.
- **The Yellow Curb is for <u>active</u> loading and unloading of students.** Do not park or leave your car at the curb at any time. IPD will ticket cars left at the curb unattended.
- **The White Curb is for special education buses to load and unload.** Please do not park along the white curb as it is reserved for these buses.
- **Please consider carpooling or walking to school** – fewer cars, less gas expense, more time for you!
- **Model "Safety First"** for all our students by cooperating and following the directions of all **Greentree Staff** and the **Crossing Guard**. Use the cross-walks at all times when crossing the street.

Your affirmation on our on-line registration page indicates that you have read and understand this document, and that you agree to follow the above student drop-off/pick up procedures.

Irvine Unified School District
GREENTREE ELEMENTARY SCHOOL

Rules for Riding Bicycle To School
<u>Grades 3-6 Only</u>

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1. Students in grades 3, 4, 5 and 6 may ride their bicycle to school.

2. Bicycles need to be in safe working condition and an appropriate size for the student.
   - Equip bike with proper reflectors and lights (refer to CA vehicle code section 21201).

3. Students are expected to understand and follow the bicycle riding laws set forth by the City of Irvine and the Irvine Police Department.
   - Obey traffic signs and signals – they apply to all vehicles, including bicycles.
   - If a bike lane is provided, you must use it.
   - Use hand signals when turning or changing lanes.
   - Always ride with the traffic, never against it.
   - Always make eye contact with drivers – never assume they are aware of you.

4. All bicycle riders must always wear a helmet, per IUSD Board of Education policy and City of Irvine safety protocols.

5. Bicycles must have a lock and each rider is responsible for locking his/her bicycle in the bike rack area only.

6. Students are to walk their bicycle to and from the bike area on school grounds. Upon entering campus, students must be completely off the bicycle and walking.

7. Students are to handle only their bicycle.

8. Students are to exit the bike area immediately after parking or picking up their bicycle before or after school. The bike area is not open for hanging out before or after school.

9. One person to a bike at all times.

10. Always use caution when riding. Parents and student should plan the route to be taken to school together with safety in mind at all times.

11. For safety information please visit: www.kidshealth.org or contact the Irvine Police Department.

Your affirmation on our online registration page indicates that you have read, agree, and understand the bicycle rules for Greentree Elementary School and have reviewed them with your child. You also understand that violation of these rules can lead to loss of bike riding privileges for your child.

Irvine Unified School District
Greentree Elementary School
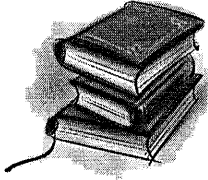
Textbook & Library Books Policy

Textbooks and library books are an important part of your child's educational experience at Greentree. As a part of the reading, research and library program, your child will be checking out library books on a weekly basis. Each student is responsible for keeping all books in good condition, and returning them on-time in good condition.

> Library books and materials are expensive, so if a book is lost or damaged, the student is responsible for the cost of replacing the book. Please make checks out to Greentree Elementary School. If a lost book you have paid for is located within 30 days after payment, your money will be returned to you.

> Textbooks and workbooks will also be checked out to each individual student. Students are responsible for the care and upkeep of their textbooks. Our replacement cost policy is the same for textbooks as it is for library books, however, in the case of textbooks, checks should be made out to IUSD (Irvine Unified School District).

If a book is lost and the student does not re-pay or replace a lost book, including some text books:

1) Student will not be able to check out additional books from the library until book is returned, replaced, or payment is made for the book.

2) The parent's on-line access to the student's report card will be blocked until the book is found, paid for, or replaced.
   Reports cards are no longer printed and sent home.

Your affirmation on our on-line registration page indicates that you have read and understand Greentree's library/textbook guidelines. We appreciate your cooperation in helping your child develop a strong sense of responsibility for school property.

Procedures for Lunch Program

Irvine Unified School District offers a hot lunch program, including milk, for students every school day. The cost is $3.25 per meal and milk a-al-carte is 50-cents.

Each child has been assigned a four or five digit personal identification number.

