***Dear Greenway Park Families:***

***Welcome to the 2022-23 school year at Greenway Park Elementary! We are looking forward to a year of great success and want to challenge all students, parents, and staff to make this year their personal best.***

***This handbook is filled with important information regarding Greenway Park policies and procedures. Please take time to review the contents with your child.***

***Together in Education,***

***The Greenway Park Administrative Team***

### Free vector graphic: A, Letter, Ah, Aha, Alphabet - Free Image on ...

### ACCIDENTS

Parents will be notified of accidents needing medical or immediate attention. Parents must ensure that teachers and the office always have current emergency telephone numbers by updating the blue emergency contact cards in the front office.

### **ARRIVAL**

Teachers will be ready to greet students in the classroom beginning at **7:30 AM**. Students are NOT permitted in the building before 7:30 AM, as there is no adult supervision. In order to avoid traffic congestion, please cooperate with those individuals in the car unloading area. If your child enters the building following the **7:55 AM** bell, he/she is considered tardy. Children who are tardy to school ***must be signed in by an adult*** to gain admittance to class. Students are encouraged to ride the CMS school buses to and from school.

### **AFTERNOON DEPARTURE**

Parents who pick up children in the afternoon should be at school by **2:55 PM**. When picking up children as car riders, parents are requested to wait inside their cars. Parents will not be granted access to the building to pick up students and will be asked to return to vehicles. For the safety of staff and students, we will not dismiss students to parents walking up to the sidewalk. All students must leave campus in a car or bus. Your cooperation is greatly appreciated. Students who are habitually picked up late from school (3 times) will have a required meeting with the school principal or designee.

At the beginning of the school year, the teacher should be made aware if a child is to ride in a car, ride in a daycare Van, ride the bus, or attend the CMS ASEP program. **If there are changes in daily transportation, parents must provide a note in writing or email the front office by 12:00 PM. Change of transportation** emails can be sent to Ms. Cynthia Jelinek at [cynthiac.jelinek@cms.k12.nc.us](mailto:cynthiac.jelinek@cms.k12.nc.us) or Ms. Darlene Clark at [darlenec.clark@cms.k12.nc.us](mailto:darlenec.clark@cms.k12.nc.us).Transportation changes should **NOT** be emailed or messaged to the teacher as they may not receive an electronic message during the school day. The child will follow the instructions given at the beginning of the school year if a phone call or email is not received by the front office staff.

It is our goal to maximize instruction for all students and facilitate a safe and orderly dismissal; therefore, we do not allow early dismissals after 2:30 PM. Parents who want to pick up a child for early dismissal must do so prior to 2:30 PM. This poses an interruption to the instructional day, which ends at 2:55 PM.

### **AGENDAS**

Each student will receive an agenda at no cost. The agenda serves as a communication tool between school and home. Parents are asked to sign the agenda nightly. Quick notes to and from teachers can be written in the agendas. If a student’s agenda is lost, a replacement can be purchased for a cost of $5.00.

### **ATTENDANCE**

Absences from school interfere with a student’s academic progress. If it is necessary for a student to be absent, the following should be done: Send a note with the date, the exact reason for the absence, and a parent or guardian signature. Without this written note, absences are coded unexcused. Students are required to make up all work missed during the absence.

There are three codes for coding student absences: (1) excused absences, (2) unexcused absences, and (3) suspensions and/or expulsions. Excused absences are the following: student illness or injury quarantine, medical/dental appointments, court or administrative appearance by the student, family deaths, religious observance, and certain trips. Trips must be of educational value and the principal must approve the absences in advance.

Unexcused absences are defined as any reason not covered under approved absences. Strict consequences are enforced when students miss excessive days without an excuse.

Parents will receive a letter after a student has been absent from school 3, 6, or 10 days without an excuse note from a parent. Students who have missed more than 10 unexcused days from school will be referred to CMS Truancy Court. These letters will come home every other week.

At the end of every quarter, students who have had perfect attendance and no tardies will earn House points toward incentives and receive recognition as part of the Perfect Attendance Club.

