

Parent/Student Handbook

2024-2025



Greenway Park Creative Arts & Sciences

Andrea Runyon, Principal

8301 Monroe Road

Charlotte, NC 28212

Phone: 980-343-5060

Fax: 980-343-5064

Hours of Operation:

Students: 7:55 a.m.-3:00 p.m. (Students cannot arrive before 7:30 a.m.)

Office/Building: 7:30 a.m.-3:30 p.m.

The following information is a brief outline of our school policies & procedures. The administration reserves the right to make changes/updates to these procedures as deemed appropriate. Please refer to the school website for updated information.

Please visit our school website:

<https://schools.cms.k12.nc.us/greenwayparkES/Pages/Default.aspx>

Name _____

Grade _____

Homeroom Teacher _____

Parent/Student Handbook

2024-2025

Welcome to Greenway Park Creative Arts & Sciences, where learning and teaching is a main priority! The 2024-25 school year brings many exciting opportunities for you and your child. As we begin to embark on this school year, let's remember that together, we can help build optimal student success for all children. 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. The administration reserves the right to make changes/updates to these procedures as deemed appropriate. Please refer to the school website for updated information.



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. Students are also not permitted to wait outside the building without adult supervision. Parents should not drop students off at the front door and drive away, or let students out of the car before the bell rings and a staff member arrives. 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. Parents will use the QR code posted on the door to sign in tardy students. Students will be marked as absent if this step is not completed. Students are encouraged to ride the CMS school buses to and from school. It is imperative that students arrive at school on time. Tardiness is a disruption to the classroom and students are missing valuable instructional time.

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. Greenway Park students WILL NOT be dismissed as walkers. Parents who do not have personal transportation will be required to utilize the school bus provided for afternoon transportation. Afternoon dismissal concludes at 3:10 PM. Students who are habitually picked up late from school (3 times) will have a required meeting with the school principal or designee. Greenway Park does not provide child care after 3:10 PM. Parents who require child care should contact the After School Enrichment Program, or utilize a local daycare service.

At the beginning of the school year, the teacher should be made aware if a child is to ride in a car, ride the bus, ride a daycare van, or go to ASEP. **Notes or calls must be received by the front office staff no later than 12:30 PM if there are changes in daily procedures.** If notes are not received, the child will follow the instructions given at the beginning of the school year. Parents should NOT contact teachers during the day to change afternoon transportation. Teachers are attending to students and instruction and may not see the message.

Please email or call Emeli Monastra at 980-343-5060 or emelin.carrasco@cms.k12.nc.us by 12:00 PM each day to change transportation. Any transportation changes sent directly to the teacher will not be honored.

It is our goal to maximize instruction for all students; 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 3:00 PM.

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.

Parent/Student Handbook

2024-2025

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

No birthday treats, this includes food and non-food items, should be sent to the school. We want to respect the safety of all students and families.

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, contact your child's teacher.

Although "bullying" is a buzzword these days, students sometimes misidentify an action as bullying.

CMS defines bullying as any act directed at one or more persons that creates an actual or reasonable expectation that the conduct will 1. cause physical or emotional harm or damage to property or place a person in reasonable fear of harm or property damage OR 2. create an intimidating, hostile educational environment. Students sometimes encounter rude or mean behaviors, or have conflict with each other. These are not incidents of bullying, but should be reported to your child's teacher to be addressed.

To contact or report bullying to a CMS district administrator, email preventbullying@cms.k12.nc.us.

BUS TRANSPORTATION

Transportation is a contracted service provided by the CMS Transportation Department. The school is responsible for communicating bus information to families and maintaining safety on the bus. 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 written note from the parent requests 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 the seat. No horseplay.
- Talk in a quiet voice to the person next to you.
- No food or drink.
- Properly care for the bus.
- Students are not permitted to use technology/personal devices on the bus.

Bus problems will be handled as follows:

1. The student will receive a written warning that will also be shared with the parent.

Parent/Student Handbook

2024-2025

2. The student will receive a 1 day suspension from the bus.
3. The student will receive a 3 day suspension from the bus and a conference with the parent will be required to begin bus transportation privileges.
4. The student will receive a 5 day suspension from the bus.
5. The student will receive a 30 day suspension from the bus.
6. The student will be suspended from the bus for the remainder of the school year.

To report an incident on the bus, please contact your child's teacher via Parent Square. Questions regarding transportation can be directed to the East Transportation Department at 980-343-6439.



CAFETERIA

Our cafeteria staff provides balanced, nutritious meals that comply with State and Federal regulations. Breakfast and lunch are free for all students. Lunch schedules can be found on the Greenway Park website. 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. Williams, can answer any questions you may have:

alexandriac.williams@cms.k12.nc.us

Visitors are not permitted at lunch. Additionally, students cannot receive fast food/food delivery during lunch time or the school day. Students who do not have a lunch will be provided one at no charge.

