

Greenacre School



**STUDENT &
PARENT
HANDBOOK
2023-2024**

GREETINGS!

Welcome to Greenacre School and the new school year! It is our hope that this handbook will help answer many of the questions that our students and their caregivers often have regarding our program. Having said that, the administrative staff and the teaching staff are always happy to answer any questions and address any concerns you may have. We are working together to support your student's success and it's our hope that this handbook will help us to engage in a partnership that will benefit all our students' education and development. We look forward to working with you and your student in the coming year and welcome your input as to how we're doing!

Yours,

Jennifer Dalton-Warner
Principal



<http://www.greenacrehomes.org/>

Mission: Greenacre School's mission is to develop abilities, healthy relationships in boys and young men, and to transition them back to a less restrictive environment.

Disclaimer: The policies and procedures in this handbook are subject to change based upon changing circumstances. The student expectations and classroom policies in this handbook may vary by individual student, due to differences in age, developmental level and education need. This is not a complete list of all rules and policies; only the basic guidelines for school procedures and behavior.

Table of Contents

Contact Information & Staff	page 4
General Information and Policies	pages 5-7
Dress Code	page 9
About Your Student's Education	page 10
Positive Behavior Supports and Discipline	page 11
Behavioral Expectations	pages 12-13
Calendar	page 14

Alma Roll-out

Starting this fall, Greenacre School is going to be using an online information system called Alma. You will be receiving an email from them to sign-up. This will allow you to access information about school events and policies and to get attendance and other information about your student. It will also help us to share information about emergencies, reminders for parents and scheduling issues.

Principal
Site Supervisor
Office Manager

Jennifer Dalton-Warner
Dave Fowler
Janexis Lopez

jdaltonwarner@greenacrehomes.org
dfowler@greenacrehomes.org
school@greenacrehomes.org



Our Teachers

Cole Bordisso
cbordisso@greenacrehomes.org

Bob Cedros
bcedros@greenacrehomes.org

Dylan J. Harper
dharper@greenacrehomes.org

Jesper Norqvist
jnordqvist@greenacrehomes.org

LLink Orozco
lorozco@greenacrehomes.org

Olivia M. Waters
owaters@greenacrehomes.org

Katie Franci Wordinger
kfranci@greenacrehomes.org



Greenacre School enjoys the support of a huge team of counselors, social workers, teacher's aides, maintenance and food service workers, office staff, an occupational therapist and speech therapist and many others. This is what allows us to provide such amazing care for our students. Please feel free to contact us if you have any questions about our staff or our services.



Attendance:

It is vital that your student attend school in order to receive academic, therapeutic and social benefit. It is also a legal requirement for minor students and for some adult students who receive services outside of the school. In order for an absence to be excused, we must receive a note, phone call or email from you, detailing the reason for your student's absence. We are required to notify your school district after four **(4)** consecutive days of excused absences or ten **(10)** non-consecutive days of unexcused absences.

We understand that some students struggle with attending school and it may sometimes hard to make your student attend. Please reach out to us if this is an issue with your student so that we can work together as a team to encourage their participation. We also offer incentives for attendance including individual and schoolwide recognition and reinforcement, like money added to their weekly paychecks and other classroom incentives.

Student Illness or Injury:

All Greenacre's staff are first aid and CPR-trained. However, we cannot accommodate sick or injured students if they are unable to participate in school. If your student complains to us of an illness or injury, we will provide reasonable care and contact you, as necessary, to consult with you regarding your student's health concerns or to ask that you pick them up from school.

Medication:

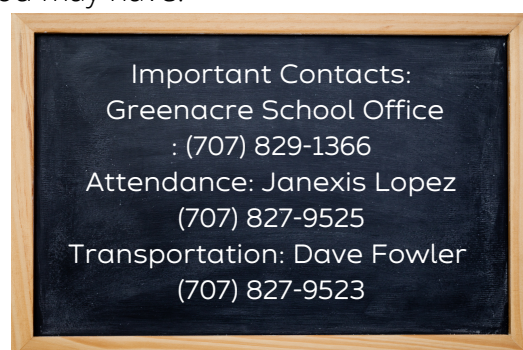
Greenacres will provide you with an authorization to sign to allow us to give your student over-the-counter medications as appropriate. You are not required to sign this authorization. This will allow us to administer only those medications that you permit, including ibuprofen, acetaminophen, and Tums.

