

Greenwood Elementary School Mission Statement

The mission and purpose of **Greenwood Elementary School** is to ensure that our student body is well-educated, individual creativity is nurtured, kindness and personal well-being are fostered, and a love of learning is established. We value and celebrate the unique qualities of each, individual child. Greenwood's school environment is one in which all learners will have the opportunity to succeed and excel through our Core Values:
Responsibility, Respect, Perseverance, Integrity, Empathy and Trustworthiness

Greenwood Elementary School Vision Statement

ONE school . . . a united team of professionals and dedicated students
ONE vision . . . to ensure Greenwood students have access to the academic and SEL services they need to succeed
ONE mission . . . to promote and foster the personification of Greenwood's six core values



GREENWOOD ELEMENTARY SCHOOL

Parent/ Student Handbook

2023 – 2024

www.htsdnj.org/Greenwood

X (formerly Twitter) @HTSD_Greenwood

2069 Greenwood Avenue
Hamilton, NJ 08609
(609) 631-4151





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2069 Greenwood Avenue
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Fax: (609) 631-4118

Dr. Dickens-Simon
Principal

Mrs. Piñero
Head Secretary

Mrs. Fouratt
Guidance Counselor

En nombre de la administración y la facultad de la Escuela Primaria de Greenwood, ¡es un privilegio darles la bienvenida al año escolar 2023-2024! Espero que hayan pasado un verano maravillosamente relajante y que estén preparados para emprender un nuevo año escolar emocionante. Estoy encantada de que ustedes formen parte de nuestra increíble comunidad de aprendizaje. Agradezco y valoro su energía positiva y la dedicación a la excelencia en la educación. Vamos a asociarnos con la comunicación, la participación y la celebración. Por favor únase a nuestra Asociación de Padres y Maestros (PTA) este año, así que nuestros estudiantes se benefician de su participación y contribuciones a los programas de la escuela.

Presidente de la PTA Señora Tess Hill
Vice Presidente de la PTA Ester Lazo Gonzalez
Tesorera de la PTA Señora Justina Arevalo
Secretaria de la PTA - NECECITAMOS A ALGUIEN

Este Manual de Estudiantes y Padres provee información esencial sobre los servicios estudiantiles, las políticas escolares, los procedimientos y las fechas importantes en la Escuela Primaria de Greenwood. También se puede encontrar al Manual de Estudiantes y Padres en el sitio web de la escuela (www.htsdnj.org/greenwood). Este manual sirve para enseñar las reglas de la escuela a los estudiantes y como un recurso en que pueden escribir sus tareas diarias. Les pedimos que ustedes revisen esta información y apoye el aprendizaje de su hijo asegurándose de que él / ella:

- 1) Asiste a la escuela diariamente y llega a tiempo, listo para la experiencia de aprendizaje del día
- 2) Completa todas las tareas asignadas por los maestros
- 3) Lee todos los días para desarrollar un amor por la lectura y para mejorar las habilidades de alfabetización
- 4) Comparte experiencias escolares con usted para que usted sea consciente de su vida escolar

Unas cosas de la seguridad de escuela:

- 1) La Puerta #2 está cerrada entre 8:55 a.m. – 3:35 p.m. Hay que entrar por la Puerta #1
- 2) Los padres **no deben** buscar a sus hijos entre las 3:15 p.m. – 3:35 p.m. en la oficina
Los estudiantes salen comenzando a las 3:30 p.m. al patio de recreo
- 3) Teléfonos celulares **no están permitido** en la clase. Deben estar apagados y guardados en la mochila

Por favor comuníquese con la oficina de la Escuela Primaria de Greenwood al (609) 631-4151 con cualquier pregunta relacionada con el Manual de Estudiantes y Padres. ¡Espero pasar un año escolar exitoso! **"¡Plantando Semillas, Creciendo Líderes!"** ¡Qué 2023 - 2024 tema de nuestra escuela tan fantástica!

Sinceramente,
Sra. Simon
Directora de la Escuela



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Dr. Dickens-Simon
Principal

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Head Secretary

Mrs. Fouratt
Guidance Counselor

On behalf of Greenwood Elementary School, it is a privilege to welcome you to the 2023-2024 school year! I hope you experienced a wonderfully relaxing summer and are prepared to embark upon an exciting new school year. I am delighted that you are part of our amazing learning community and I welcome your positive energy and dedication to excellence in education. Let us partner through on-going parent/teacher communication, family participation, and student celebration. Please join our Parent Teacher Association (PTA) this year, as our students benefit from your involvement and contributions to the school.