### BIRTHDAY CELEBRATIONS

At this time, no birthday treats should be sent to the school. We want to respect the safety of all families. This is subject to change should the situation with Covid improve.

### BOOKBAGS

Students should bring a book bag to school every day to organize and manage their materials between home and school. No book bags with wheels are permitted.

### **BREAKFAST**

Breakfast is free for all students. Breakfast is served in the cafeteria between 7:30 and 7:55 AM every morning. Children should go from the cars or buses directly to the cafeteria before reporting to their classrooms. If a student arrives after 7:55 AM, they will be given a grab-and-go breakfast upon request.

### CMS ANTI-BULLYING POLICY

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. To report bullying at Greenway Park, email our school counselor, Molly Kruger at nina1.brashears@cms.k12.nc.us.

To contact or report bullying to a CMS district administrator, email [preventbullying@cms.k12.nc.us](mailto:preventbullying@cms.k12.nc.us).

### **BUS TRANSPORTATION**

Our intent is to offer safe, reliable transportation at all times. **Riding the bus is a privilege that can be lost if safety rules are disregarded.** Students should be at the morning bus stop 10 minutes before their assigned pick-up time. Bus riders will be placed on the assigned afternoon bus **unless a parent emails a transportation change to the front office staff requesting otherwise.** It would be helpful to download the Here Comes the Bus app to get exact bus arrival times in the morning and afternoon. Students may not ride home with one another on another bus. At all times, students are expected to respect the bus driver. Bus rules include:

* Ride only the assigned bus. Students may not change buses in the afternoon to accommodate special activities.
* Keep hands, feet, and other objects to self.
* Sit quietly in seat. No horseplay.
* Talk in a quiet voice to the persons next to you.
* No food or drink.
* Properly care for the bus.

Bus problems are handled with a verbal warning, parent contact, lunch detention, and finally, a bus suspension. Lastly, students may be excluded from the bus after multiple suspensions.

**CAFETERIA**

Our cafeteria staff provides balanced, nutritious meals that comply with State and Federal regulations. Breakfast and lunch are free for all students. Students are asked to bring money to put in an “account” for a la carte items or desserts. Students will be limited to one dessert per day. Food items that can spoil will not be permitted to leave the school cafeteria. Our cafeteria manager, Ms. Alexandria Williams, can answer any questions you may have: alexandriac.williams@cms.k12.nc.us

### **CAR RIDERS**

***There is only one drop-off/pick-up lane for K-5 students.* Students are not allowed to cross the parking lot in front of traffic by themselves.** It is imperative that cars making drop-off/pick-ups remain in a *single* line by the sidewalk. We rely on parental cooperation to ensure the safety of all students.   
***Morning Arrival***

* All students in grades K-5 are to be dropped off in front of the school.
* Parents are asked to remain in line to drop students off.
* Parents should not park and escort students to the door.
* Students must exit the car on the passenger side for safety purposes.
* Staff members are available to assist with morning drop-off from 7:30-7:55.
* If you arrive at 7:55 or after, you must walk your child to the office and sign them into school.

#### ***Afternoon Dismissal***

* At the beginning of the school year, the teacher should be made aware if a child is to ride in a car, van, ride the bus, or walk **Emails or notes must be received by the front office staff by 12:30 PM if there are changes in daily procedures.** If communication to the front office is not received, the child will follow the instructions given at the beginning of the school year.
* School is dismissed for car riders at 2:55 PM. Car riders must be picked up by 3:15 PM.
* The afternoon car rider line is in the front of the school.
* Parents of car riders must remain in their cars. Students will not be dismissed to parents waiting outside the front doors.
* The driver should pull up as far as traffic allows in the loading zone before the car is stopped to let the child enter the car. This will allow our staff to load more children at one time and keep traffic moving in a safe and timely manner.
* **For safety purposes, please have your child enter the car from the passenger side only.**

### CELL PHONES

All visitors should end their cell phone conversations before entering the school building. Student cell phones must be turned off and in the students’ book bags at all times between 7:30-3:00. If students are using cell phones during school hours for any reason, including talking with parents, the phone will be confiscated and only returned to a parent or legal guardian. Cell phones or other items that are confiscated from students (and not picked up) will be kept for the remainder of the school year only and then discarded.