Prescription Medications:

If your student requires prescription medication during the school day, please provide us with the medication in the original prescription container. Additionally, we will give you a form to authorize us to administer medication to your student which must be signed by the prescribing physician.

Covid:

Greenacres is currently complying with the guidance of the Sonoma County Public Health. As our policies may change based upon this guidance and changing conditions in the school and community, we will keep you updated on current practices by email, phone and letter. Please feel free to reach out to our Principal with any questions or concerns you may have.



Important Contacts:
Greenacre School Office
: (707) 829-1366
Attendance: Janexis Lopez
(707) 827-9525
Transportation: Dave Fowler
(707) 827-9523

Food and Drink:

Greenacre School provides breakfast, snack and lunches to students as part of our service. We ask that students not bring outside food or drink, unless by previous arrangement with their teacher. We are equipped to provide gluten-free and vegetarian meals, as well as to accommodate standard food allergies. No outside meal deliveries services are allowed.

Cell Phones:

Student cell phones can be very distracting to individuals and to the classroom environment. All students at Greenacre School are required to turn in their cell phones at the beginning of the day and will have them returned at their transition home. If students are not able to comply with this policy, their parents or guardians may be asked to keep their cell phones at home. Greenacre School is a small, secure environment and your student will be reachable in an emergency, either through school phones or through staff. The office and teaching staff will be happy to facilitate any messages or communication that must be accomplished during the school day.

Security:

Greenacre School conducts regular fire and earthquake drills and have a fire/evacuation plan that is reviewed regularly. We are a closed campus and visitors must have an appointment and check in at the office. We do not conduct active shooter drills with the students due to potential psychological repercussions. Our individual teachers develop emergency response plans based upon the location and configuration of their classrooms.

Transportation:

Transportation will be provided by either Greenacre School staff or an outside transportation agency, contracting with the district. We ask that you have your students ready for school at the designed time, including any morning meals or medications that they receive. Please communicate with our transportation coordinator or our office manager if your student will not be attending school or is running late. Transportation concerns can be directed to our Site Supervisor, Dave Fowler, at (707) 827-9523.

Supplies:

Greenacre School provides all the school supplies that our students require and we will rarely send home textbooks or other supplies for homework. Your student may bring a backpack with appropriate contents but it will be held by the teacher and may be subject to search (see search policy on page 12). If there is an item or tool that you believe will benefit your student either academically or behaviorally, please reach out to your student's teacher and we will do our best to accommodate you.





Technology Policies:

Greenacre students are expected to use technology resources in a considerate, ethical, moral and legal manner. All Greenacre technology systems and information stored on them are governed by school policies and are subject to school supervision and inspection whether they reside on school-owned computers, personally-owned devices, the school network, or cloud based, externally hosted communication and collaboration systems.

Students are prohibited from altering the normal functioning of the computing system or engaging in activities that impair the operation or security of the school's network or computer systems. The school may take any action required to protect the integrity of its systems, to prevent or stop illegal use of its systems, or to prevent or stop users from impeding the use of the systems by others. Greenacre School is not responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes, or negligence of any kind incurred by users.

All Information Technology (IT) Resources at Greenacre School are the property of the school and all messages or documents composed, sent or received on these systems are and remain the property of the school. There is no expectation of privacy with use of the school network, software or hardware. The school reserves the right to audit and monitor usage of these resources and to access, view and disclose their contents, with or without notice or the consent of the user and with or without cause. The school may take disciplinary action against users found violating this policy. Disciplinary action may include dismissal.

