

# GREENHILLS SCHOOL

Parent/Student 2023 – 2024 HANDBOOK



Office phone - (916) 791-4230    Attendance line – (916) 791-6030  
Office hours 7:15 am – 3:15 pm    STAR Daycare – (916) 791-8448

8200 Greenhills Way    Granite Bay, CA 95746

**TK & Kindergarten  
First through Third**

**7:50 until 1:05pm  
7:50 until 2:15pm**

**\*\*\*\*\* All 1st- 3rd grade students get out at 1:05pm on Wednesdays  
throughout the school year \*\*\*\*\***


*Greenhills is a community that works together to foster a sense of belonging. We are committed to every child's emotional and academic success. We believe family and community involvement is integral to our students' growth and achievement. Our highly qualified staff is dedicated to ongoing professional learning. Our traditions strengthen long-lasting relationships. We take pride in nurturing the spirit and joy of childhood.*



# **Greenhills Elementary School**

## **Helena Johnson, Principal**

8200 Greenhills Way  
Granite Bay, CA 95746  
(916) 791-4230 \* (916) 791-4212 FAX



Dear Families:

As a valuable member of our educational team, we honor your support and dedicated energy as we work together to make each and every school day a success for your child.

We encourage close communication with your child's teacher, as well as encouraging you to contact the staff or administration for any questions you may have. Your understanding and involvement is the hallmark of our success here at Greenhills.

This Parent Handbook will outline the policies and procedures we use to make our school great. Take time to review the contents with your child so that we can all be familiar with the direction we are taking.

I am happy to meet with parents and students to discuss the information contained in this handbook, or any other issue that may arise.

Sincerely,



Helena Johnson  
Principal

## **ABSENCES**

When your child is absent from school, state law requires verification of absence.

**Please call our attendance line, (916) 791-6030.** We have added an email method to contact the attendance clerk. Please see the Greenhills website for the email address of the clerk. If you notify the teacher of the absence, **please also notify the office.**

If you have advanced notice of an unavoidable absence of 5 or more days, you should request an **Independent Study** packet from your child's teacher. **Five working days prior notice** is required to receive an Independent Study Contract. All contracts must be completed prior to the last week of school. No new Independent Study Contracts will be started during the last two weeks of school. No Independent Study Contracts will be granted during the CAASPP testing window.

Since learning is directly related to the amount of instructional time given to a student, regular and prompt attendance is vitally important to a successful school experience. ***We ask that you minimize disruptions to the school day by scheduling doctor or dental appointments after school whenever possible.***

## **ATTENDANCE**

Regular and prompt attendance is vitally important to a successful school experience. Recognizing this importance, we urge you to encourage **perfect attendance** except in cases of illness or extreme emergency.

Each Trimester we recognize students who achieve Perfect Attendance. The state takes attendance **and funds schools only for actual attendance days**. Any time your child is absent there is a loss of revenue for our school.

Students with a **pattern of tardy arrival or excessive absences will receive a letter** which outlines the seriousness of the situation as well as explaining what next steps could result if the pattern continues. Habitual truancy, while very rare, does result in legal proceedings.

## **ANIMALS ON CAMPUS**

For the safety and health of students and staff, **NO animals (with the exception of service animals) are allowed on campus at ANY time.** This includes arrival and dismissal times as well as after hours. Special exceptions may be made for academic related animals to be on campus with the proper insurance and authorization and

with administrative approval.

## **ARRIVAL AND DISMISSAL**

- For safety and supervision purposes, students must not arrive at school earlier than 7:35 to begin school at 7:50am.
- Students arriving late should go directly to the school office.
- All students should go directly home following the close of the school day.
- ***Prompt pick-up at the end of the school day is appreciated by both students and staff.***



## **BAD AIR DAYS**

On days when the air quality is predicted to be in the unhealthy range, our office uses a website ([www.sparetheair.com](http://www.sparetheair.com)) to track current conditions. At such time as an unhealthy level is reached, students are kept indoors for the remainder of the day.