### **CHANGE OF STUDENT INFORMATION**

The school office must have the current information on students at all times. Notify the school secretary or your child’s teacher when a change to an address, phone number, or emergency number needs to be made. Proof of residency is required for an address change. If postal communication sent to your residence is returned to the school, you will be asked to provide proof of residence and our Counselors or Social Worker may perform a home visit.

### CLASS DOJO

This year we will continue to use Class DoJo to track behavior. Class DoJo is a web-based app that can be accessed on the computer, tablet, or smartphone. The app is free for parents and is very simple to use! Parents can sign up with their email address or cell phone number. There will be an opportunity to do this at Open House at the start of the school year.

Students earn points for positive behavior. These points go toward a variety of incentives throughout the year, ranging from extra recess to dance parties.

Parents will be able to see the feedback from all of their student’s teachers in one report. Class DoJo also allows for parents to directly contact their child’s teacher through the messenger feature. **Transportation changes should NOT be made through Class Dojo.** Parents must contact the front office **in writing** for transportation changes.

### **CMS BEHAVIOR GUIDELINES**

Greenway Park fully supports the CMS Student Code of Conduct that specifies a number of levels of possible student misconduct along with the suggested consequences for each offense. Behaviors that constitute an immediate referral to the school administration include the following:

* Possession or use of a weapon or object that could be used as a weapon
* Possession or use of illegal drugs or alcohol
* Physical assault directed toward any student, staff member, or any other person.

In all instances, administrative actions will be aimed at teaching good decision-making rather than punishing. In some instances, however, fair consequences for inappropriate behavior are needed to emphasize the need for choosing appropriate courses of action. Whenever a student is referred to the administration for disciplinary measure to be taken, the parent will be contacted by phone if at all possible. If the parent cannot be reached by phone, a letter will be sent or, depending upon the severity of the situation, the child will be brought home for an immediate conference. Home/school collaboration is a critical element of any School Behavior Management program. Aggressive behavior will not be tolerated and may result in a suspension or request for a parent to monitor a student in his/her classroom.

### **DRESS CODE**

Students are expected to adhere to the CMS and Greenway Park Dress Code:

* Clothing must not reveal undergarments. No see-through, sheer, crop top, or mesh attire
* Clothing should be modest in fit & size.
* Pants must be worn at waist. Absolutely no sagging of clothing where undergarments are visible
* Tank tops must adhere to the “3 finger width rule” (no spaghetti strap shirts)
* Shorts and skirts must be mid-thigh length or knee length
* No profane, discriminatory, drug-related, sexual innuendo, gang-related or derogatory words or images located on clothing
* Shirts and dresses with low cut necklines at the front (showing cleavage) and/or back are not permitted
* No off the shoulder, one-shoulder, or sleeveless shirts, dresses, or rompers
* Leggings and yoga pants must be properly covered by another garment (longer shirt, skirt, shorts, or dress)
* Jean jackets, sweatshirts, sweaters, & hoodies are permitted. Hoods and hats can not be worn inside of the building or classroom
* Students should wear safe, closed toe shoes. Sandals, flip flops, high heels, and some types of boots are not safe, appropriate footwear for school.

Greenway Park administration has the right to determine if attire is inappropriate for school or any school activity. Violations of the dress code will result in appropriate disciplinary action as outlined in the Student Code of Conduct & includes but is not limited to the following:

* Student changing clothes
* Parent phone call/conference/home visit
* Loss of privileges and incentives



**EARLY DISMISSAL**

Any parent wishing to pick up a student early must first come by the office to sign out the student. Early dismissals must be completed prior to **2:30 PM**. In order for a student to be picked up by someone other than a parent, permission must be given by sending a note or making some other form of identifiable contact with the office staff. **All adults will be required to show a photo ID in order to pick up a child--no exceptions.**  The student will not be released to an adult without proper identification, per CMS protocol.

A student arriving after 11:30 AM will be counted absent. A student leaving school before 11:30 AM and not returning to complete a half-day will be counted absent for the day.