As the primary educators of their children, it is assumed that parents will monitor their student's use of technology resources, set appropriate limits on their use, and discuss with them acceptable use of these resources.





Paychecks and Banking:

All of our students participate in some sort of vocational education, from working in the school garden to adult students receiving credit for an off-site internship or paying job. They all earn money based upon their work efforts and behavior, including the opportunity to earn extra money with good attendance and program participation. Students receive their paychecks either weekly or on alternate weeks, dependent upon their program. Students must earn the right to access their money by having appropriate behaviors and attendance, otherwise their money will be "banked," either in a teacher-managed bank account or in our secure school location. Limitations on how much cash we allow students to carry will vary by age and safety concerns and will always include parent and guardian preferences. Students may also be required to pay restitution, as detailed below.

Restitution:

Willful or careless property destruction or negligent use of resources may result in student restitution. We believe that paying for damages and expenses incurred as a result of their behaviors helps to teach our students to be responsible. The students pay this restitution out of their banks or paychecks.

If a student has had to pay restitution or has not earned the right to access their bank, they may not spend money brought from home. Please do not send your student to school with money, unless by prior arrangement with the teacher.

Work Permits:

Work permits for eligible students can be obtained from either our site supervisor or our principal. To be found eligible, students must have no outstanding attendance or behavioral issues and be making appropriate academic effort in their classes.

Permission Slips for Outside Events:

If your student needs a permission slip signed to attend an event at another school, like a dance or other event, please make sure that the paperwork is brought to Greenacre School no less than a week in advance so that the principal can consult with the teacher prior to signing. Permission slips will not be signed for students who have recently exhibited poor attendance or serious or inappropriate behaviors, such as aggression, threats, stealing, bullying or bringing forbidden items to school. We reserve the right to determine what behaviors might prevent us from trusting our students in a less supervised setting.



Dress Code:

Five school shirts will be issued to each student, polo shirts or t-shirts with the Greenacres logo. Greenacres shirts are to be worn every day as part of the school uniform, unless given permission for holidays or "free shirt Fridays." Students are responsible for keeping shirts clean and in good condition. Any replacement shirts on top of the five shirts that are issued will be paid for out of the student's paycheck/bank.

Pants must be jeans, khaki or dri-fit material and have belt loops. No sweatpants, basketball shorts, athletic pants, joggers or pajama bottoms. (The teaching staff may make exceptions to this for students with sensory issues, by arrangement with the parent or guardian) Students must wear a belt.

Solid red articles of clothing are not allowed. Clothing items may be no more than 25% red.

No 49ers or Raiders apparel or accessories.

No inappropriate images or words on clothing items or accessories: including but not limited to: liquor, cannabis or other drugs, cigarettes, weapons, old English script or political statements which express discriminatory ideas regarding a protected class.

Closed toe shoes must be worn at all times. No slippers.

No sagging pants, visible underwear or shorts, or oversized clothing. No extra-long belts or other apparel suggesting gang affiliation.

No hats, hoods or beanies inside. Hoods must be removed completely.

Clothing, shoes, jewelry and other accessories cannot be unsafe or a distraction to the student or to others.

Students will be encouraged and supported in the use of appropriate hygiene at the appropriate time. Continued poor hygiene or non-compliance with the dress code could result in repercussions for adult students in the vocational program or the loss of off-campus incentives for younger students.

Why a dress code?

We here at Greenacre School believe that our dress code accomplishes more than just making sure that students are safe, comfortable and free from distractions. We also believe that we are preparing our students for the world. We want our students to have the best possible chances for success in the adult world and we know that encouraging good social skills and paying attention to good hygiene and dress will help them to be successful.



About Your Student's Education

IEPs:

All of the students at Greenacre School have Individual Education Programs (IEPs). An IEP determines where he goes to school, what services he receives and what goals he is working on. As a parent or guardian, you have the right to call an IEP meeting to discuss your concerns or request changes to their program at any time. If you have questions about how your student is doing or concerns about his progress, behavior or other elements of his program, please don't hesitate to contact his teacher, our principal or your school district.