Parents are encouraged to deposit funds in the child's account either electronically online at www.myschoolbucks.com (Option 1 below), or bring a check or cash to the school office (Option 2 below). If a student carries cash on them to pay for lunch, change is never given back ; instead their SchoolBucks account is credited. If you send lunch money with your child, please ask them to come to the front office in the morning and deposit it in an envelope, to help prevent loss. The envelope goes directly to the lunch attendant who credits the student's account before lunch time.

OPTION 1:

Go to IUSD web page.
Click on Business Services
Click on Nutrition Services
Go to Online Payment: If already registered, enter Username and Password. If you are a new user, click on the "Register Here" button. You will be assigned a password that you will need for future access. Do Not Lose This Password!

IUSD **MySchoolBucks** website allows you to view balances, transactions and menus. Process fees are assessed to cover the cost of processing payments. These fees are charged by *MySchoolBucks* and do not benefit the IUSD budget.

OPTION 2:

Bring check or cash to the school office, checks made payable to **IUSD Nutrition Services** and place into a lunch envelope located on front office counter. Fill out your child's name, PIN number and indicate the $-amount you are placing in the envelope. If you do not know your child's PIN number the office can get this for you. You may use one check (any amount) for all your children in the same school; just be sure to specify how much money to put under each child's PIN # account. Each morning these $-amounts are entered into the MCS system before lunch begins.

Free & Reduced Lunches:

Students who received a free or reduced lunch last year will continue to do so for 30 days. Another application must be filled out for the current school year. Go to www.applyforlunch.com to apply on-line, or applications are available in the school office.

Monthly lunch menus are available to view on the IUSD website at www.iusd.org (click on Business Services / Nutrition Services).

If you have a question you may call IUSD Nutrition Services at 949-936-6520.

■ ■

If a student wants an extra slice of pizza they will have to purchase another whole meal at $3.25. This is also true for any extra entrée. We are not allowed to sell any of the entrees a-la-carte.

Students will, however, be able to purchase an extra salad, fruit, juice, milk or water a-la-carte.

Recess and Lunch Activities Rules and Agreement

General Rules

- Respect school property and private property.
- Students will use appropriate language at all times.
- Positive comments only.
- Leave all toys, games, balls, and personal items at home.
- Use equipment appropriately and safely.
- Hitting, kicking, wrestling, play fighting, and unsafe play are not allowed.
- Students must stay inside the yellow lines, which are clearly marked on the blacktop.
- Students must have permission to be in the building before school, during recess or during lunch periods.
- No one may be excluded from any game unless done so by an adult on the yard for safety purposes.
- Substitutions of players or saving places in line are not permitted.
- When in doubt all players vote.
- Chase or tag games are only allowed on the grass.
- Students are expected to walk on the blacktop, at all times.
- No playing around the portables, classroom doors, or windows. Climbing on fences, tress, walls is unsafe and not permissible.
- Follow all game rules – do not make up rules.
- All snacks must be eaten at the tables only.
- Students must remain at the lunch tables until they are dismissed.
- After bell has rung ALL games stop, ALL students freeze and take a knee. Student with ball holds it until whistle blows to release students to line up.
- All activities will follow the PBIS matrix; if a student is not following school rules an ODR will be issued.

Play Structure/Bars/Jungle Gym

- JUMPING OFF any bars is not allowed at any time!
- Tag games are not allowed on the play structure or in the play structure area.
- Keep at least one hand on bar at all times.
- You should be moving while on this equipment. NO climbing, sitting, or standing on top of bars/jungle gym.
- One person on bars at a time. Go one direction only on monkey bars.
- Go DOWN the slides facing forward on your bottom only. One student at a time.
- The slide is for sliding purposes only and should not be hung on.
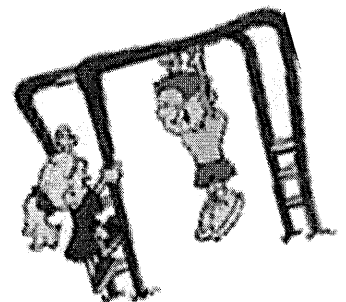
Four Square