Greenwood PTA President Mrs. Tess Hill
Greenwood PTA Vice President Mrs. Ester Lazo Gonzalez
Greenwood PTA Treasurer Mrs. Justina Arevalo
Greenwood PTA Secretary VACANT

This Student/Parent Handbook provides essential information regarding student services, school policies, procedures and important dates at Greenwood Elementary School. The Student/Parent Handbook can also be accessed on the school's website (www.htsdnj.org/greenwood). This handbook serves as a resource for students to both understand school rules and document their daily classroom assignments. We ask that you review this handbook and guide your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and to improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life

A few school security practices:

- 1) Door 2 is closed between 8:55 a.m. – 3:35 p.m. All visitors **must** enter through Door 1
- 2) Students may not be picked up between 3:15 – 3:35 p.m.
- 3) Dismissal begins at 3:30 on the playground
- 4) Cell phones are not permitted in school. They must be powered down and stored in a book bag
- 5) Greenwood does not celebrate Halloween (no costumes or candy)

Please contact the Main Office of Greenwood Elementary School at (609) 631-4151 with any questions regarding the 2022 - 2023 Student/Parent Handbook. I look forward to a successful school year! **“Planting Seeds, Growing Leaders!”** What a fantastic 2023-2024 school wide theme!

Sincerely,

Dr. Simon

Principal

Greenwood Elementary School Vision Statement

Greenwood Elementary School will provide the foundation for the future of our students. We will use available resources, including technology, to provide the fundamentals of education for a diverse population. We seek to meet the needs of all learners within a student-centered, data-driven learning community. We will continually collect, analyze and act on student performance data to improve teaching and learning. We will maintain a safe, disciplined and caring educational environment that focuses on high expectations, which allows our students to reach their full potential. Families and the community are encouraged to participate as partners in the learning process. We embrace communications between staff, family and the community as we work to create the best learning opportunities for all children.

Hamilton Township School District Mission Statement

Quality Education for Every Student

The Hamilton Township School District will graduate students who know how to learn, enjoy learning and recognize that learning is a life-long process. We will graduate students with the attitudinal skills and academic, technical or vocational skills necessary to become successful citizens in the world of tomorrow. We care; therefore, we will ensure that: The students will be provided a quality education that maximizes intellectual, social, physical and emotional growth. The students will receive a quality, comprehensive curriculum which will meet their diverse needs and the diverse needs of the community. There is a learning environment which is conducive to implementing the appropriate programs and services consistent with the diverse needs of our students and community. The staff will receive the professional growth and development necessary to meet the challenges of the future. The staff will strive to instill the necessary attitudes and life skills in our students. The community will be informed about our programs, the quality of our education and their cost effectiveness.

GENERAL SCHOOL INFORMATION

Hamilton Township Elementary School Hours

Parents are asked not to pick up their children between 3:15 p.m. - 3:35 p.m.

Students begin the dismissal process at 3:30 p.m. and Greenwood would like to maintain the safety of all students by minimizing visitors and disruptions at the end of the school day.

Full Day

8:45 a.m. – 3:35 p.m.

One-Session Day

8:45 a.m. – 1:15 p.m.

School Colors: Blue/Gold

School Mascot: Bronco

Greenwood Elementary School Telephone Numbers

Main Number: (609) 631-4151

Main Office – Press 1

Nurse's Office – Press 2

Guidance Office – Press 3

Attendance – Press 4

School Fax Number: (609) 631-4118

ARRIVAL PROCEDURES

Only **Door One** is utilized between **8:55 a.m. - 3:35 p.m.** All visitors must use Door One to ring bell, gain access to the school, then show photo identification in the Main Office. For the safety of our students, we ask that no one enter the school playground during school hours.

Walkers

Students in 4th grade and older may walk home without a parent, but only if the classroom teacher has received the ***Student Arrival and Departure Plan*** form to designate the means by which your child will be transported from home-to-school and from school-to-home. All walkers are dismissed from Door #2.

