

Gardner Park Elementary School



2020-2021

Parent/Student Handbook

Vision: Building the foundation for lifelong learners

The information in this handbook is based on the beginning of the year Plan B.

School Day Schedule

7:10 Doors Open for Student Arrival

7:30 Instruction Begins

2:15-2:30 Dismissal for Students (will be staggered based on transportation)

Please make every effort to have your child here on time. It is difficult for your child to get settled after instruction has begun. Our policy requires that students who arrive after 7:30 be signed in tardy.

Please see the insert A Day in the Life of a Patriot for information on mask requirements and arrival procedures.

Attendance

Students with last names A-K will come to school on Monday and Tuesday. Students with last names L-Z will come to school on Thursday and Friday. On the three other school days students will participate in online learning.

A written excuse is required for all absences. Written documentation must be submitted to your child's teacher within 2 days of the absence or it will be recorded as unexcused. You may email the information to the teacher. Please read the district's attendance policy carefully.

Please note, per district policy, any student who misses 12 or more days of school will be referred to the attendance committee at the end of the school year. The purpose of this committee is to evaluate the reasons for the absences and make a recommendation to the principal on your child's promotion or retention. Parents are always involved in this process.

Dismissal

Please see the insert "A Day in the Life of a Patriot" for information on arrival and dismissal.

Please refrain from checking your children out early when possible. We request there be no checkouts after 1:30. This is a very busy time when teachers are ending the day, making sure assignments are understood, etc. We will do our best to get all bus students loaded safely and all car riders to the front in a timely manner. The safety of all children is our primary concern. We appreciate your patience and help with this.

Bus Riders

Students and parents are expected to adhere to the policies set forth by Gaston County Schools when riding the bus. The bus policies have been developed in order to keep your child safe. Students riding the bus must be outside at the assigned bus stop each morning. Buses will not wait or blow the horn for students. A student may not change the bus he/she rides except by permission of the Principal or Assistant Principal after they confirm a written parent request. Students who violate bus rules will lose the privilege of riding the bus.

***Bus riders should also see the bus letter regarding specific Covid-19 protocols.

Car Riders

Car riders should be delivered and picked up in front of the school. The bus access road is for buses and daycare vans only. Please refrain from using your cell phone while picking up children. In an effort to increase the level of safety for all students, please stay in your vehicle to pick up students in the afternoon rather than coming into the building. This procedure will expedite how fast we are able to load students without pedestrians crossing between moving vehicles. Thank you for helping keep our students safe!

***Fourth and Fifth graders should refer to the letter provided for procedural changes

Transportation Changes

All transportation changes must be made in writing. You should write a note to your teacher or email the school. ALL changes must be submitted before 1:00 PM. Please make sure your name and date are included on the note, along with your child's first and last name. If the note is sent by email please call the school before 1:30 to verify that it was received. Teachers cannot check their email during instruction so it is always best practice to email the teacher, an administrator and Mrs. Walker at aswalker@gaston.k12.nc.us.

Conferences

Individual parent/teacher conferences may be scheduled if needed. If you are concerned about the progress of your child, please do not hesitate to call the school. We ask that you call, email or send a note to your child's teacher to schedule a conference so that a time suitable to all may be determined. Please note, at this time, we are only authorized to permit virtual conferences.

Medication

Please see the insert "A Day in the Life of a Patriot" for information on our medical protocol.

All students must be fever free for 24 hours without fever reducing medication before returning to school.

Gaston County Schools has an established policy for dispensing medication to students. Written authorization from the student's doctor is required to administer **all** medication. Forms are available in the office. Each prescription must be presented in its own bottle labeled by the pharmacist. Students may not transport any medication on the bus.

Parents will be called for children who are injured or become sick at school. Please make sure we have a working phone number so that we may reach you quickly in the event of an emergency.

School Nutrition

Please see the insert "A Day in the Life of a Patriot" for information on breakfast and lunch.

The school nutrition program operated by Gaston County Schools provides breakfast and lunch for students. Due to COVID-19 restrictions, parents are unable to join their children for lunch at this time.

All students at Gardner Park will be offered breakfast and lunch during the 2020-21 school year at no cost. Visiting adults must pay for meals. Children who are not enrolled at Gardner Park must pay for meals.

Students who require special diets for health reasons must have a completed Diet Order form. Forms may be obtained from the School Nutrition office, Cafeteria Manager, or School Nurse.

Lunch

At this time, parents and family members are prohibited from eating breakfast and lunch with their child. No outside or forgotten lunch boxes can be dropped off for students during the day.

Field Trips

We are unsure of the status of field trips for the year but will provide plenty of notice in the event we are able to resume our educational outings.

Birthday Celebrations

We know how special birthdays can be to our students! However, given the current situation, we are unable to accept birthday snacks at school. Gifts, balloons and other deliveries for students will not be accepted at school.

School Dress

Students should dress appropriately for the weather, classroom activities, and safety. Please help your child make good decisions. On days that your children have PE they are required to wear sneakers in order to participate.

Telephone Calls

Teachers do not have telephones in the classroom. When you call the office, the receptionist will take your message and the teacher will call you back after school when he/she is not delivering instruction. Children do not have access to the telephone at Gardner Park. If your child must get in touch with you during the instructional day, an adult will call you.

Weather

In the event of inclement weather, please do not call the school. Our lines must be kept open for emergency information. For special instructions, please listen to local radio or television stations. Cable channel 21 will carry school closing information. Gardner Park will use the Parent Link call system to reach parents. ***Please make sure the school has a working phone number and please listen to messages from the school.***

What to Leave At Home

Students should not bring knives, sharp objects, matches, or guns (play or real) to school. Possession of these items will result in disciplinary action. Students should not bring large amounts of money, jewelry, electronic games, or CD/music players to school. Chewing gum, collector cards, and toys should not be brought to school. If these items come to school and are lost, damaged, or stolen, the school will not replace these items.

GCS policy states that students may have cell phones at school, but may not have the phones out. Phones must be off and out of sight. We are not responsible for student cell phones. ***Telephones out during instruction will be taken to the office.***

Parents at Gardner Park

Research indicates that parental involvement raises the academic achievement of students. Gardner Park strongly supports the involvement of all parents. Throughout the year there will be multiple opportunities

for parents to participate. Parents and community members are welcome at Gardner Park! Unfortunately, at this time visitation is limited due to protocols associated with COVID-19. Until otherwise notified, we must restrict unnecessary visits to the school building for anyone other than students and staff members. However, we will provide you with alternative ways to be involved as the school year progresses.

Safety

If you are involved in a custody situation where parental access has been denied, paperwork MUST be filed with the Principal. If you have concerns about student safety, please direct those concerns to the Principal.

Report Card Schedule:

First 9 weeks - October 22

Second 9 weeks - January 7

Third 9 weeks - March 18

Fourth 9 weeks - Report Cards Mailed (Make sure your address on file is correct.)

Visitors

At this time we are unable to welcome visitors inside the building. If you need assistance, please ring the doorbell and office personnel will assist you. Be prepared to show your identification and be wearing a mask.

Meet our Office Staff

Principal- Jaime Wallace

Assistant Principal- DJ Hamrick

Data Manager/Finance- Doris Rogers

Receptionist -April Walker

School Counselors-Brittany Petty & Chelsea Winkler

Social Worker-Julie-Ann Garcia