## **CONTACTING A TEACHER**

Teachers welcome your notes and calls. Please don't hesitate to call if you have a question or concern. Teachers are typically available to accept phone calls from 7:30-7:40 a.m. and immediately after school. The office will take messages any time and the teacher will return the call as soon as practical. At the beginning of the day or any other student transition times are not ideal for a quality discussion about your child. Conferences can be easily arranged through a note or a phone call. You may also email your child's teacher at school using the teacher's first initial and last name followed by @eurekausd.org (For example, to email Mr. Norm Smith you would use the following address: [nsmith@eurekausd.org](mailto:nsmith@eurekausd.org)).

## **COMMUNICATION**

Our school routinely sends information about the school operations home with students. The bulletins contain facts about the educational program, dates of school activities, and other important items.

- **Weekly Wednesday Folders:** Contain bulletins, notices, school work, and other information are put in the weekly folders. Please review all notices and return the following day.

- PTC Facebook Page: <http://bit.ly/GHFacebookPTC>
- PTC: [https://www.instagram.com/greenhills\\_ptc/](https://www.instagram.com/greenhills_ptc/)
- Greenhills Website: Check the website frequently for upcoming events and information.
- School Messenger: This program makes it possible to notify parents by phone and email, in case of emergency, or to make important announcements. It is important that phone numbers and email addresses on record, at the school office, are accurate in order to receive "School Messenger" announcements.

## **DAYCARE - STAR**

Before and after school daycare is available onsite through the STAR program, which operates in collaboration with the Eureka Union School District. The STAR program is located in Portable 6 (P6). For more information including space availability and rates call (916) 791-8448 or go to [www.starsacramento.org](http://www.starsacramento.org)



## **DRESS CODE**

Parents and students are encouraged to use good judgment when selecting clothes for school.

- Shorts of a modest length are permitted.
- Shirts with offensive slogans are not to be worn to school.
- Shoes must have back straps. Flip-Flops, clogs, or sandals without back straps are inappropriate for daily P.E. activities and should not be worn to school. No Heelys or rollers are allowed in shoes.

## **DROP OFF & PICK UP**

All student drop off and pick up is to be in the parking lot in front of the office. This area has been specifically designed for this purpose. It is also supervised both before and after school. Use the entrance from Greenhills Way to enter our parking lot and leave the school at the Seeno exit.



- The yellow lane closest to the curb is for loading and unloading only - just long enough to drop off or pick up. Parking in this area is not allowed.
- The other lane is designed for flowing traffic. Do not stop to pick up children in this lane. Not only would this block traffic, it puts children in danger.

- Park only in designated spaces. Please do not block driveways or crosswalks.

### **DROP OFF & PICK UP (Cont.)**

**Please do not use cell phones in the parking lot.**

**For everyone's safety please drive slowly on and around campus and exercise extreme caution!**

### **EMERGENCY CARDS**

Please be sure that Emergency Cards in the office are **KEPT CURRENT**. In the event your child becomes ill or is injured at school, we must have a current and working phone number where we can reach you or a designated substitute. If you have a change in address, please contact the front office (96) 791-4230.

### **FIELD TRIPS**

Each grade level has special field trips that they take throughout the year. These trips provide on site experiences that enhance and reinforce the classroom curriculum. Students are responsible for bringing permission slips to school when field trips are planned. Donations may be collected to pay for the field trip. Please be prompt in returning your child's field trip permission slip.

### **FORGOTTEN ITEMS**

**Please bring forgotten lunches, homework, etc. to the office to minimize classroom disruptions.** Clearly mark items with both student and teacher's name. Instruct your child to check in the office for any forgotten items.

### **HEALTH SERVICES**

A school Nurse is at Greenhills School one day per week. Throughout the year we screen children for vision and hearing and assist with health units in the classroom. We will be glad to provide information and assistance for any health problems your family may have. Greenhills also has an on-staff Health Assistant in the office 5 days a week.



Children who appear to have a problem in the initial testing in any of the health screenings are retested to assure that the test results are accurate. If the nurse feels the child should be seen by a doctor, vision specialist or dentist, a referral slip will be sent home and/or phone calls made to discuss the problem. If your child is referred and you need help in obtaining care, the nurse will be glad to assist.