Car Pick Up

Parents picking up their children by car are encouraged to park their cars in the township's municipal parking lot across the street from the school or along Greenwood in front of the school or on Ward Avenue. Please obey New Jersey driving rules. It is illegal to park along the yellow curb line. Parking is not permitted on the grave yard side of Ward Avenue, and in the school's parking lot twenty minutes prior to the start and end of the school day for safety purposes.

BEFORE AND AFTER SCHOOL CARE

The Mercer County CYO operates the Before and After School Program at Greenwood Elementary School. The morning program operates from 7:20 – 8:45am and the After School Program from 3:35pm – 6:00pm. The program will follow the district's calendar, including half day dismissal times. Enrollment applications are made directly through the CYO. If interested, please call (609) 585-4280, ext. 102. Parents dropping off children who are enrolled in the program may do so as early as 7:20AM. Please park your car in the designated parking spaces with yellow lines, turn the car off, and escort your child(ren) to the multi-purpose room entrance.

GENERAL INFORMATION FOR PARENTS/GUARDIANS

PARENT/GUARDIAN – SCHOOL RELATIONSHIP

The Greenwood School staff and administration believe in the establishment of a positive working relationship between the home and school. Key to the development of this relationship is effective and clear communication and cooperation between the parents and school personnel. Whenever parents/guardians have questions regarding their children or other school policies or procedures, they should feel free to contact the school. The cooperation and collaborative efforts of parents/guardians and school personnel will ensure a successful experience for all students.

ADDRESSING PROBLEMS AND CONCERNS

As in any organization, problems, concerns or conflict can occur. Most questions or problems can be resolved by speaking to the individuals who are directly involved. In most of these cases, the teacher and parent can resolve the problems expeditiously and in the best interest of the student. Please contact the teacher to schedule an appointment to discuss your concern. Matters that cannot be resolved at the teacher level should then be brought to the attention of the principal. Please contact the office at 631-4151 to schedule an appointment.

CONFERRING WITH SCHOOL PERSONNEL

In addition to the regularly scheduled parent-teacher conferences, parents/guardians are encouraged to confer with teachers when necessary. The main office is open between 8:00 a.m. and 4:00 p.m. daily. Messages will be given to teachers throughout the day. Teachers will typically return calls during their planning periods, as well as before and after school.

OPEN COMMUNICATION

When/if your child comes home and shares a problem, please talk to your child's teacher immediately. Don't assume your child is totally accurate in describing the incident or problem. Young children can be confused. Ask the teacher for help in resolving the issue and encourage your child to tell the teacher about all problems that occur in school.

GREENWOOD ELEMENTARY SCHOOL CELL PHONE POLICY

Greenwood students grades K – 5 may not use cell phones throughout the school day. This applies to their time spent at Greenwood (8:45 a.m. – 3:35 p.m.), as well as off-grounds during a school-sponsored field trip.

Students may maintain their powered down (off) cell phone stored in their bag until the end of the school day.

The focus of our students should be the curriculum and the experiential opportunities provided by the Greenwood Staff. Thank you.

REPORT CARDS AND PARENT/TEACHER CONFERENCES

Report Cards are issued three (3) times during the year for grades K-5. Scheduled parent conferences are included as part of the report card schedule. In addition to the regular report card, an interim report is used at approximately the mid-point of each trimester to make parents aware of any deficiencies in their child's school performance.

ACHIEVEMENT TESTING

Students in grades 3, 4, and 5 are administered the New Jersey Student Learning Assessment (NJSLA), a State of New Jersey mandated test. A report of your child's score will be sent to you, and a copy is maintained in your child's academic folder.

ATTENDANCE AND ABSENCE REGULATIONS

State law (NJSA 18A:38-25) requires every parent, guardian, or other person having control or charge of a child, to send such child to school regularly. A child absent from school must present a written excuse, signed by the parent, stating the reason for the absence. **Doctor's notes and parent notes do not excuse the absence. Only Take-Your-Child-To-Work Day and State-approved religious holidays are considered "excused absences."**

Please call to report your child's absence. State your child's name, give the teacher's name and the reason for their absence.

Late arrivals to school must report to the school office for a late pass. Parents are requested not to escort their child to class unless given permission from the office. A child is tardy if he/she arrives at school **later than 8:55 a.m.** We request that parents/guardians make every effort to have their children arrive on time. This will assist children in developing a lifelong skill of being on time. **Students who are absent from school MAY NOT attend any school activities that day or evening.** Punctuality and attendance are important habits for students to develop and maintain. Parents are asked to respect the importance of the school day by insuring their child's daily attendance and timely arrival.