Transition to a Less Restrictive Environment:

The ultimate goal is always transition to a less restrictive environment, like a contained classroom on a public campus, special day classes, or general education classes. This transition is determined by the IEP team based upon student behaviors and resources available in a student's home district. We make every attempt to have these transitions be slow and supportive and our team is always available for ongoing support to students and families even after they no longer attend our school.

Communication:

You should receive communication at least weekly regarding your student's academic and behavioral progress. Please discuss with his teacher what your preferences would be regarding the form it takes and the content you are interested in receiving. We can communicate by phone, email or text. Please be mindful that our teachers and other support providers may not be able to contact you immediately during the instructional day or during evenings or weekends.

Collaboration:

Many of our students have other family members, service agencies, social workers, probation officers and other outside parties supporting them. We welcome this collaboration, as we believe that getting everyone to the table to support a student is a benefit to them. Please don't hesitate to let your student's teacher know if there is anyone you would like us to include in IEP meetings or in weekly communications.

Progress Reports and Credits:

We do not issue grades at Greenacre School. We track and communicate behavior and complete quarterly progress reports. Your high school-aged student does receive credits for attendance and appropriate participation but we do not offer a diploma-track. For concerns or questions regarding your student's educational status and goals outside of the annual IEP, please contact your student's teacher or our principal.

Complaint Procedure:

If you have a complaint about a teacher, staff member, service provider or other issue regarding your student's education that you do not feel comfortable addressing with your student's teacher, you are welcome to address it to our principal, director of educational services, site supervisor or executive director.

If you do not feel comfortable discussing your complaint with a Greenacre School employee, you have the right to address complaints, including those regarding harassment, the safety and cleanliness of school facilities and access to educational materials to your school district, the Sonoma County Department of Education or the California Department of Education. Teacher misconduct complaints can also be filed with the California Commission on Teacher Credentialing.

Positive Behavior Supports and Discipline

Overview:

Greenacre School provides a highly structured therapeutic environment with access to counseling supports, sensory tools, and behavioral coaching and supports provided on an ongoing basis. We combine this with a realistic token economy program to positively reinforce student behavior and academic performance. The school day is broken into periods totaling 100 points. Students earn points for: participation and appropriate classroom behavior and effort. At the end of the the week - two weeks for vocational students - students receive paychecks based on their earned points and money earned in work program. They are “charged” for behavioral issues and any expenses. Students get cash for their paychecks and are able to spend their money on the weekly field trip in the community.

Expected Behaviors:

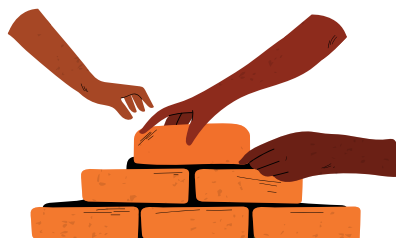
Our staff and teachers teach and reinforce expected classroom and school program behaviors. This is done through a variety of modalities including individual therapy, social skills classes, modeling and a common language and set of expectations used throughout the program, as well as ongoing group and individual interactions with trained staff. These behaviors include appropriate interactions with staff and peers, following directions, participation and effort, self-regulation and pro-social behaviors with the ultimate goal of helping our students to develop abilities, academics and healthy relationships.

Positive Behavior & Intervention Plan:

- 100 Point System: Students earn points and money for appropriate behavior and participation.
- Praise and intermittent tangible reinforcement.
- Vocational Program: students earn money for participating in vocational education where skills are taught and reinforced including citizenship, following directions, working with others and problem solving.
- Community Based Outings: students can earn weekly outings.
- Individual Contracts: students and staff may have individualized contracts or behavior plans to help with target behaviors and/or individual goals.
- Bonus Points: each classroom has “stores” where students can spend bonus points that they earn for positive behavior and effort.