Students that are injured should bring a note signed by the doctor stating whether or not the student should participate in regular activities. Students who have a medical reason for missing PE, will also be required to not participate in recess play. Any student with assistive devices: (canes, crutches, etc.) will be required to have a doctor's note.

### **HOMEWORK POLICY**

Homework shall be designed to address the following purpose:

- Practice -  
Reinforce skills and concepts that were taught in the classroom.  
Homework gives students more practice opportunities on content that has already been taught.
- Completion -  
Complete tasks that were not finished in class.
- Preparation -  
Prepare students for upcoming lessons or units, as well as studying for tests.
- Self-Regulation Skills -  
Help teach students critical fundamental skills such as planning, organization, time management, and responsibility.

### **Responsibilities**

#### **Students**

Students are responsible for:

1. Ensuring understanding of the homework and asking for clarification or help when needed.
2. Regularly completing assigned homework in a timely manner.
3. Managing time by staying focused, on task, and planning effectively for long-term projects in a grade level appropriate way.
4. Bringing home all necessary materials.
5. Putting forth their best effort to produce quality work.
6. Communicating to parents and teachers when homework assignments become overwhelming or if she/he is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise.

## Parents/Guardians

Parents/Guardians are responsible for:

1. Being an advocate for their child, while encouraging the child to advocate for herself/himself.
2. Encouraging reading across a variety of materials (fiction, non-fiction) at all grade levels. Parents should encourage reading for pleasure.
3. Providing an appropriate environment for homework to be done.
4. Providing a healthy balance between homework, extra and co-curricular activities, and family commitments.
5. Contacting the teacher if their child is not consistently able to do the homework by herself/himself within the time guidelines, or if challenges or questions arise.

## **Homework Quantity**

Grade Level Guidelines

### TK/K-2

Homework is **optional** at K-2 levels for families. District-approved resources could be provided. If parents/guardians choose optional homework, please follow suggested guidelines. No weekend homework. No long-term projects over breaks.

### Grade 3

**Average of 30 minutes** of homework per night, Monday - Thursday.

Homework minutes shall include assigned reading (~15-20 minutes per night)

## **LOST AND FOUND**

Each year we collect an **enormous** amount of items left behind by students.

Please label everything clearly and permanently with student's first **and last name** (*no initials please*). Items unclaimed by December and at the end of the school year will be donated to a local charity.

## **LUNCH PROGRAM**

Breakfast (during snack/recess) and Hot lunches are available FREE to all students through the Roseville Joint Unified High School District. Milk is also available. (Vegetarian options are also available and menus are accessible online).

Breakfast and Hot lunch count is taken first thing in the day. Please remind your student to order breakfast or lunch if they need it. Students arriving after 8:30 a.m. will



not be able to order a hot lunch as the count will have been recorded. If a student forgets their lunch, they will be offered a hot lunch or lunch option by the cafeteria staff. Although lunch is free, we encourage families to complete the income verification form. Applications are available in the school's or school district's office. For more information, visit the [nutrition services](#) website.

## **MEDICATION TAKEN AT SCHOOL**

By state law, no child is allowed to be given ANY medication, over-the-counter or prescription, by the school without a form signed by the DOCTOR AND PARENT. Without this authorization, you must come to school and administer the medication yourself. Forms are available in the school office for your convenience. Please do not send medication of any kind (even cough drops) with your child in his/her lunch, etc. This law is to protect all students and your cooperation is greatly appreciated. If you have any questions, please feel free to call the school nurse who is at Greenhills School on Wednesday or our Health Assistant who is on site daily.

## **MESSAGES FOR STUDENTS**

Please make arrangements at home regarding where your child needs to go after school. If the normal routine needs to be changed, please send a note to the teacher rather than calling the office to minimize disruption in the class.

## **OPPORTUNITIES FOR PARENT INVOLVEMENT**

Parents are encouraged to be active participants in their child's education. The following is a partial list of ways parents can become involved..