- ALWAYS SHOW GOOD SPORTSMANSHIP.
- Ball must bounce once in your square before you hit it. *If ball bounces more than one time in your square on your turn, you are out.*
- *You have one chance to hit the ball per turn. No catching, holding, or double hits.*
- No overhead slams (Cherry Bomb).
- Liners are in.
- There are no teams or partners.
- If there is interference from outside, re-serve game.
- Ball must be hit with hands. You can use one or both hands, *but no other body part may be used.*
- When in doubt, ALL players vote. *There are no "re-do's" or "do-overs".*
- ALWAYS show GOOD SPORTSMANSHIP (not a typo…Remember to SOAR!)
- After bell has rung ALL games stop, ALL students freeze and take a knee, student with ball holds it until whistle blows to release students to line up.
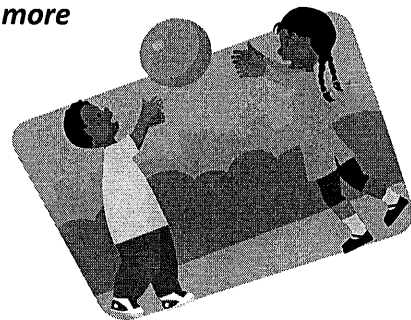
Basketball
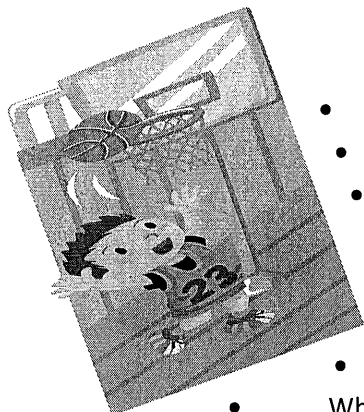
- ALWAYS SHOW GOOD SPORTSMANSHIP.
- Any contact is a foul.
- If two players from the same team have their hands on the ball = jump ball.
- NO hands on the person you are defending.
- NO backcourt defense.
- If player gets a foul while shooting = reward of 2 foul shots.
- Offense calls the fouls and the defense respects the call.
- When setting screens ~ feet should be set.
- NO double dribbling (2 hands when dribbling or picking up your dribble and then dribbling again).
  - Once the dribble is picked up you have 5 seconds to make a pass or take a shot.
- NO Traveling – 3 or more steps without dribbling.
- Players must exchange possession (taking turns) on jump ball.
- Use appropriate language, no trash talk allowed.
- Stealing is allowed, as long as there is no physical contact.
- "Machine Gun" shooting game is not allowed.
- ALL students are welcome to play on their grade level court.
- If there is a referee, the referee is ALWAYS right.
- If ball is in the air moving towards the basket when the bell rings, it counts.
- ALWAYS show GOOD SPORTSMANSHIP (not a typo…Remember to SOAR!).
- After bell has rung ALL games stop, ALL students freeze and take a knee, student with ball holds it until whistle blows to release students to line up.
- *Deliberate pushing results in immediate loss of play.*
- *Some rules may differ when you play with your class at PE, depending on the teacher.*

Soccer
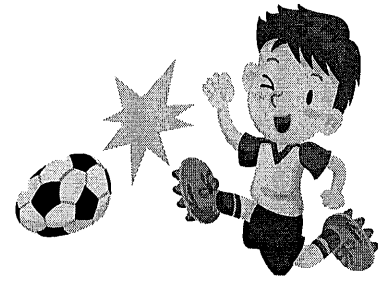
- ALWAYS SHOW GOOD SPORTSMANSHIP.
- Students must wear a jersey.
- Each side must have equal players.
- Only ONE (1) goalie.
- A kick off is the way a game is started and restarted.
  - Start of the game
  - After a goal(after the goal is made the kickoff is taken by the team that was scored on)
- A foul = A throw in.
- When the ball is kicked out = throw in.
- Any contact is a foul= throw in.
- Two rule touches – once a player throws in the ball, the player may NOT be the first to kick the ball.
- If there is a referee, the referee is ALWAYS right.
- No climbing on soccer nets or poles
- 7 students to a team. If more Students want to play you must alternate players.
- Everyone is welcome to play on the field at the same time.
- Stop play if someone is injured – resume play with throw in.
- ALWAYS show GOOD SPORTSMANSHIP (not a typo...Remember to SOAR!).
- After bell has rung ALL games stop, ALL students freeze and take a knee.
- Student with ball holds it until whistle blows to release students to line up.
- *Deliberate pushing results in immediate loss of play.*
- *Some rules may differ when you play with your class at PE, depending on the teacher.*

