

GREEN SCHOOL

PARENT/STUDENT HANDBOOK 2008 - 2009

Selamat Datang! Welcome to Green School!

We are so excited to learn and grow together with our Green School parents and students this year. We've created this handbook containing important information specific to your role as a Green School student or parent, concerning school life here at Green School. This handbook will help you understand our unique environment as well as the special conditions that will ensure a safe, friendly, and supportive setting. We are a learning community of students, teachers, parents, staff, and volunteers working together to provide a nurturing environment and successful learning experience for all.

This handbook will serve as a helpful guide for all aspects of student life at Green School throughout the year. Please take the time to familiarize yourselves with the following school-wide beliefs and goals for our community of learners.

SCHOOL CALENDAR

Green School year begins on September 1, 2008 and continues through June 12th, 2009. Please familiarize yourself with our 2008/2009 School Calendar.

http://www.greenschool.org/files/gs_calendar.pdf

SCHOOL HOURS

Please view the daily timetable and schedules on our website.

<http://www.greenschool.org/timetable-schedule>

FINANCES

TUITION AND FEES

The actual cost of a Green School education is much more than the tuition and fees that are charged to parents. Nonetheless, prompt and full payment of all invoices is expected to maintain the financial health of Green School. Students who are not current with their bills may not attend school. All payments for tuition and fees are non-refundable.

TRANSPORTATION, ARRIVAL AND DISMISSAL

TRANSPORTATION

Parents are encouraged to carpool with other families to our campus. Green School will be happy to provide you with a list of names and email addresses of families living in your areas to coordinate a parent-run carpool. If you have not already received this parent list, please contact admissions@greenschool.org.

ARRIVAL/ DISMISSAL PROCEDURES

Green School has two drop-off and pick-up points – one on the east side and one on the west side of campus. The west entrance involves a lower quality road, but brings students closer to the classrooms. The east entrance requires a walk of approximately ten minutes to the classrooms. A Green School staff member are available to escort students to and from the drop-off points across campus.

Note: Preschool and kindergarten children must be dropped off and picked up on the west side.

Green School classes begin promptly at 8:30am and the School day ends at 3:15pm. Please drop your child between 8:00am and 8:15am. Children departing from the east entrance will arrive at the pick-up point at 3:25pm and the west entrance at 3:20 pm. Please make sure that students are met for pick-up on time.

EAST SIDE DROP OFF

Come into the north entrance (personnel will be directing traffic) and drop children off at the Welcome Center. Cars will continue past the school office and out the main entrance where the “umbul-umbul” flags are located.

WEST SIDE DROP OFF

Signs will be posted to direct parents to the West Side drop off point from both north and south.

ESCORT TO CLASSROOMS

Children will be met by a Green School faculty or staff member and be available to escort children to their classrooms at both drop-off points.

PICK UP

Students can be picked up at either the east or west entrances. Please ensure that students are aware of where they will be picked up. At dismissal, parents and drivers will be required to have student ID cards for each child being picked up. Photo ID cards will be issued during the second week of school.

CONTACTING GREEN SCHOOL

Please do not hesitate to contact Green School for any of your concerns. Regular Green School office hours are 8:00am – 5:00pm. Within these hours please feel free to call any of the following numbers. However, if you wish to contact the School outside these hours, please call the administration phone number and leave a

message.

Mobile Number: +62 361 875 2248

Administration Phone number: +62 361 469 875

Note: If you wish to notify or contact Green School outside these hours, please call the administration phone number and leave a message.

STUDENT CONDUCT

EXPECTATIONS FOR STUDENT BEHAVIOR

The community at Green School strives for mutual respect and understanding of self and others. Our goal is to have students take responsibility for themselves, their behavior, and their learning. Our faculty will teach ways to build trust and respect in our school community.

EXPECTATIONS FROM STUDENTS

- Come to class on time.
- Speak with polite language and without profanity.
- Treat each person with respect and kindness. Bullying, teasing and put-downs are disrespectful.
- Remain within bounds and within sight of adult supervision.
- Use the restrooms appropriately.
- Walk quietly on the paths.
- Play without physically aggressive behavior (such as play-fighting or wrestling).
- Help out keep the campus clean; recycle and do not litter.
- Eat only at designated areas or in classrooms.
- Follow the dress code.
- Refrain from chewing gum.

ABSENCE/ATTENDANCE

We must all be at school regularly and on time. Green School teachers will help students make up class work missed if they are absent, but it's never quite the same as being at Green School everyday. If a student is going to be absent, please contact administration and notify the School by calling +62 361 469 875. Upon returning from an absence, a written note signed by a parent or guardian should be provided for school records.

When students are absent, it is their responsibility to check with classroom teachers regarding missed class work.

TARDINESS

If a student arrives late, please contact the administration at +62 361 469 875 to notify the School and speak with the principal before proceeding to class.

HOMEWORK EXPECTATIONS

Homework will be assigned according to year level and the curriculum. No homework will be assigned during major school holidays.

DISCIPLINE POLICY

All Green School community members are expected to behave with respect toward each other. Students are encouraged to act, on and off campus, in ways that reflect the values of Green School. We expect parents to support these values. Any form of harassment, threats, vandalism, theft, and violence will not be tolerated.

Our approach to discipline is based on conflict resolution and restitution. However, students may be suspended or not asked to return to Green School if their behavior is a serious distraction to the learning environment, the Green School community, or themselves.