### **EARLY DISMISSALS DUE TO WEATHER**

In the event that school closes during the day, buses will run. We will need on file emergency plans for each child in the case of early dismissal for any reason. These dismissals are rare, but may occur with bad winter weather or major facility problems. Please listen to radio/television stations/Connect-Ed for system-wide announcements. Please do not call the school, as the phone lines will need to remain open for emergencies.

### **EARLY DISMISSALS HALF DAYS**

We will have four half days this school year:

* Wednesday, September 21
* Wednesday, October 26
* Wednesday, February 8
* Wednesday, March 8

Students are dismissed at 12:00 PM and must be picked up no later than 12:10 PM.

### 

### **FIELD TRIPS**

Field trips are valuable learning experiences. Teachers plan trips away from the building that directly relate to concepts of the curriculum. Written parent permission must be received for a child to leave the school campus. Costs are kept to a minimal amount; no student is penalized because of cost. All costs for field trips are to be paid in cash or through the CMS Online School Payment portal. **There are no refunds on field trips.**

### **FIRE DRILLS/ALERTS**

Fire drills are held once a month. Tornado drills and lockdowns are also conducted annually. Alerts are explained to students during the first week of school. In the event we experience persons entering the school, apprehending a school occupant and/or threatening violence, we have in place an established lockdown crisis plan. We will secure the building by locking all doors (classrooms, offices, cafeteria, gym and entrances). Then, we will await assistance from the police department and CMS central office staff. We are prepared to handle a variety of emergencies.



**GRADING SCALE**

The mission of Charlotte-Mecklenburg Schools is to create an innovative, inclusive, student-centered environment that supports the development of independent learners. Adjusting the CMS K-12 Grading Plan allows for students to receive specific feedback for continuous growth, academically and socially-emotionally, ensuring all students are set up to be independent and successful learners. Charlotte-Mecklenburg Schools believe grades should provide students and families with actionable information, reflect a student’s achievement on grade-level standards, and support a student's motivation to learn.

Charlotte-Mecklenburg Schools believes that to ensure success in each student’s K-12 experience, we must provide ample academic opportunities for students to prepare, rehearse, and then perform.

K-2 will continue to follow the standards-based report card practices.

3-5 will use a 10 point grading scale.

A: 90-100 = 4.0 B: 80-89 = 3.0 C: 70-79 = 2.0 D: 60-69 = 1.0 F: < 59 = 0.0

Students in K-5 will receive assignments/grades in the following categories:

Prepare: 0%

Rehearse: 30%

Perform: 70%

Assignments should be standards-aligned and worthy of student completion.

Assignments should allow for students to demonstrate learning through a variety of modalities (i.e. written, conferences, discussions, multimedia, digital, etc.).

Additional practice/re-teaching will be provided to students who do not achieve initial mastery on “Perform” assessments before students are re-assessed.

All assignments will be graded using a 100 point scale

Students with a 504 plan,Individualized Education Program (IEP) or who are identified as English Learners (ELs) should receive appropriate accommodations and amplifications on assignments and assessments to allow them to engage in on-grade level content.

**HEALTH SERVICES**

**Non-Covid Related Illnesses:**

The health room provides emergency first aid and special services for students who become ill or are involved in minor accidents. If a problem warrants medical attention, the parent is contacted immediately. Students who have a temperature of 100.0 degrees or above or who are vomiting must be picked up from school and not return to school until they have been fever free without medicine or vomiting for 24 hours. Students will also be sent home for contagious conditions such as scabies or ringworm (among others). Students will only be allowed to come back to school with proof of treatment. **Current phone numbers to contact you or a responsible adult at all times are essential.** Once contacted, parents are encouraged to be prompt in picking up their sick child. Parents are to make the school aware of any medical problems/conditions that warrant special care. Do not send children to school if they have fever, nausea, or other symptoms of illness. The school nurse manages the screening of children for certain problems, reports findings to parents, and monitors our records. Students are required to receive vaccinations for school. **Students who do not have the proper vaccinations on a given date will be excluded from school until they show proof of vaccination.** Mecklenburg County Health Department conducts dental and vision screenings for students. Any parent wishing to opt out should do so in writing to the school principal by the student’s fifth day of enrollment at the school.