Handball

- ALWAYS SHOW GOOD SPORTSMANSHIP.
- Only two players on the court at all times.
- The ball must bounce within the white lines of the handball court.
- The server may have no more than two serves/attempts to put the ball in play inside the white lines.
- When serving, the ball must hit the ground and handball wall first before opponent may hit/return the ball.
- The winner serves. The ball may bounce twice on a serve.
- Five serves only, then server goes out.
- **Liners are out.**
- When in doubt, ALL players vote. If voted out you must leave.
- No one may interfere with the game or the person serving.
- No cuts or saving places in line.
- Do NOT stand or sit against the board when others are playing.
- Do NOT run across the court while a game is in progress.
- Play on boards only, NOT against buildings or doors.
- Play hard (no "easies").
- No substitutions.
- If ball misses board, you are out immediately. There is no "life" or "chances".
- Other rules that are made up by you or rules from other schools do not apply.

Elimination Rules

- Up to 10 players
- If the ball lands on the second time, the person closest to the ball is out
- If in doubt, all players must vote
- After one person is out, no one else can join the game for that round
- Liners are out
- If ball misses wall, the person who hit it is out
- If ball is hit and it hits a person, it's a redo.

Tetherball

- Tetherball is played in the round courts.
- Payers must stay on their own side/half of the court or he/she is out.
- If a player touches or grabs the rope, he/she is out.
- The first player serves the ball with a flat hand or a fist.
- Each player must get at least ONE hit.
- Use a flat hand or a fist to keep the ball moving.
- Once a game has started there is no holding or stopping the ball or you are out.
- The first person to wrap the rope and the ball around the pole is the winner.
- Winner serves; challenger chooses side and direction to hit the ball.
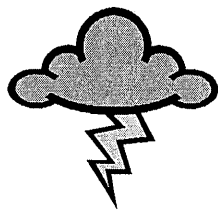
Lightning

- ALWAYS SHOW GOOD SPORTSMANSHIP
- Can be played with up to 8 players
- Needs to be played with 2 basketballs
- All players need to be in a single-file line behind the 3 point line
- Only 2 people should be on the court shooting baskets at a time.
- The object is for the person taking the second shot to make the basket before the person in front of them.
- The last player standing the winner.
- The 1st person in line takes a shot. As soon as that person releases their shot, the next person in line can take their shot.
- If the first person misses their shot, they must make a basket before they can pass it to the next player.
- If the first person taking the shot makes their shot, they pass the ball back to the next person in line, move to the back of the line and the game continues.
- If the person behind them makes the shot before the player in front, the first player is out of the game and stands on the base line.
- If a player on the baseline catches an air ball, they immediately take the spot of the player who shot the air ball and that person is out.
- **If you are out and standing on the baseline, you should only be catching air balls. Please refrain from interfering with the play of the game.**
- If you are one of the two players inside the court attempting to make a basket, your hands should only be on your basketball and not the other players.
- ALL students are welcome to play on their grade level court.
- If there is a referee, the referee is **ALWAYS** right.

Student Data Privacy

Online resources are an important part of IUSD's commitment to providing the highest quality educational experience for our students. IUSD partners with educational software providers to provide personalized and engaging curriculum for students. Adaptive online assessments help teachers address individual needs of each child. Collaborative tools allow students to problem-solve in an environment that mirrors what they will experience in college and career. Videos and other online media help students make connections between learning in school and current events. Software systems are also essential to district record-keeping, progress reporting and communicating with students and their families.