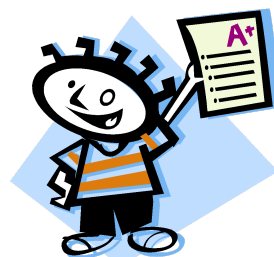
- Classroom Volunteer - Assist teachers in a wide variety of duties.
- Room Parent - Assist teachers with special arrangements for activities.
- Parent Teacher Club - Support Greenhills in a variety of ways, while meeting other parents and having fun! Our Greenhills PTC does a tremendous amount of good for our whole school.
- Art Docent - Teach monthly lessons to your child's class.
- Library Helper - Assist your child's class during their weekly visit.
- Site Council Members - Serve on the School Improvement Program Committee which reviews curriculum and school programs.
- Office Helpers - Provide extra office assistance. (Contact the school office to volunteer.)
- At Home Support - One of the most important ways to support your child and become involved is to provide follow-up at home. Review lessons with students,

assure homework is complete, cooperate and communicate with the school, read together, provide proper rest and nutrition, play games and participate in activities that foster learning.

**If you are interested in volunteering at Greenhills, please complete contact your and complete the volunteer link which is available on the Greenhills website under the PARENTS resources tab.**

### **REPORT OF PUPIL PROGRESS**

Home/School communication is extremely important, particularly in regard to student performance. We believe that the teacher and parent share a joint responsibility for this communication. We will keep you informed throughout the school year by phone, note or in person. We encourage you to check with teachers any time you have a question regarding your child's progress.



Formal reporting procedures include:

- *Back to School Night* is held early in the year, at which time the teacher explains the school program and answers any questions from parents.
- At the end of the first twelve weeks, a parent-teacher conference will be scheduled and a report card will be issued.
- At the end of the second and third trimesters, a report card will be sent home, and a conference may be held if needed or desired.

We encourage parents to check with teachers any time they have a question or concern regarding a student's progress. Please refer to the calendar or the district website, for specific dates for our conference schedules.

### **STUDENT RECOGNITION**

#### **CUB'S CLUB**

Cub's Club is a school-wide student recognition program. Once a month teachers select a student from their class who are good models of the theme selected (Cooperation, Self-Control, Responsibility, etc...) On Wednesday, students' names are announced over the intercom. They are presented with a Cub's Club button and certificate, and have the option to eat at the V.I.P. table for lunch. Each student will be chosen once during the school year.



#### **CAUGHT BEING RESPONSIBLE**

Students in grades TK-3 are given C.A.R.E.S. slips (Cooperation, Assertion, Responsibility, Empathy, and Self Control) for exemplary behavior such as helping out, picking up playground balls, paying attention at assemblies, etc.

## **STUDENT OF THE WEEK**

Student of the Week gives each child a special week to shine.

As a Grade 1 – 3 Student of the Week your child will be acknowledged in the classroom, and also have a special lunch time with Mrs. Johnson on Friday.

As a TK or Kindergarten Student of the Week, your child will have Cookies and Milk with Mrs. Johnson on Wednesday. This program lets every child know that they are extra special at our school.

## **SUPPORT PROGRAMS**

### **SPEECH/LANGUAGE PROGRAM**

A Speech and Language Specialist serves students who have difficulties in articulation, fluency, voice, stuttering or hearing. Concerned parents or staff members may refer a child to the speech therapist for evaluation. Program participation is determined by parents and staff.

### **SPECIALIZED ACADEMIC INSTRUCTION**

These services are offered to students who qualify under the Individuals with Disabilities Education Act (IDEA). These services may be provided through a “push in” and/or “pull out” model through which students receive assistance in their academic area(s) of need. Appropriate services will be determined and agreed upon through the student’s IEP meeting.

### **INTERVENTION GROUPS**

Intervention is designed to help children who are having difficulty in reading or math. Intervention instruction is in addition to the instructional time provided in the regular classroom. Our intervention groups provide a personalized environment that involves the student in an ongoing instruction that is based on diagnosis, prescription and evaluation.

### **COUNSELING**

A school counselor supports students on campus three days a week. Counseling services are available for all students on campus. Concerned staff or parents can refer students by completing a form. The counselor contacts parents, receives permission, and meets with students in small groups that vary in topics based on student needs.

## **RELEASE DURING CLASS HOURS**

For the protection of your children, your cooperation in these procedures will be appreciated:

- Any adult calling for a child must come to the school office. The child will be summoned to the office for pick up. The person taking the child is to give his/her name, the relationship to the child, and the reason for taking the child from school. Identification must be shown.
- A child will not be released to anyone other than a parent or guardian or designee

on the emergency card unless arrangements are made in advance with the front office.