**Covid Information**

Students should not report to school if they have any of the following symptoms:

Fever, chills, sore throat, new cough, shortness of

breath, new loss of taste or smell.

● If your child has any of the above symptoms they must leave school or not report to school and should be tested for COVID-19.

● You can contact your healthcare provider and/or access available testing from the

Mecklenburg County COVID-19 Testing Site Locator website.

● Students can return to school after:

○ Confirmation of an alternative diagnosis that explains the COVID-19-like symptoms, once there is no fever without medicines and they have felt well for 24 hours

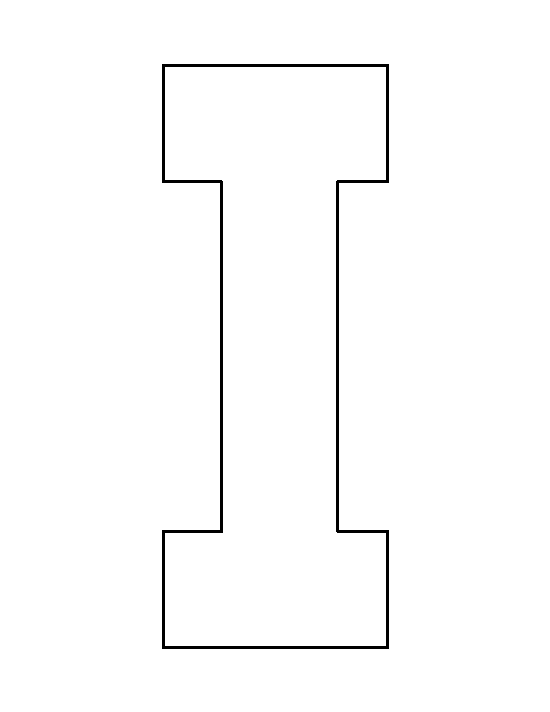
○ A negative PCR or Antigen COVID-19 test and symptoms resolved.

○ If positive test, no test, or no alternative diagnosis, return after 10 days, at least 24

hours without fever with no medicine and all symptoms improving.

### **HOMEWORK**

Homework is an extension of classroom instruction and a valuable part of the learning process. Teachers will use Canvas or Class Dojo to communicate assignments. Parents are asked to work with the school to see that all assignments are completed. Reading is expected to be part of every night’s assignment. Major projects and book reports are assigned over a period of time, requiring students to plan ahead. Questions regarding homework should be addressed promptly to the child’s teacher.

**INSTRUCTIONAL PROGRAM**

At Greenway Park, students are taught the curriculum that is outlined for students by the state of North Carolina. The Charlotte-Mecklenburg Schools and the state have also developed additional documents that support the planning and delivering of instruction. We have a magnet program, integrating creative arts and sciences into our standard curriculum and through our enrichment programs.

Teachers at Greenway Park plan a yearlong course of study in Math, Science, Social Studies and Literacy. The grade level teams work together to develop the plan, which is constantly being revised and improved so that it meets the needs of our students. The state and CMS provide teachers with a number of assessment tools, which help teachers to determine exactly what children know and do not know. The emphasis is on teaching the specified curriculum, but at the instructional level that is appropriate for the students to succeed at high levels.

While the academic program is our central focus, we address the total child’s needs through enrichment and cultural arts activities. Our staff includes certified teachers for physical education, art, music, media, technology and science.

### 

### **LOST AND FOUND**

The Lost and Found area is located in the cafeteria. Items are held for at least one month and then donated to a charity. To help minimize lost articles, students’ names should be placed on lunch boxes, coats, and sweaters.

### **LUNCH**

Lunch is free for all students. Lunch is served daily and students have approximately 25 minutes to eat. Many people use the cafeteria during the course of the school day. It is very important that certain guidelines be followed in order to ensure a pleasant and clean place to eat.