GUIDELINES AND GENERAL INFORMATION

STUDENT UNIFORM AND DRESS CODE

Green School Polo shirts will be available for purchase at the beginning of the school year. We ask that your child dress appropriately for the school environment. The dress code requires the following:

Top:

T-shirt, polo shirt, button-down shirt or blouse. Please ensure that shirts do not display inappropriate logos for drugs, alcohol, or tobacco products, or profanity; no spaghetti straps or cropped shirts are permitted.

Pants/Skirts:

Solid color shorts (3" above the knee or lower), trousers or skirts (hemlines to the knees).

Footwear:

Given the rugged nature of the campus, we recommend shoes with closed toes and backs. (Keene and Teva-type sandals are acceptable). Shoes will not be worn in the classroom; students may wear flip-flops or other indoor shoes in the classroom (and may store them at school). Flip-flops are not recommended for outdoor use.

Physical Education Uniform:

Sun hat, light cotton T-shirt, gym shorts, and gym shoes. Please provide a set of gym clothes that can be kept at school. All gym clothes and shoes should be labeled with students' names.

Hats:

We highly recommend that students wear hats or caps for outside activities. Hats with the Green School logo will be available later on in the year.

BOOKS AND SCHOOL SUPPLIES

The School will supply all necessary academic materials for your child in the first school year. If there are specific supplies that your child would like to use (markers, highlighters, etc.), they may bring these with them. Teachers may request specific supplies for their students.

All students should bring the following:

- Backpacks with the student's name clearly labeled.
- A re-usable water bottle (no glass containers are permitted on campus).
- Sunscreen and insect repellent

Cubbies: Each student will have a cubby in their classroom for personal belongings. All students are on the honor system to respect other students' belongings. Students should never borrow something from another student without permission.

Note: It is best to leave all personal valuables at home to avoid loss and disruption.

ELECTRONIC DEVICES

Please do not bring electronic devices such as electronic games (Nintendo etc.), remote control toys and personal music devices (MP3 players, ipods, etc.). These devices are not allowed in school.

MOBILE PHONES

Students may bring mobile phones but they must be turned off during school hours. If you need to reach your child during the day, you may call the School mobile phone at **+62 361 875 2248**.

Using mobile phones in any way during the school day will result in the confiscation of mobile phones for the remainder of day.

LOST AND FOUND

Please write your child's name on all personal belongings, including items of clothing. We will have a lost and found bin on campus. Green School will not be responsible for any missing or lost personal belongings.

SNACKS AND LUNCHES

Students K-8 will have a morning recess and lunch break during the day. We expect the school's kitchen to open in the second term. When the kitchen opens, we will provide school lunches for purchase. In the meantime, we ask that you provide your child with nutritious snacks and lunches labeled clearly with your child's name. (Preschool and half day kindergarten students will need only a snack.)

We encourage healthy eating at Green School and ask parents to provide the children with healthy snack alternatives for morning recess and lunch. This could include fresh or dried fruit, cut vegetables, fruit juice, etc. Foods high with sugar and fat content severely impact a child's attention and ability to concentrate throughout the day. No soft drinks. Gum is not allowed under any circumstances. Please provide your child with water in a re-usable water bottle for hydration throughout the day.

RECYCLING

We recycle used paper, cardboard, and aluminum. Please do not put these items in the trash. There are recycling bins in each classroom and in the eating areas.

AFTER SCHOOL PROGRAM

After school activities will begin in late September or October; a schedule of activities will be available on our website soon.

<http://www.greenschool.org/timetable-schedule>

BATHROOMS

Green School's bathrooms are unique and we keep them as clean as possible. We all have to do our part to keep them this way. We ask that students use the bathrooms responsibly and that they are not used as places to hang out. Let faculty or staff know if you notice the bathroom needs cleaning or re-stocking with paper. Please use paper towels sparingly. They're expensive and use up trees!

SCHOOL HEALTH SERVICES

SCHOOL CLINIC

In order to promote the health and safety of our students throughout the campus, Green School has medically trained staff on site at all times.

STUDENT HEALTH RECORD

Maintaining our students' health and well-being is of paramount importance to us. In order to ensure that we are aware of your child's previous and ongoing medical conditions, all students are required to submit the following:

- Green School Health Form
- Liability Waiver
- Personal History & Emergency Contact Sheet

We will accept forms signed by any healthcare professional that your family sees regularly. Please keep personal contact information (phone, email, address) current at all times so that we may contact you in case of an emergency.

HEALTH GUIDELINES AND POLICIES

Students must always bring a prescription and written directions from a physician to accompany any medication brought to school. This should be given to their teachers who will deliver it to the office. These medications must be stored in the office and will only be dispensed under supervision.

FIRE EVACUATION AND EMERGENCY PROCEDURES

Green School will conduct regular fire drills throughout the academic school year. The designated 'safe areas' and specific details as to where students and faculty should go during a drill or actual fire evacuation will be outlined clearly to each member of our community.

In case of an emergency that requires evacuation from the campus, students, faculty and staff will follow emergency procedures to exit from the buildings to the 'safe areas'. Once at the 'safe areas', an administrator will instruct students and faculty to either resume normal school activities or proceed from the School campus. Once the evacuation is complete, faculty will contact and notify parents that the School has been evacuated and determine the parent or guardian who will pick up their child or children.