## **TELEPHONE USAGE**

Students' use of the telephone is limited. The office staff will make calls home for students when necessary and appropriate. All after school play arrangements must be made before coming to school and be accompanied by a written note. Students are not able to make calls from classrooms, personal cell phones and/or smart watches. The cell phone policy is "Away for the school day." If a student is using their cell phone (texting, calling, checking messages, etc.) or electronic device (i.e. ipad, smart watch, etc.), or if the cell phone rings/vibrates during school hours, the electronic device will be confiscated and held by the teacher until the end of the day. On a second incident, the device will be held in the office and a parent/guardian pick up will be required.

## **TOBACCO -FREE POLICY**

The use of tobacco or tobacco products is not allowed at any time, in any building, on the property of, or at any program or event at Greenhills. This is Health Code, School Board Policy and our Administration Regulation.

## **TRANSPORTATION**

### **BUS PASSES**

Students are encouraged to ride the bus in order to reduce traffic congestion. Bus passes may be purchased from the Transportation Department located at 5461 Eureka Road, behind the District office. For specific information, please call (916) 774-1231 or on the district website. If your child is going home with a friend or to a different location, a written note is required and should be turned into the teacher. Unless a child has a note from a parent, he/ she may only ride to/from assigned bus stops. Please note: all students must have a valid bus pass to ride on the bus. All after school arrangements need to be made prior to coming to school.

### **BICYCLE/SCOOTER RIDERS**

Bicycles/scooters may be ridden to school, and locked in the racks provided. Helmets must be worn by riders. Once on school grounds, riders must walk their bike or scooter. Parents are asked to review bicycle safety with their children. Students must go directly home upon dismissal.

### **WALKERS**

Students who walk to school must arrive at school no more than 15



minutes before their starting time. Students must observe traffic rules and remember to stay on the side of the road. Students must walk directly home when leaving school. Parents are asked to review traffic rules with their children.

## **VISITING SCHOOL**

Parents are always welcome at school. We encourage you to visit your child's classroom. All classroom visits should be coordinated with the teacher beforehand.

1. For the security of all, you **must sign in** at the office and obtain a visitor's badge. Yellow VIP lanyards may be issued to volunteers. If so, they should be worn at all times when you are on campus. **Lanyards do not eliminate the need to sign in.** They do give us a fun and visible way of identifying parents from a distance.
2. If one wishes to visit a class and observe a certain subject area, determine in advance the time of day the subject is taught. Time your visit to coincide with the beginning of the lesson. It is our intent that regular classroom procedures not be interrupted.
3. Plan to talk with the teacher when he/she is free of personal responsibility to children; this is at a break or at the end of the day. Do not confer with teachers during class time.
4. Younger children should not be brought along with parents on visits.

**\*\*Please note that campus use after school is limited to individuals contracted for use of the facility such as STAR and scouts.\*\***

<b>CODE OF BEHAVIOR (to be reviewed with your child/children)</b>
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**PHILOSOPHY**

*Students will be treated with dignity and respect. The school environment will be positive and pleasing to students. Greenhills School will provide an atmosphere where each student can develop the basic academic and emotional skills necessary for independence in an ever-changing society, and develop self-discipline and a positive self-image with an appreciation for the value of learning. The following rules summarize our expectations:*

**RULES****BE KIND**

- Treat others as you would like to be treated.
- Use appropriate language; no name-calling.
- Play respectfully with others (take turns, share, and include others).
- Respond to teachers and staff in a positive and respectful manner.
- Respect school property and use equipment in a fair and safe manner. Students must pay for damaged or lost property (both school and personal).

**BE SAFE**

- Keep your hands and feet to yourself.
- Use walking feet (no skipping, hopping, jumping, or running) on designated sidewalks.
- Walk inside buildings/classrooms, to and from the lunchroom, and on the playground.
- Stay in assigned/supervised areas.
- Students may be in the classroom when a teacher or instructional assistant are present.
- During recess, remain in the Greenhills playground area (blacktop, bark, or grass area).
- Do not play near or in the restrooms.
- Use playground equipment safely (no jumping off of the equipment, use slides safely - feet first, bark boxes are reserved for playing on equipment, etc...)
- Keep running games on the grass.