* While in line, either to enter or leave the cafeteria, students should refrain from talking.
* While seated at the tables, students should eat quietly during the first part of the lunch period and save their quiet conversations with people seated close to them until the later part of the lunch period. This is to encourage eating rather than talking.
* Students should remain seated at their place until the group is dismissed.
* All students should clean up all spills and/or paper products on the table and floor around their chairs before leaving the seating area.
* Each class should select students who will perform certain duties each day before the class leaves the cafeteria. These duties include the collection of silverware and the cleaning of tables and chairs.

All classes have assigned times and tables for lunch. Visitors are not permitted in the cafeteria.

The menu is located on the Greenway Park and CMS Webpage. Desserts, snacks and bottled drinks are not a part of the regular meal but are available at an additional cost. Students may purchase only one dessert during lunch. Each student is assigned an account number. Students may prepay for a la carte items or dessert using this account system.



**MAGNET PROGRAM**

Greenway Park is a Creative Arts and Sciences magnet school! We are proud to offer all our students access to the arts and sciences. Our school is now part of the A+ Schools of North Carolina network. This allows our teachers and staff to integrate the arts and sciences into the general education curriculum.

Additionally, all students will gain exposure to the arts through a variety of special area classes: dance, theater, orchestra, band, general music, visual arts, and physical education. We also have a state of the art science lab and makerspace for students to explore robotics, physics, and other hands-on science lab experiences.

**MEDIA CENTER**

The Media Center is open daily for students from 7:30 AM – 3:00 PM. There is also a rotating checkout schedule so students have the opportunity to get books throughout the week. Overdue fines are not charged but students are encouraged to return books promptly and to take care of all materials.

### **MEDICATION**

When medication must be dispensed at school, a

medical release form *signed* by the parent AND physician is required to be on file in the office. Students are responsible for coming to the office where a nurse, secretary or administrator will give the medication. All medicine is stored in a locked place and records are kept of all medication that is administered. **We do not dispense medication without proper documentation.** This includes prescription medication and non-prescription medication (i.e.—inhalers, antibiotics, creams, eye drops, cough syrup, cough drops, sunscreen, Tylenol etc).

### 

### NAME TAGS

Students and staff members wear name tags at all times to create a sense of community and so that all staff may call students by name. Parents and volunteers also wear identification tags located in the office. Each student is given a nametag at the beginning of the school year to be kept at school.

### 

### PARENT INVOLVEMENT

There are many ways to be involved with your child’s education and school. We have several events planned throughout the year as well as opportunities to meet with your child’s teacher to discuss their progress. This is done primarily through Literacy nights, Arts Showcases, and parent-teacher conferences.

Another way to support Greenway Park is to join our PTO! Our PTO plays a vital part of our school by supporting teachers, special events for students, and fostering community among parents. Greenway Park thrives on the involvement from the PTO and we greatly appreciate the numerous ways this parent group moves our school forward.

We would love to see you support Greenway Park for these opportunities. We also have a School Leadership Team and parent involvement is needed at these meetings. Monthly dates for the SLT meetings are listed on the website.

### **PERSONAL BELONGINGS**

Toys are not allowed at school. These items will be confiscated and only given to a parent or legal guardian. Items that are confiscated from students will be kept for the remainder of the school year (if not picked up) and then discarded. Please label coats, caps, sweaters, etc. to help identify them if they are lost. Students are discouraged from bringing money to school except for specific purposes. Neither the teacher nor the school can be held responsible when money or personal items are lost.

### **PICTURES**

The school offers individual student pictures twice a year. In the fall and spring, individual pictures are made. Class pictures are made during the winter months. Flyers are sent home indicating the times, dates, and costs. Payments are made directly to the photographer. Yearbooks are on sale for $15.00 and will be distributed at the end of the school year.

**POWERSCHOOL PARENT PORTAL**

Parents of third, fourth, and fifth grade students are able to track their child’s grades, homework assignments and attendance in real time through the PowerSchool Parent Portal. Visit the CMS Website (www.wearecms.com) to get more information.