Therapeutic and Sensory Supports:

- Greenacre School provides a highly structured therapeutic environment with access to counseling supports, sensory tools, and behavioral coaching and supports provided on an ongoing basis.
- Access to counseling supports, sensory tools and self-regulation strategies.
- School environment, staff interventions and language based in trauma-informed care.
- Students build and see modeled for them healthy relationships with caring, highly-trained staff in a supportive, positive environment.
- Ongoing communication with families and involved agencies focusing on positive relationships, strengths and problem solving.



Behavioral Expectations

Students come to our school because they haven't been able to be successful in another school environment, for a variety of reasons. Our ultimate goal is to help them to be successful in the larger world, whether that be a public school or a job in the community. For that reason, we have rules and expectations for behavior that will support them in being successful, as well as attempting to provide them with coping skills for dealing with conflict, intense emotions and other difficult situations.

The following is a non-inclusive list of behaviors which our students may exhibit that will result in some intervention or consequence:

Assaultive behaviors and threats: We do not allow physical or verbal aggression of any type, including posturing or "horseplay." It is vital that our students and staff feel safe in their school environment.

Inappropriate or offensive language: Profanity and derogatory language will result in point loss. Racist, sexist, ableist or otherwise discriminatory statements or language will result in loss of privileges and contact with parents or guardians.

Non-compliance and lack of participation: Students are expected to participate in all elements of their school program. Where possible, we attempt to accommodate individual preferences or needs. Students who miss out on elements of their school day may be asked to make up that activity later.

Disruption: Behavior that impedes your student and others from accessing their education, including calling out, threats, yelling, excessive noise-making and other behaviors that attract inappropriate attention may result in a student being asked to sit temporarily outside of the main class area, in a break-out room or outside on a "time-out."

Gang, drug or sexual talk: Inappropriate talk, written communication or images are not allowed in the school setting and may result in point loss, phone calls to parents, and/or loss of privileges. Students are not allowed to have private conversations with other students at Greenacre School, including note passing, texting, whispering or speaking in a language other than English without a staff present to monitor. This is to prevent conversations that may be threatening, uncomfortable, or incitements to misbehavior.

Property destruction or theft: Property destruction and theft will result in restitution (see above). Additionally, California educational law now requires that an IEP meeting be scheduled after serious property destruction to discuss behavioral supports and appropriateness of placement. In cases of student property being damaged or stolen, school staff rigorously monitor student interactions but we cannot be responsible for replacing lost, broken or stolen items. Please take care that your student is not bringing expensive or sentimental items to school that cannot be replaced.

Exchange of Property: Students are not permitted to trade, sell or give items or money to peers. Policy on what items may be brought to school may vary according to classroom or student, but all students are provided with meals, water bottles and all required educational supplies for the day's lessons, so most students only need to bring appropriate outerwear.

Possession of contraband: California law prohibits the possession of firearms and knives and any other dangerous object, alcohol, tobacco or nicotine products, drugs or drug paraphernalia, products, pornographic materials or fireworks on a school campus.

Search Policy: Students' bags, pockets, socks and shoes may be searched if it is suspected that they may have alcohol, drugs or tobacco products or paraphernalia, weapons, pornographic materials or other objects that violates school rules. Please make sure that your student is not bringing materials that may be in violation of the law, education code or a danger or distraction to them or their peers. Greenacre School does not do strip searches or drug testing. While we are legally allowed to confiscate phones and other electronics, we are not allowed to search their contents without permission or to keep them permanently. We will not return alcohol, drugs or tobacco products or paraphernalia, weapons or pornographic materials.

Contact Outside of School: We urge parents to be mindful of any digital or in-person contact your student may be having with their fellow students outside of school. We are not able to control behaviors or interactions that our students are having on social media, by text or gaming platforms, nor are we able to supervise their behaviors outside of school. We do our best to teach our students appropriate digital citizenship and we will communicate proactively with parents and caregivers regarding issues that may come up out of school.