EARLY DISMISSAL

Parents are asked not to pick up their children between 3:15 p.m. - 3:35 p.m. Students begin the dismissal process at 3:30 p.m. and Greenwood would like to maintain the safety of all students by minimizing visitors and disruptions at the end of the school day.

Parent/guardians must submit a note to the classroom teacher whenever an early dismissal is requested. This note should indicate the time and the date of the request. The teacher will attempt to have the child ready to leave at the requested time. Parents/guardians must report to the main office to meet and sign out students. Parents/guardians are asked not to report to classrooms to pick up their child(ren).

ARRIVAL AT SCHOOL

At 8:45 a.m., students will be permitted to enter door #2 to participate in our breakfast program to enter the cafeteria. Students should not arrive to school before 8:45 a.m. Parents who escort their children to the entrance should say their good byes at the door. After 8:55, students will be marked late. Parents dropping off their children after the bell and students have entered the building must escort their child to the main office to sign their child into school.

REPORTING ABSENCES/LATE ARRIVALS

It is imperative for the safety of our students that the school be notified by 9:00 a.m. when a student is absent. Parents/Guardians are responsible for reporting student absences when they occur. We will assume your child should be in school unless otherwise notified. You may report a student absent by calling 631-4151, press 4 for the attendance line, and leave a message. **Messages can be left 24 hours a day.** In your message, please include **the student's name, grade, teacher and reason for the absence or late arrival.**

STUDENT RESPONSIBILITIES

SENDING MONEY TO SCHOOL

During the year, it will be necessary for you to send money to your child's teacher for various reasons. This would include lunch and snack, student pictures, school store, trip(s), etc. **Please send the exact amount in an envelope properly marked with your child's name and teacher.** This will help reduce the amount of time your child's teacher must spend on administrative tasks before classes begin. We discourage children from carrying money to school for no particular purpose.

CARE OF BOOKS/SCHOOL PROPERTY

All basic textbooks, necessary workbooks and library books are provided at no cost to the students. The school may, however, require that students pay a fine for books that are abused or lost. Students should check all books that they are issued and bring to their teacher's attention any unusual condition.

All books should be covered and properly cared for since they are on loan to students and will be used by others. Lost books should be reported immediately. Appropriate fines will be assessed by the classroom teacher in case of damage or loss of school property.

PERSONAL PROPERTY (LOST AND FOUND)

Articles such as clothing, books, schoolbags, lunch boxes and the like, should be plainly marked showing ownership. A lost and found area is maintained downstairs. All unclaimed items will be disposed of at the end of the school year. Students should not bring valuable articles such as electronic devices, expensive jewelry, cell phones or large sums of money to school. Articles of significant monetary or personal value should not be brought to school.

ITEMS NOT PERMITTED IN SCHOOL

- Gum, soda, Energy Drinks, or candy – No Sharing Food
- Skateboards or scooters
- Cell Phones, electronic hand held games and other similar electronic devices
- Toys (including playing cards or trading cards)
- Weapons (toy or real)
- Nail glue, eyelash glue, polish remover

SAFETY

The school staff shares your concerns for the safety of your children. We must continue to work together to stress the importance of safety to our children.

SAFE SCHOOL PROCEDURES

Student safety at Greenwood Elementary School must be of paramount importance. Because of this, the following safety procedures will be strictly enforced:

- During school hours, all parents and visitors may “buzz in” from only Door # 1, and state their name and the purpose of their visit. They must then report to the Main Office with photo identification. Visitors will receive a visitor badge and sign-in.
- On inclement weather days when students enter the building at 8:45 a.m. to begin their school day, parents are not permitted to enter the building with their children due to limited space.
- Dogs and other animals are not permitted on school grounds

SCHOOL CROSSING GUARD

A school crossing guard, provided by the Hamilton Township Police Department, is stationed in front of the building on Greenwood Avenue. The guards are on duty from 8:30 – 9:00 and 3:20 – 3:50. Crossing guards are also present on one-session and early dismissal days.

SCHOOL SAFETY PATROL

The School Safety Patrol is composed of fourth and fifth grade students. The patrol is supervised by faculty advisors and meets regularly to discuss problems and ideas to improve student safety.