CAR RIDERS

There is only one drop-off/pick-up lane for students K-5. Students are not allowed to cross the parking lot in front of traffic with or without adult supervision. 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.
- PreK students and families will utilize the "horseshoe" for drop off/pick-up. The PreK team will provide detailed information regarding the drop off/pick up process for PreK students and siblings.
- Parents are asked to remain in line to drop students off.
- Parents should not escort their child to the door or park in front of the school. This poses a safety issue as we do not have adequate parking to accommodate this.
- 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 using the QR code.

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, or ride the bus. **Notes or emails must be sent in to Ms. Monestra by 12:00 PM if there are changes in daily procedures.** If notes are not received, the child will follow the instructions given at the beginning of the school year.
- School is dismissed for car riders at 3:00 PM. Car riders must be picked up by 3:10 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 will be directed to a cone in the loading zone and stop there 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.
- The driver must have the car tag visible to staff members. A picture of the car tag is acceptable.
- No students will be dismissed as walkers. All students must leave campus in a daycare van, bus, or car. Parents who do not have transportation are required to utilize bus transportation.

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. Additionally, students may not use cell phones, or any electronic device, on the bus. If students are using cell phones and/or electronic devices during school hours or on the bus for any reason, including talking with parents, the phone/device 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.

Parent/Student Handbook

2024-2025

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, alcohol, or tobacco products
- Physical assault directed toward any student, staff member, or any other person.
- Communicating threats

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 action 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 parent/guardian will be contacted 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. This includes aggressive behaviors that are RETALIATORY. Retaliation and self defense are not the same. It is not self defense to *participate* in a fight. Self defense is defined by CMS as the act by a non-aggressor victim using reasonable force to avoid being hit in order to enable oneself to get free from an attacker and notify school authorities. Students who exceed reasonable force in protecting themselves will be disciplined for violating this rule even if another person provoked the fight.

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.

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
- Students who refuse to remove their hood will be in violation of the Code of Conduct for Insubordination. The hooded sweatshirt may be confiscated by an administrator and returned only to the parent or guardian. Students will be provided with a non-hooded garment if needed.

EARLY DISMISSAL

Early dismissals should occur very rarely. It is imperative that students remain on campus for the entire instructional day. 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



Parent/Student Handbook

2024-2025

without proper identification, per CMS protocol. After 3 early dismissals, the Principal reserves the right to request a physician's note, or other acceptable documentation, to excuse the student.

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 25
- Wednesday, October 30
- Wednesday, February 26
- Wednesday, April 2

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

Kindergarten through Second Grade (Students earn grades based on end of year expectations.) :

E (Exemplary Mastery)-Student demonstrates advanced mastery of grade level standard.

M (Mastery)-Student demonstrates mastery of grade level standard multiple times and in multiple ways.

P (Progressing)-Student demonstrates progress toward developing mastery of standard.

D (Developing)-Student demonstrates a basic level of understanding of standard with support.

Third through Fifth Grade:

A =90-100

B =80-89

C =70-79

D =60-69

F =59 and below



HEALTH SERVICES

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 101.0 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

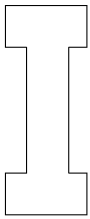
Parent/Student Handbook

2024-2025

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.

HOMEWORK

Homework is an extension of classroom instruction and a valuable part of the learning process. 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. Please check with your child's teacher for the schedule. At this time, visitors are not permitted during lunch.

The menu is located on the Greenway Park and CMS Webpage and will be sent home one time per month. 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 a 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,

Parent/Student Handbook

2024-2025

theatre, orchestra, band, general music, visual arts, and physical education. We also have a 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, 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 Math/Literacy nights, Arts Showcases, and parent-teacher conferences.

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 (including fidget spinners) 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 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.

Parent/Student Handbook

2024-2025

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 in addition to APTT nights. 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 the involvement of the school community in designing and implementing the School Improvement Plan.

SCHOOL SUPPLIES

School supplies are provided to all students 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. 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 and speak with Mr. Indebaum. 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, theatre 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. Throughout the year we have spirit weeks for a variety of events 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:

- Be Safe
- Be Responsible
- Be Respectful

Our school utilizes Class DoJo to track student behavior and points toward incentives.

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.

Parent/Student Handbook

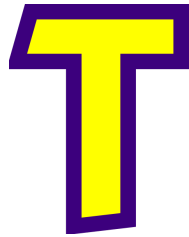
2024-2025

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 will 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 Multi Language learner program (ML) 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 throughout the school year.

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 Terrific Kid 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.

VISITORS

Parents are welcome at school. 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.

All visitors are to sign-in and to wear a visitor's badge during their visit.

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 Parent Square and our website for the most recent happenings at Greenway Park.

Parent/Student Handbook

2024-2025

Show your Panther Pride the GreenWAY!



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

Parent/Student Handbook

2024-2025