

Gardner Park Elementary School



2019-2020

Parent/Student Handbook

Vision: Building the foundation for lifelong learners

Mission: Gardner Park Elementary will provide a safe and nurturing environment where teachers work with every child and partner with families to instill a love of learning.

School Day Schedule

7:30 Student Arrival

7:50 Breakfast Ends

8:00 Instruction Begins/Tardy Bell Rings

2:30 Dismissal for Students

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 8:00 be signed in to the office by a parent/guardian.**

Attendance

Gaston County Schools and Gardner Park Elementary are committed to improving attendance. Children should be in school each day unless the child is ill or there is a family emergency. A school calendar has been provided for you so you may schedule vacations around the dates students do not have school. Please remember to look at snow make up days and plan for that as well.

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 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. 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.

Car Riders

All 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!

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 1:30 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

Parent/teacher/student conferences will be held in the fall and spring. Additional 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.

Medication

The recommendation from our medical director is for children to 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

The school nutrition program operated by Gaston County Schools provides breakfast and lunch for students. Parents are welcome to join students for meals.

All students at Gardner Park will be offered breakfast and lunch during the 2019-20 school year at no cost. Visiting adults must pay for meals. Children who are not enrolled at Gardner Park must pay for meals.

Adult Meal Prices: Adult Breakfast - \$1.50 Adults Lunch - \$3.75

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

Parents and family members are encouraged to come to the school and eat lunch with their child during their class's designated lunch time. Parents and family members are welcome to bring outside food items for their child, but such food items may not be shared with other students. Please also be advised that, while visiting, you may not take and share pictures of students who are unrelated to the child you are visiting.

Field Trips

Field Trips are extensions of the curriculum. You will be notified in advance of trips planned for your child. Children who do not have permission will not be able to participate in the field trip. ***No refunds will be given to students absent on the day of the trip because, at that point, we have had to pay for the trip.*** Thank you for understanding that brothers and sisters cannot go on field trips.

Birthday Celebrations

We know how special birthdays can be to our students! However, we must also protect the instructional time we have with them. Therefore we do not have birthday parties for students. You may drop off a small treat in the office during the day and we will gladly take it to your child's classroom during a time that is not disruptive. The classroom teacher can then pass out the treat during recess as a special snack. Please communicate with your child's teacher ahead of time so they can be prepared and share with you about any food allergies. All treats must be store bought – **no homemade goodies**. Gifts, balloons and other deliveries for students will not be accepted at school. Each class will have a room parent who will help to organize holiday treats and celebrations.

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. Parents will be called to bring appropriate clothes for children who violate the school policy.

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! We need your help! Gardner Park has a strong Parent-Teacher Organization.

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.

Performance/Meeting Dates

September 19	6:30 PM	Title One Annual Meeting, PTO Mtg, and Open House
October 10		Parent/Teacher Conferences
December 10	6:30 PM	Student Performance K & 1st grades
February 11	6:30 PM	Student Performance 2nd & 3rd grades
March 12		Parent/Teacher Conferences
April 7	6:30 PM	Student Performance 4th & 5th grades

Report Card Schedule:

First 9 weeks - October 31

Second 9 weeks - January 23

Third 9 weeks - April 2

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

Visitors

To enter the school, please press the doorbell and wait for someone to unlock the door. All persons visiting the school will be required to sign in at the computer in the front office. A picture ID is required for access to the school. Please display the Visitor's Badge that you are given. Our staff members will display Gaston County Schools ID.

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