Suspension and Expulsion

Greenacre School does not generally rely upon suspension as a behavioral intervention or consequence. We do not believe it to be effective, nor do we think sending a student home early to be a deterrent for negative behavior. In rare instances of extremely unsafe behavior or ongoing disruptive behavior, we may rely on short term suspension to alleviate stressors for the classroom or on other students. We do not expel students. If the teaching team, administration, district or parents believe that Greenacre School is not the right setting, an alternative school will be sought out. If your student's placement is in jeopardy, you will have ample time to discuss the issue with the teacher or administrative staff and to problem-solve ways to support your student to be successful.

EXHIBIT K: 2023-2024 School Calendar

Greenacre School

August-23 RSY Days: 180 days ESY Days: August Events

S	M	T	W	T	F	S
		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		
						12

Work Day/ Non-instructional 8/14
Work Day/ Non-instructional 8/15
First Day of School 8/16

February-24 RSY Days: 81 days ESY Days: February Events

S	M	T	W	T	F	S
				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		
						19

Lincoln's Birthday 2/12
President's Day 2/19

September-23 RSY Days: 168 days ESY Days: September Events

S	M	T	W	T	F	S
					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
						19

Labor Day 9/4
Professional Development 9/11

March-24 RSY Days: 62 days ESY Days: March Events

S	M	T	W	T	F	S
					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						
						16

Spring Break 3/18-3/22
End of 3rd Quarter 3/29

October-23 RSY Days: 149 days ESY Days: October Events

S	M	T	W	T	F	S
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				
						21

Professional Development 10/9
End of 1st Quarter 10/13

April-24 RSY Days: 46 days ESY Days: April Events

S	M	T	W	T	F	S
	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				
						20

Emergency Closure Days 4/8 & 4/29
(non-workday, non student if not needed)

November-23 RSY Days: 128 days ESY Days: November Events

S	M	T	W	T	F	S
			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		
						16

Veterans Day 11/10
Local Holidays 11/20-11/22
Thanksgiving Day Holiday 11/23
Local Holiday 11/24

May-24 RSY Days: 26 days ESY Days: May Events

S	M	T	W	T	F	S
				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
						22

Memorial Day 5/27

December-23 RSY Days: 112 days ESY Days: December Events

S	M	T	W	T	F	S
					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						
						16

End of 1st Semester-12/22
Winter Recess 12/25-12/29

June-24 RSY Days: 4 days ESY Days: June Events

S	M	T	W	T	F	S
						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						
						4 12

Last Day of RSY 6/6
First day of 2023-24 ESY 6/12
Juneteenth 6/19

January-24 RSY Days: 96 days ESY Days: January Events

S	M	T	W	T	F	S
	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			
						15

New Year's Day 1/1
Winter Recess 1/2-1/5
Professional Development 1/8
Martin Luther King, Jr Day 1/15
Professional Development 1/22

July-24 RSY Days: 8 days ESY Days: July Events

S	M	T	W	T	F	S
	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			
						8

Independence Day 7/4
Local Holiday 7/5
Last day of 2023-24 ESY 7/12

Total Regular School Year Days 180 20 Total ESY Days

Holidays and School Breaks:

-  Non-School Day
-  First & Last Day of School
-  Last Day of Semester
-  Holiday
-  Minimum Day
-  RSY Regular School Year
-  ESY Extended School Year

- September 4 Labor Day
- November 10 Veterans Day
- November 20-24 Thanksgiving Break
- November 23 Thanksgiving Day
- December 25 - January 5 Winter Break
- January 1 New Year's Day
- January 15 Martin Luther King, Jr. Day
- February 12 Lincoln's Birthday
- February 19 President's Day
- March 18-22 Spring Break
- May 27 Memorial Day
- June 19 Juneteenth
- July 4 Independence Day

School Schedule

8:20 AM	RSY Daily Start Time
2:20 PM	RSY Daily Dismissal Time
N/A	RSY Minimum Day Dismissal Time
8:20 AM	ESY Daily Start Time
2:20 PM	ESY Daily Dismissal Time
N/A	ESY Minimum Day Dismissal Time