**DO YOUR JOB!**

- Listen carefully and follow directions.
- Stay on task, participate and do your best.
- Arrive to school on time and prepared; school begins at 7:50am.
- Clean up after yourself in the classroom, lunch area and playground.
- Personal items (toys, games, stuffed animals, etc...) should remain at home to avoid damage

or loss (unless specific permission is given). The school is not responsible for these items.

- Do not play in the restrooms.

Fights, willful destruction of property, disrespect toward school personnel and truancy will not be tolerated.

There are intrinsic, classroom, and school-wide rewards for good behavior throughout the year. Failure to follow school rules may result in time outs, pink slips, and office referrals. Your follow through and support of school discipline is appreciated.

Adherence to rules will enable all students and staff to enjoy a safe and happy school year.

### **School-wide Consequences for Misbehavior**

In the event that a child fails to follow the above rules, the following may occur:

- Pink Slip
- Behavior Office Referral
- Suspension from class
- Suspension from school for a day or more
- Implementation of behavior contract

**Pink Slips** – Are given for misbehavior outside of the classroom. These slips are taken home and signed by a parent, and returned the following day. Infractions are listed on the slips.

Traditional consequences for pink slips:

1st - Logical consequence, which could be a loss of privilege for the day and/or opportunity to take responsibility or show empathy.

2nd- Logical consequence, which could be a loss of privilege for the week and/or opportunity to take responsibility or show empathy.

3rd - Student sent to the principal + communication home from the principal

4th - Office Referral + student sent to principal and given consequences

**Behavior Office Referral Form** - A Behavior Office Referral Form will be issued for excessive behavior reminders as well as severe infractions that involve the health and safety of others (California Education Code 48900). These may require more serious disciplinary consequences. Forms need to be signed by the child's parent/guardian and returned to school.

**Behavior Expectations Rubrics:** These behavior referrals follow the rules that are taught at the Monday Assemblies. These rubrics are presented to Greenhills students to help them remember school expectation.



# Greenhills Elementary School



Student Expectations Matrix			
Area/ Seating	BE KIND	BE SAFE	DO YOUR JOB
<b>Lunch Line</b>	Be orderly in line	Walk calmly and quietly. Keep hands, feet and objects to self.	Follow adult directions
<b>Playground</b>	Include everyone Use problem solving skills Share equipment	Keep hands, feet and objects to self. Play approved games and use equipment properly Stay in playground boundaries	Follow adult directions Play by school game rules Stay in boundaries
<b>Bathrooms</b>	Respect privacy Use quiet voices Wait your turn	Keep hands, feet and objects to self Wash hands Keep floor clean and dry No playground behavior	Flush toilet after use Wash hands Return to classroom right away
<b>Office</b>	Wait quietly for an adult Enter only with permission Use kind and polite words	Walk to counter Keep hands and feet to self	Know your purpose for being in the office

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Student Expectations Matrix (cont.)			
Area/ Seating	BE KIND	BE SAFE	DO YOUR JOB
<b>Library</b>	Treat books and other items in the library with care	No playground behavior in the library (running, jumping, chasing, etc...)	Put books where they belong Listen to adult directions Use quiet voices
<b>Campus Walkways</b>	Use calm and quiet voices	Always walk, facing forward Keep hands, feet, and objects to self	Follow adult directions Stay within walk areas
<b>Lunchroom/ Outside Eating Area</b>	Eat your own food Demonstrate good table manners Include everyone	Walk at all times Eat your own food	Be orderly in line Clean up after yourself Use an inside voice
<b>Assembly</b>	Be quiet Applaud when appropriate Be a good listener	Walk into assembly Stay in your row on your bottom	Follow adult directions Sit criss cross applesauce Keep hands to self
<b>Bus/ Pick Up Area</b>	Keep hands to self Walk safely Keeping place in line	Stay in designated areas No playground behavior (running, chasing, jumping...) Cross street only at crosswalk Watch for moving vehicles	Follow adult directions Stay with assigned adults