At IUSD, we are excited to provide online resources to support our students and their families. We are also committed to ensuring our students' safety and privacy online. District-adopted software programs are reviewed against high standards for educational quality and security and privacy safeguards. A list of current district-adopted software is available at http://iusd.org/software. These programs meet State (AB-1584) and Federal (FERPA) legal requirements and IUSD policy regarding data privacy. The District remains in control of student data at all times and targeted advertising by software providers is prohibited.

Schools may elect to use additional software programs that do not appear on the District-adopted software list. Some of these programs may collect or house limited student data to support learning. In those cases, schools will provide parents with a consent form. The form includes a description of the software and its intended use, as well as links to relevant terms and conditions that impact student privacy.

For more information about IUSD's technology safety efforts, visit our Privacy and Digital Citizenship websites. Please direct any questions about student data privacy or educational software use to our Information Technology Help Desk (helpdesk@iusd.org).

Non-District Supported Software – IUSD Educational Technology

Dear Parents/Guardians,

Recently, both the State and Federal Government have enhanced protections for student information, particularly where educational technology is concerned. By using this technology, student learning can be made relevant to real-world experiences, support the foundation of new Common Core standards, and prepare students with the necessary 21st-century skills.

IUSD policy requires teachers to provide their students with lessons in digital citizenship, to emphasize, model, and practice the importance of acting appropriately online before using any software or applications with students.

District-supported software programs that meet the new requirements can be found at http://iusd.org/software. All other online software programs and websites are considered non-District supported software; therefore, parent permission may be required. Throughout the 2020–2021 school year, we may use the following software that is not listed by the district:

	Description	Login	Password	Privacy Policy
ABCya	Educational Games	https://bit.ly/1qWE2IU	None	https://bit.ly/2LLPzfn
Aging Booth	Ages people once a picture is taken of them	https://apple.co/1h7NGZp	Apple ID and password	https://apple.co/1dUFMC4
Blockly	Robotics App	https://bit.ly/2C6TJz0	None	https://bit.ly/2CdOduy
Brainpop Jr.	Learning content through video	https://bit.ly/1vQtJcz	School Code	https://bit.ly/2LLiiAQ
Canva	A free graphic-design tool website. It uses a drag-and-drop format and provides access to photographs, graphics, and fonts.	https://bit.ly/1fqI5sq	Google Account	https://bit.ly/2C4pDfh
Chatterpix Kids	Voice recording app for ipad	https://bit.ly/2un4A2d	None	https://bit.ly/2MJ1rE6
Chrome Music Lab	Explores rhythm, sound, beats, and songs	None	None	https://bit.ly/2mWI5wa
Class Dojo	Positive Behavior Management Program	https://bit.ly/1vPx4My	Class Code	https://bit.ly/2wKiY6m
Code.org	Teaches the fundamentals of computer science.	https://bit.ly/1Lu368Q	First Name and Last Initial	https://bit.ly/2ortnhe
CS First- Google Coding	Program to teach basic coding skills	https://bit.ly/2yel7ng	Google Account	https://bit.ly/2KuK9Fq
Doink	Green screen app	https://bit.ly/1gGKwvO	Google Account	https://bit.ly/2ortdq8
Epic	A digital library for kids 12 & under.	https://bit.ly/1J4w4sE	Classroom Code	https://bit.ly/2LE89pL
Everfi	Hockey based math lessons	https://bit.ly/2wxfAu7	Student Specific	https://bit.ly/2oolZTM