**REPORT CARDS**

Report cards will be sent home at the end of each nine-week grading period as shown on the school calendar. Progress Reports will be distributed between report cards as indicated on the school calendar. Grades 3-5 can access students’ grades online through Parent Portal. Parents are asked to sign and send back to school the envelope provided. Toward the latter part of the school year, teachers will present recommendations for retention of students to the administration. Parents will be invited to attend these meetings and to provide their input. Parents will receive communication about possible retention by conference or phone call in January and are required to attend a conference. The administration will make the final decision relative to retention on an individual basis and will always seek to do what is absolutely best for the student in question.

### **REPORTING STUDENTS PROGRESS**

Teachers or parents may request a conference throughout the year. There are two designated periods during the school year for parents to sign up for individual conferences. Teachers also send home progress reports between report cards. Check with your child’s teacher to find out information about this schedule. For those students that are not performing on grade level, the teacher will develop an Intervention Plan. Continuous conversations between the teacher and parent will occur in these situations. **Please do not contact the administrators concerning an academic situation until you have first talked with the teacher.**

### **SCHOOL LEADERSHIP TEAM**

The School Leadership Team plays an active role in our school’s improvement process. Parents and staff members work together to encourage, support, and create opportunities for involvement from parents and the community. This team facilitates designing and implementing the School Improvement Plan.

### SCHOOL SUPPLIES

### Our school is incredibly fortunate to have dedicated faith partners and Classroom Central who provide all student school supplies at the beginning of the year. Therefore, families do not need to purchase any school supplies at this time. If specific or additional supplies are needed, the teacher will reach out.

### **SCHOOL VOLUNTEERS**

School volunteers are a very important resource to our staff in support of the instructional program. You are required to register on the CMS website to be a volunteer. The address is [www.cmsvolunteers.com](http://www.cmsvolunteers.com). Volunteers can provide support in the following ways:

* **Serve as a chaperone on some field trips.**
* Provide materials for a special classroom project.
* Collect children’s books, games, puzzles, etc., to donate
* Help the teachers make classroom materials
* Assist with monthly incentives and events, like Field Day

If you are interested in becoming a school volunteer, please call Greenway Park.. Your interest and involvement are always appreciated.

### **SPECIAL AREA CLASSES**

At Greenway Park Elementary School, students have instruction in a number of specialty areas: visual art, general music, physical education, dance, orchestra, band, theater arts, and science lab. The specialists in these content areas work with the regular classroom teachers to plan instruction that supports and reinforces what is being taught in the classroom. The special area teachers at Greenway Park are a vital component of the effort to provide a well-rounded academic experience.

### **SPIRIT** WEEKS

The school colors at Greenway Park are green, gold, and white. The school mascot is the Panther. School T-shirts and sweatshirts are encouraged to boost school spirit. School apparel will be available through the PTO. Throughout the year we have spirit weeks for a variety of events, like our annual Fun Run, where students may dress-up to match a particular theme. Please refer to the school website for upcoming events.

### **STUDENT BEHAVIOR**

Students and staff at Greenway Park believe every person should act in a way so that teachers can teach and students can learn. We expect everyone to work as a team to learn and solve problems in peaceful ways. We believe students and staff can be trusted and feel safe in our building.

At Greenway Park Elementary School students will show PRIDE:

* Be Safe
* Be Responsible
* Be Respectful

Our school utilizes Class DoJo to track student behavior and points toward incentives. Parents are encouraged to create a Class DoJo account to get live-updates on their child’s behavior throughout the day and have an additional line of communication between home and school.

Greenway Park’s School Behavior Expectations seek to teach students how to work together in a positive and productive manner. It emphasizes positive approaches wherever possible but recognizes as well that sometimes logical consequences must follow particular choices of behavior made by students. In today’s world, where violent reactions to situations are all too often the norm, it is imperative that students learn how to solve problems in nonviolent ways. The expectation at Greenway Park is that students will come to school prepared to learn. We expect our students to work in cooperation with each other and with all adults in the building toward that goal.

Behavior that disrupts the learning environment for anyone will be dealt with promptly and firmly. There will be ZERO tolerance for bullying, assault, fighting, any sexual offense, weapons, legitimate threats or using foul language towards a staff member. **Incidents of this nature may result in a suspension.** Greenway Park Elementary School expects excellence.

