

GARDNER PARK PARENT-STUDENT REFERENCE GUIDE

738 Armstrong Park Rd - (704) 866-6082

<https://www.gaston.k12.nc.us/gpark>



ATTENDANCE INFORMATION

TARDIES - The tardy bell rings at 7:30 a.m. each day. Parents will need to park and walk their child into the school to sign them in for the day. Tardies will be coded unexcused unless a doctor's note is present. Students must be present until 11 am to be counted present for the day.

ABSENCES - Only 12 absences, excused and unexcused, are permitted each year in accordance to GCS Board Policy. All absences are coded unexcused until a note is brought to school. Notes are expected to be brought within three days of the child returning to school. Excused absences include personal illness, family illness, death in the family, family court, educational opportunity, doctor appointment, and religious holidays. Educational opportunity forms are in the main office and must be turned into the office prior to the absence for possible approval. The school social worker is involved after the seven unexcused absences and letters are sent home after students have missed 3, 6, and 10 days. Phone calls go out each day at 10 am when a child is absent from school.

EARLY DEPARTURE - If a student is signed out of school before 11:00 am, the day counts as an absence. Parents must come into the office with a driver's licence to sign their child out of school.

INCLEMENT WEATHER - Inclement weather days are determined by Gaston County Schools. Make-up days for inclement weather are noted on the GCS Calendar.

SCHOOL HOURS:
7:30 AM - 2:30 PM

Who Can Help You?

Principal	Lynne Stamey, lgstamey@gaston...
Assistant Principal	Laura Costner, ltcostner@gaston...
Receptionist	April Walker, aswalker@gaston...
Data Manager	Doris Rogers, djrogers@gaston...
Nurse	Linda Witcher, llwitcher@gaston...
Social Worker	Paris Floyd, plfloyd@gaston...
Cafeteria Manager	Rene Crawford, lbcrawford@gaston..
School Counselor	Chelsea Winkler, cpwinkler@gaston.. Brittany Petty, bipetty@gaston...

COMMUNICATION

We communicate with families through our Parent Link phone system, email, school website, and social media. To stay connected, please be sure that we have your proper contact information if you have any changes take place. We also must have current contact information in the event your child becomes ill or injured at school.

BIRTHDAYS

For student birthdays, we announce birthdays on the announcements and give students a special treat. Birthday invitations should be passed out at home or to ALL students in the class. We do not allow for deliveries to students of items such as flowers, balloons, or food delivery services.

DRESS CODE

Students are expected to maintain an appearance that is neither distracting or disruptive to the learning environment.

- *Athletic shoes need to be worn on PE days for safety.
- *Flip flops are not recommended for school due to physical activity at recess.
- *Hats, bandanas, or other headgear is not permitted in the building.
- *Clothing should not have indecent language or pictures
- *Student clothing should cover undergarments.

MEDICATION & IMMUNIZATIONS

For students to be enrolled in school, students must be fully immunized. All immunizations must be up to date by DATE or the student will be suspended from school until shots are current in accordance with NC law.

For students to take medication at school, your doctor must complete an "Authorization of Medication for Students in School" form. These are available in the main office. Parents need to bring the bottle with the prescription to the school nurse for approval. In addition, students are not allowed to carry any medication with them at school per GCS Board Policy.

CODE OF CONDUCT

The Code of Conduct can be found on the Gaston County School website (<https://www.gaston.k12.nc.us/Page/7930>) and all students receive a copy of the Code of Conduct at the start of school.

ARRIVAL & DISMISSAL

ARRIVAL- Doors open for students at 7:05. Please make every effort to have your child here on time. It is difficult for your child to get settled after instruction starts. Students who arrive after 7:30 must be signed in tardy.

DEPARTURE/TRANSPORTATION CHANGE-

Please refrain from checking your children out early when possible. We request there be no checkouts after 2:00. This is a very busy time when teachers are ending the day, making sure assignments are understood, etc. **ALL TRANSPORTATION CHANGES MUST BE MADE IN PERSON. PHONE CALLS AND/OR EMAILS WILL NOT BE ACCEPTED.**

BUS RIDERS - If you need to make a change with bus ridership, please contact our front office. Remember that riding the bus is a privilege and students can be removed from the bus for not following expectations. Riders must be outside at the assigned bus stop each morning. Buses will not wait or blow the horn for students.

CAR RIDERS - **Cars may not begin lining up at the cones until 1:30 each day.** All car rider tags should be on display. Students will be directed to the car by staff. If you need a car tag or a replacement, please stop by the office.

DISCIPLINE

Students are expected to follow the GCS Code of Conduct. We also utilize PBIS (Positive Behavior Intervention & Supports).

When a student is having difficulty meeting expectations, offences will be coded as either minor and major offenses. A minor offense is an offense that a teacher handles at the classroom level. For example, a minor offense may involve a child that creates a minor classroom disruption or is displaying off-task behavior. A major offense is an offense that involves a student coming to the office to meet with the principal. These offenses include things such as disruptive behavior that impact the entire classroom and fighting. We handle behaviors in a way that is developmentally appropriate for young learners while reinforcing proper behavior. We ask that students leave electronic devices, fidget spinners, cellphones, card games, and toys at home unless permitted for special circumstances that have been approved.

CAFETERIA

All students are provided with free breakfast and lunch. **THE CUTOFF FOR BREAKFAST IS 7:30.** Students with medical conditions may request modification to school meals by completing the Diet Order Form. Please contact Rene Crawford, cafeteria manager, for assistance. **OUTSIDE FOOD MAY ONLY BE BROUGHT IN WHEN YOU ARE STAYING TO EAT WITH YOUR STUDENT.**

CUSTODY

Parents that have custody complications are asked to send a copy of any court documents so that we may comply with any judgment. We may ask local law enforcement agencies to help with this effort. **Only court documents with a judge's order determine child custody.** We can only honor what paperwork we are provided with at the school. We will only discuss a child's educational matters with those who have legal custody or those deemed permissible by the legal guardian. If issues arise related to domestic issues, the school resource officer is on site to remove parties from the school campus.

MEDICATION

Written authorization from the student's doctor is required to administer **all** medication. Forms are available in the office.

SAFETY

As a part of our safety plan, we conduct various safety drills and random metal detection on a regular basis. The drills are practiced so that students and staff will know how to respond in the event of an emergency. In addition, our school has a full-time School Resource Officer.

TECHNOLOGY

All students will be issued a Chromebook to use for educational purposes. More information will be provided in the Chromebook User Agreement.

VISITORS

If you would like to volunteer, attend field trips, or be a grade parent, you must go through the GCS volunteer process. All PTO board members must also go through the volunteer process. Parents are welcome to eat lunch with their student at anytime.

Our Vision Statement: I will learn and grow everyday.

Our Mission Statement: As a citizen of Gardner Park Elementary School, I am respectful, responsible for my actions, and ready to learn.



We are a Tobacco-Free Campus