Flipgrid	Video discussion application for student engagement and formative assessment.	https://bit.ly/2eJBgtq	Class Code	https://bit.ly/2MCMio1
Flocabulary Beats	Audio tracks to create vocabulary centered songs	none	n/a	https://bit.ly/2IughMo
Go Noodle	Throughout the day, a teacher may give students a small movement break to allow students to stretch and refocus.	https://bit.ly/1oiSmzv	None	https://bit.ly/2wyKNMF
iMovie	Movie maker	https://apple.co/2stqRqH	Apple ID	https://apple.co/1dUFMC4
IXL Math	Math skills practice	https://bit.ly/1T6jiAf	Class code	https://bit.ly/2oLa7M9
Masterpiece/OSMO	Interactive drawing tool			https://bit.ly/2GvSuJB
Minecraft Edu	Open-world game that promotes creativity, collaboration, and problem-solving	https://bit.ly/2Gunr0T	School username	https://bit.ly/2IWG0Bx
Kahoot	Online Quiz Game	https://bit.ly/2tcH72X	Pin Number	https://bit.ly/2Fxv7M2
National Anthems Info	Provides background info on over 400 anthems past and present	https://bit.ly/2BMmcYe	n/a	n/a
Powtoon	A web-based animation software that allows you to easily create animated presentations with your students by manipulating pre-created objects, imported images, provided music and user-created voice-overs.	https://bit.ly/1LyLV4H	Google Account	https://bit.ly/2onTNRc
Prodigy Math	Adaptive math game for grades 1-7.	https://bit.ly/1T5L5N2	Student Created	https://bit.ly/2d06kWM
Quizzizz	Quizziz is an online assessment tool that allows teachers to create and use other quizzes.	https://bit.ly/3eO1skN	Class Code	https://bit.ly/3eTSpi7
Raz Kids/ Headsprouts	RAZ-Kids/Headsprouts is an interactive reading tool for our students to practice reading fluency and comprehension.	https://bit.ly/1PJ6Hyv	None	https://bit.ly/2wwg9V8
Safe Online Surfing	Digital citizenship	https://bit.ly/2iCLtO9	None	https://bit.ly/2PhcjY3
Screencastify	Screen recorder for chrome.	https://bit.ly/1fdSFJa	Google Account	https://bit.ly/2C5BxFR

Seesaw	A digital portfolio that empowers students to independently document what they are learning at school.	https://bit.ly/2qqtpcm	Google Account	https://bit.ly/2ME6Lsu
Socrative	Socrative is an interactive web-based student-response system that can help teachers spark conversation and learning through user-created polls and quizzes.	https://bit.ly/358oZIK	Teacher Created	https://bit.ly/35eZhlY
Spelling City	Games to practice spelling and/or vocabulary words	https://bit.ly/2PnqcCQ	None	https://bit.ly/2LLj3Kc
Stop Motion	Make stop motion videos	https://apple.co/1hYdfef	Apple ID	https://apple.co/1dUFMC4
Storybird	Helps students make visual stories in minutes.	https://bit.ly/1jqTqOw	Teacher Created	https://bit.ly/2wx3NvR
Studies Weekly	Social studies support	https://bit.ly/2wyDQLy	Student Specific	https://bit.ly/2MDq6dg
Thinglink	Image interaction technology that helps students become fluent in using digital media to express themselves and demonstrate their learning.	https://bit.ly/1darwli	Google Account	https://bit.ly/2Nv7TtX
Tinkercad	3D Design and Modeling Tool	https://bit.ly/2zexkg1	Student Specific	https://autode.sk/2kMUIsb
Edpuzzle	Easily create beautiful interactive video lessons for your students you can integrate into learning platforms	https://bit.ly/2zXPLIe	Google account	https://edpuzzle.com/privacycenter
Xtra Math	Math facts learning tool	https://bit.ly/1kNq3ZR	Student Specific	https://bit.ly/2cyMldK
Mentimeter	**Mentimeter** is an easy-to-use presentation software **used by** more than 25 million people. With **Mentimeter** you can create fun and interactive presentations.	https://bit.ly/2XlY20D	Google account	https://www.mentimeter.com/privacy
Readworks	We are a nonprofit that provides K-12 teachers with the largest, highest-quality library of curated nonfiction and literary articles in the country, along with reading comprehension and vocabulary supports, formative assessments, teacher guidance	https://bit.ly/3ggLccv	Google Account	https://about.readworks.org/privacy-policy.html

Bring Your Own Device (4th, 5th, and 6th Grade) Responsible Use Policy– Parent/Student User Agreement

Greentree Elementary is committed to aiding students and staff in creating a 21st century learning environment. We are piloting a new policy which will aid in this goal. Upper Grade (4th-6th) students and all staff will now be able to bring electronic devices to school. Students may use their own devices with classroom teacher approval to access school-appropriate material for educational purposes. By allowing students to use their own technology on campus, we are hoping to increase the access all students have to the resources they need to succeed.