DISTRICT SAFE SCHOOLS PLAN

Greenwood is required by law (NJSA 18A:41-1) to conduct one fire drill and one school security drill each month. These drills will better prepare us in the event of an unforeseen crisis situation (i.e. intruder in the building, weather condition, and bomb scare). All staff members have received training in emergency codes and procedures to be followed. Some of these codes call for remaining in the classroom and taking shelter, while others include evacuation. **As always, it is imperative that we have accurate information on your emergency cards that includes the most up-to-date contact information and phone numbers.**

TRAFFIC SAFETY

The following rules and safety policies were established for the safety of our students. Please share these rules with the people responsible for dropping off or picking up your children. These rules must be followed WITHOUT EXCEPTION.

Traffic officers are assigned to schools that have experienced traffic flow problems, including Greenwood. These officers spot check school traffic and meet with crossing guards in order to eliminate dangerous situations that occur when the community does not adhere to the specific guidelines outlined below. A violation of the traffic statutes may result in a traffic summons from either a traffic officer or crossing guard.

Traffic Statutes:

- No double parking
- No parking 10 feet before or after a fire hydrant
- No parking within 25 feet of the nearest crosswalk
- No parking on a crosswalk
- No parking in an intersection
- No parking on a public or private driveway
- No U-turns when specifically designated or on a curve in the roadway.
- Parking around the school is limited. Poor weather conditions create additional traffic problems. On inclement days, parents are asked to limit their time at the school. Please drop off and leave so traffic moves and parking spaces become available for other parents.

GENERAL GUIDELINES

Children should not be on school grounds before 8:35 a.m. There is NO adult supervision on school grounds before 8:35 a.m.

- Do not allow children to arrive before the crossing guards. Crossing guard hours are approximately 8:30 a.m. – 9:00 a.m. and 3:20 p.m. – 3:50 p.m.
- Dogs are not permitted on school property.
- Bicycles may not be ridden on school grounds.
- Scooters, skateboards, skates and roller-blades/roller sneakers are not permitted on school grounds.
- Older siblings who drop off or pick up students should respectfully adhere to our procedures at all times.
- Please do not gather at exit areas and block the flow of students entering or exiting.
- Children should dress appropriately for daily weather conditions. Hats and gloves are necessities during the cold weather months. Students remain outside in the morning and have a thirty-minute play period, except during inclement or extremely cold weather or when playground conditions are hazardous.
- Please keep younger siblings under control at all times. When waiting for dismissal, please keep in mind that school is in session until 3:35 p.m. and classroom activities are taking place. Do not congregate outside classroom windows or interfere with gym or recess activities.

CROSSING RULES

Children are not to cross or be crossed except at designated crosswalks.

STUDENT CONDUCT AND DISCIPLINE

A district Pupil Code of Conduct provides standards for acceptable pupil behavior. All district elementary schools adhere to the guidelines contained in the Code of Conduct to ensure uniformity and consistency of treatment from school to school. Standards for pupil conduct include, but are not limited to, respect to teachers, other students and all school personnel; respecting school property, authority, and the personal safety of others; and attending school on a regular basis.

In order for learning to take place, children are expected to regularly attend school and put forth their best effort with their daily classroom activities. Our goal is to provide an environment in which all children can grow academically, socially, emotionally, and culturally. Therefore, no child will be permitted to interfere with the education of other children.

Greenwood Elementary School students will be expected to:

Demonstrate our six core values: Trustworthiness, Respect, Empathy, Integrity, Responsibility, and Perseverance

- ✓ ARRIVE AT SCHOOL PREPARED TO LEARN.
- ✓ BE KIND. USE KIND WORDS. USE HANDS AND FEET FOR KIND ACTS.
- ✓ DEMONSTRATE RESPECT FOR OUR SCHOOL.
- ✓ SETTLE DISPUTES PEACEFULLY.
- ✓ SAY “NO” TO ALCOHOL AND DRUGS!