**Please do not contact the administrators concerning a behavior situation until you have first talked with the teacher.**

### **STUDENT SERVICES**

Guidance and counseling are available to all students by our School Counselor. The EC Resource, Talent Development and Speech-Language teachers provide instruction for certified students in the Exceptional Children’s programs. The multidisciplinary team also provides assessments of students to address individual academic, speech-language, behavioral, and social/emotional concerns. Limited English Proficient students are served through Greenway Park’s English as a Second Language (ESL) program. Administrators, teachers, and parents routinely meet with this team to address individual student’s performance and needs. If you need to discuss a concern, our team is ready to help.

### 

### **TALENT DEVELOPMENT**

The Talent Development (gifted program) students work closely with the school’s TD teacher. All students are screened in the beginning of second grade. However, screening is offered throughout the year to all age students. Second through fifth grade students work on various curricular areas and share their work with parents.

### **TELEPHONES**

School telephones are business phones and student use is restricted to calls of an urgent nature. Students must make arrangements to stay after school or go home with friends before arriving at school. The office staff may take messages for students when it is essential for a student to receive information.

### TERRIFIC KID

To recognize students who go above and beyond in the classroom and uphold our school values, the Kiwanis Club sponsors our Terrific Kid program. Teachers nominate students who demonstrate academic and behavioral excellence and/or a student who has shown significant growth to our school counselor. The school counselor will reach out to the parents of those students to invite them to the monthly ceremony.

### **TEXTBOOKS**

All basic texts are loaned to students for use during the year. Textbooks are to be kept clean and handled carefully. Names are placed in books in case they are misplaced. We charge for abused or lost books at the end of the year.

### File:V Tele 2012.svg - Wikimedia Commons

### **VISITORS**

When parents or other visitors wish to tour the school, we ask that you call our secretary and schedule a tour. We host Prospective Parent Open Houses the first Thursday of each month at 9:00 a.m. Parents of current students who wish to observe in their child’s classroom must make an appointment to do so with an administrator. Upon arrival to school, a visitor’s badge will be issued to you. While visiting, it is requested that parents do not use classroom instructional time to engage in conversation with the teacher. We prioritize teaching and learning time at our school.

Parents and other school volunteers should not seek out teachers or administrators without making an appointment. Teachers should be focused on instruction 100% of the time and the administrative team must focus on learning and teaching by sticking to an established schedule. Walking through the office (past the front counter) is not permitted without an appointment. A secretary may assist you with questions or locate a staff member for emergencies.

**WEBSITE**

Our school’s website contains a wealth of information regarding events and procedures at Greenway Park Elementary School. Additionally, there are many resources for parents to use. Please refer to our website for the most recent happenings at Greenway Park. You can also connect with us on Instagram: greenwayparkpanthers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Greenway Park Panthers show P.R.I.D.E.:**





Greenway Park Behavior Matrix

School Wide Expectations have been taught, modeled, and practiced.

|  | CLASSROOM | HALLWAY | CAFETERIA | BATHROOM |
| --- | --- | --- | --- | --- |
| BE SAFE | Keep hands and feet to self  Use materials safely  Be aware of your body  Stay in assigned area | Walk on the first pink tile  Hands by your side  Legs moving safely | Hands and feet to self  Remain seated  Legs moving safely | Hands and feet to self  Return to class as quickly as possible |
| BE RESPECTFUL | Follow all adult directions the first time  Use kind and helpful words  Be an active listener  Encourage others | Level 0 voice  Follow all adult directions the first time | Follow all adult directions the first time  Level 0 voice when music is on  Use kind and helpful words  Talk only to the people next to you | Give others privacy  Ask permission  Level 0 voice  Follow all adult directions the first time |
| BE RESPONSIBLE | Keep your area clean  Take care of materials Come ready to learn  Always try your best | All eyes forward  Stay with your line  Use a hall pass | Keep your area clean  Eat only your food | Wash your hands  Flush the toilet  Throw your trash away  Use materials appropriately  Use a hall pass |