Teachers may allow students to utilize devices for instructional purposes (novel studies, book reports, historical primary source documents, web-based applications and simulations, non-fiction reading in relation to content area curriculum, self-selected reading, research) and in accordance with IUSD's board policy and IUSD's Acceptable Use Policy. The teacher has the discretion to allow and regulate the use of personal devices in the classroom and for use during specific projects. Teachers may require a hard copy of a book in certain situations such as a specific translation of the text; illustrations and/or cover art; or foreword, appendix, or other literary additions required for class.

Ability to use electronic devices on campus is a privilege, not a right. All material on any electronic device must be appropriate for school. All users shall be required to acknowledge understanding of all administrative regulations governing use of the device and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with district policies. Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school activities and/or hours unless otherwise allowed by a teacher. Devices may not be used for non-instructional purposes (such as making personal calls, sending personal emails and/ or texting, etc.).

Device Types:
For the purpose of classroom use, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, iPads, tablets, iPod Touches, cell and smartphones. No gaming devices are allowed (to include: Nintendo DS, PlayStation Portable PSP, etc.)

Guidelines:

- It is imperative that both students and parents agree to the classroom guidelines.
- All students are expected to exhibit **digital citizenship** in accordance with Greentree Elementary school rules. This is a privilege, not a right.
- We would also like to make clear that parents are not expected to purchase a device for their child. We do have a number of sharable devices that are available for class-time use.
- If a student owns a device, has parent permission, and agrees to the guidelines, only then will the student be allowed to bring his/her device to school for use during class-time only, on teacher-approved days.
- Students may not use their own devices during instructional time unless approved by the classroom teacher.
- Clearly and permanently label all devices and power cords with your student's name.
- Devices may not be used for non-instructional purposes (such as making personal calls, sending personal emails, texting, social media, etc.).
- The student takes full responsibility for his or her device and keeps it with him/her at all times. The school, nor the teacher, is responsible for the security of the device.
- The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement, or any modifications needed to use the device at school.
- The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, school rules, or has engaged in other misconduct while using his/her personal device.
- Violations of any Board policies, administrative procedures, or school rules involving a student's personally owned device may result in the loss of use of the device at school and/or disciplinary action.
- The student immediately complies with the teacher's request to shut down the device or close the screen. Additionally, all devices should be on MUTE unless otherwise directed by the classroom teacher.
- Personal devices shall be charged prior to bringing them to school and shall be capable of running off of their own batteries while at school.
- The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the expressed per- mission of the teacher.
- During school hours the student should only use their device to access classroom-related activities, with the expressed consent of the teacher.
- The student will only use the guest wireless network by logging in when directed. Use of 3G & 4G wireless connections are not allowed.

Tech Support:

Students who have technical issues with their technology tool need to take care of this issue by working with the user's manual that came with the device outside of the classroom. These are not IUSD devices and the district is not allocating resources to troubleshoot issues. It is the responsibility of the student to bring the device to school charged and in working condition.

Liability:

Although the student and parent are responsible and liable for the safety, protection, and security of the electronic device, student users of personally-owned devices are expected to alert school staff immediately regarding safety and security concerns. IUSD will not be held accountable for any harm or damages that result from the use of per- sonally-owned devices whether it results from a mistake, negligence, or the willful violation of this agreement. Neither IUSD nor Greentree Elementary School can be held financially or criminally responsible for the loss of the device. Locking facilities will not be provided by Greentree or by any staff member. The student or parent may wish to consider the investment in the device before sending it to campus where it may end up in an unsecure situation.