SCHOOL DISCIPLINARY ACTIONS

The following behaviors will be cause for disciplinary action:

- Inappropriate behavior: e.g., pushing, name calling, teasing, abusive/disrespectful conduct, profanity, gestures, obscenities, or inappropriate attire
- Cheating, lying or stealing
- Open defiance/insubordination
- Fighting/instigating a fight
- Assault

- Threatening/intimidating/harassing others
- Vandalism/deface/damage to bus or property of others
- Leaving school grounds without permission
- Use or distribution of drugs, tobacco, and/or alcohol
- Possession or use of weapons or dangerous instruments
- Misbehavior on the bus

Any one or more of the following consequences may occur for demonstrating the above behaviors:

Restorative Circle / PBIS Intervention
 Teacher/student conference
 Parent/guardian notification
 Parent/teacher/student conference with possible counselor intervention
 Suspension of privileges
 Lunch/recess detention
 Referral to Principal
 School Suspension/Suspension off the bus
 Child Study intervention
 I & RS referral
 DCP&P and/or police notification
 Referral to District Attendance Officer
 Community Service - Campus Clean-up
 Behavior Modification Plan

The parents and the school must strive for an environment in which desirable behavior is encouraged through discipline of a positive rather than negative type. Self-discipline (recognizing and accepting the responsibility for one's action) is one of the important, ultimate goals of the home and the school. Respect for the rights of others should be encouraged and opportunities should be made available for pupils to develop ideals, interests, habits, and skills, which will provide training in self-discipline and good citizenship. Clear communication between the pupil, home, and school is imperative to the educational program.

FIELD TRIPS

Each year, educational field trips are planned as a part of your child's educational experience. In order for a child to participate, the parents/guardians must sign and return a permission slip giving approval and return the permission slip, along with funds requested for the cost of the trip. Students not attending the trip are expected to attend school.

CHAPERONES FOR CLASS TRIPS:

In order to provide a well-supervised class trip, parent chaperones may be needed to assist the teacher and school staff. Parent chaperones assist in the supervision of our students while maintaining a small group learning atmosphere for our students. The number of chaperones needed for each trip will be determined by the grade level teachers.

Siblings: Siblings are not permitted to attend class trips.

HOMEWORK

Homework is an important part of each pupil's educational program. As part of the learning process, homework helps students learn to organize time, work independently, develop good study skills, and develop self-discipline. Homework is assigned for reinforcement and in preparation for future lessons. Parent awareness of homework assignments is encouraged and parents are urged to stress the importance of completion of all assignments. You are advised to check with your child's teacher during scheduled parent conferences or at any time to answer questions/concerns you may have.

Teachers receive requests from parents/guardians to pick up homework assignments for their children when they are absent from school. Please call your child's teacher(s) to arrange a time of mutual convenience to secure these assignments.

Suggested Time Limits: Grades K-2 Maximum of ½ hour per night
Grades 3-5 Maximum of 1 hour per night

SPECIAL PROGRAMS OF INSTRUCTION

Basic Skills/Title 1 Instruction

Additional instruction in Reading, Language, and/or Mathematics is provided for those students who have been identified in these basic subject areas.

In accordance with strict guidelines from the New Jersey Department of Education, the designated students receive small group instruction in addition to the regular classroom instruction. Although all students in the program receive individualized instruction, it is required by State regulations that an Individual Student Improvement Plan must be prepared for all students. Should you wish to discuss this plan, notify your child's Basic Skills/Title 1 teacher in September.

Special Education

The Board of Education provides special educational services to eligible educationally handicapped pupils who are impaired physically, emotionally, intellectually, or socially to such an extent that without the aid of special education and/or related services, they are at an educational disadvantage.

The Board directs the identification, referral, and evaluation of each potentially handicapped pupil. Procedures shall be instituted for the identification of pupils with the participation of professional staff members, parents, and related agencies to alleviate the pupils' educational problems.

Guidance Program

Developmental classroom or large group activities have been developed for the Elementary level as one means of meeting the objectives. Also, the counselor carries out his/her objectives through individual counseling, small groups, and coordinating various activities.

A comprehensive developmental program of guidance and counseling is provided for all students. The guiding concepts include:

1. A guidance content that all students should learn in a systematic, sequential manner;
2. Activities and procedures to assist students in continuously monitoring and understanding their growth and development in terms of their personal goals, values, abilities, aptitudes, and interests so that they can take action on their next steps educationally and occupationally;
3. A continuing provision of crisis counseling, diagnostic and remediation activities, and consultation and referral.
4. The administration and management of this comprehensive program requires an ongoing support system consisting of staff development; orientation between schools, students, parents and community; community relations and linkage with labor, business, industry and related service agencies.

Teachers supplement guidance and counseling services utilizing a *2-STEP* program (grades K-3) during the year, and a *Steps to Respect* program (grades 4-5). These programs help the children grow in the following areas:

1. Anger Management
2. Impulse Control
3. Empathy

Greenwood School will participate in the district-wide Character Education Program. This initiative sponsored by the NJ Department of Education encompasses the Six Pillars of Character. The Six Pillars of Character that our students will be learning are: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship.

Greenwood students will recite the following pledge each morning:

SCHOOL PLEDGE (Adopted September 2015)

I am a leader.

I will lead.

I will show creativity.

I will know what is expected and give my best.

I will encourage all the rest.

I will inspire others through hard work and commitment.

I pledge to be respectful and be responsible

As a leader at Greenwood School.

SCHOOL HEALTH SERVICES AND REGULATIONS

School Health Services are conducted by the school physician or school nurse for the following purposes:

1. Care of emergency sickness or injury in school;
2. Communicable disease prevention and control;
3. Determination of health needs, and
4. Follow up and interpretation of health needs to pupils and parents.

Periodic assessment of each child's health status is regularly conducted as follows: K-5: height, weight, hearing, vision, and dental; grades 4-5: scoliosis.

Parent cooperation is requested in the following situations:

1. The nurse can **dispense medication to your child only with a written statement from a physician and a signed permission slip from the parent.**
2. An excuse note shall accompany your child when returning to school from an absence due to illness.
3. If your child is sick more than two (2) consecutive days, call the school to inform us of the problem.
4. Students are prohibited to carry into school any medication whatsoever.
5. Parents should promptly advise the school nurse of any personal or health problems of the student.
6. Students should be kept home, and the nurse should be contacted, if he/she has contacted any communicable diseases; i.e. measles, mumps, strep throat, ringworm, chicken pox, etc. A doctor's note to return to school will be required after five (5) days or more absence.
7. In the event that your child becomes seriously ill in school, you may be called to come to school to bring him/her home. Parents/Guardians are asked to ensure that the main office has your up-to-date home phone and emergency phone numbers.
8. If your child has signs and symptoms of illness or communicable disease, please do not send your child on class trips or evening PTA functions/performances.

The school nurse incorporates health teaching in all activities performed in the school. The school nurse:

- Plans health instruction regarding the screening program
- Serves as a resource for students, staff and parents
- Provides in-service education to staff
- Provides informal health instruction when administering first aid or emergency care
- Promotes good nutrition

BREAKFAST/LUNCH PROGRAM

A FREE balanced breakfast/lunch are offered in the school cafeteria. Money is required only for an optional snack. Students in grades K, 1, 2 may purchase one snack for \$1 on Fridays only. Grades 3, 4, 5 may purchase one snack daily for \$1. Please send the exact amount in an envelope properly marked with your child's name and teacher. This will help reduce the amount of time your child's teacher must spend on administrative tasks before classes begin. The menu is provided each month to all pupils to hand carry home, so that you can select days on which to order lunch. The menus are also available on-line at the district website.

In September, a food application and instructions are given to each student to bring home to the parent/guardian. Properly completed and signed applications that are submitted will be confidentially reviewed by the school principal for approval.

FRESH FRUIT and VEGETABLE PROGRAM

The Fresh Fruit and Vegetable Program (FFVP) provides all Greenwood students with a variety of free fresh fruits and vegetables three days per week—separate from the lunch or breakfast meal program. This program is a federally funded program administered through the State of New Jersey.

LUNCHROOM RULES

It is necessary that students adhere to the following rules and regulations prior, during, and after lunch periods:

- Students must walk into the lunchroom in an ORDERLY MANNER and sit at their assigned table. · Students are allowed to speak softly to classmates next to or across from them.
- Students must raise their hand to get permission to get out of their seats to obtain straw/napkins, go to the lavatory, and to deposit trash.
- Students are responsible for their eating area and must take care of their own garbage.
- Students are NEVER to play with or throw food.
- WHEN THE SIGNAL IS GIVEN – SILENCE IS EXPECTED
- Assistants will dismiss students by table. Students are dismissed in an ORDERLY MANNER. · Students are not permitted to return to their classroom for any reason.
- Students must keep their hands, feet and objects to themselves at all times.
- STUDENTS MUST SHOW RESPECT TO CLASSMATES AND STAFF.
- Students should display proper manners at all times.
- Gum is not allowed at any time in school or on the playground.
- Food or drink is not permitted outside.
- Cell phones or electronic devices are not permitted during lunch and recess

PUPIL INFORMATION

Registration

A child must be 5 years of age by October 1 to be admitted to kindergarten in September of that year. Certificates of birth, residency forms, and inoculation against diphtheria, measles, polio, and mumps must be presented at registration. **TRANSFERS** Parents are urged to contact the school as soon as possible if a student is transferring from the school. A pupil "Transfer Card" must be completed to enroll in the new school. All books and school materials must be returned to your child's teacher, and other obligations must be fulfilled before a "Transfer Card" can be issued. Upon notification from the receiving school, all records will be mailed to the new school.

STUDENT APPEARANCE AND ATTIRE

It is recommended that choice of school dress be made on the basis of cleanliness, practicality, comfortableness, simplicity, modesty and safety. Good personal appearance plays an important part in a positive educational environment. The cooperation of parents and students is appreciated in helping our school maintain high standards.

School uniforms are strongly encouraged. The uniform colors are:

- **Shirts** - yellow, light blue or dark blue
- **Pants** – dark blue or khaki pants, slacks, skorts or Bermuda style shorts
- **Sweaters** – dark blue, button-down or V-neck pullovers
- **Footwear** - Sneakers or casual leather shoes are acceptable. Flip flops and sandals without back straps are unsafe. Sneakers must be worn on gym day.

The following items may NOT be worn in school:

1. Sunglasses, hats, caps, and head coverings are not permitted in school
2. Revealing shorts, shirts, blouses, and skirts, which are considered to be inappropriate when they are worn to school.
3. Clothing worn with inappropriate pictures or sayings.
4. Flip flops, slippers, water shoes, or slides.

DISTRICT POLICIES

Greenwood School operates in accordance with the following policies established by the Hamilton Township Board of Education to protect and guide our students. These policies, along with others, can be viewed in their entirety in the Office of the Director of Administration, the main office at our school, **or** online at www.htsdnj.org

P 2260	Affirmative Action for School and Classroom Practices
P 2361	Acceptable Use of Computers Networks/Computers and Resources
P 2415.20	No Child Left Behind Complaints
P 5250	Excusal from Class or Program
P 5512	Harassment, Intimidation and Bullying
P 5530	Substance Abuse
P 5331	Management of Life Threatening Allergies in Schools
P 5533	Pupil Smoking
P 5750	Equal Educational Opportunity
P 5751	Sexual Harassment
P 5755	Equity in Educational Programs and Services
P 8601	Pupil Supervision After School Dismissal
P 9150	School Visitors





INCLEMENT WEATHER AND OTHER EMERGENCY SCHOOL CLOSINGS

When school must be closed due to inclement weather or other emergency conditions, an announcement will be made over the following radio/TV stations, and the school bulletin board (631-4154 press 5), beginning at 6:00 a.m.

FM STATIONS Cable TV STATIONS TV CHANNELS WKXW (101.5) Cablevision

HTV (Channel 78) WPVI (Channel 6)

WPST (94.5) FIOS HTV (Channel 22)

DELAYED OPENING

90 Minute Delay
School Starts at 10:25 AM

EARLY CLOSINGS

Fox (Channel 5)
News 12 (Channel 12) NBC (Channel 10)

When school must be closed after students have arrived for class, one of the following schedules will be used:

One-Session Early Closing -
(Announcement by 10:00 a.m.)

One Hour Early Closing -
(Announcement by 12:00 p.m.) 1:30 PM 2:35 PM

Please do not call the school regarding emergency closings, except to report vital information, since we need our lines open for emergency calls.

Parents/guardians should make contingency plans/arrangements for their children in the event of an early school closing and review these plans with their children.

On any of the above days our school is extremely busy. The district makes every effort to inform parents/guardians of school closings and emergency notifications. Throughout the year, please keep your emergency phone numbers up-to date.

ATTENDANCE MATTERS

Missing a day of school here and there may not seem like much, but absences add up!

When a student misses 2 days a month...

They will miss **20 DAYS** a year.

They will miss **30 HOURS** of math over the school year.

They will miss **60 HOURS** of reading & writing over the school year.

They will miss over **1 YEAR** of school by graduation.

When a student misses 4 days a month...

They will miss **40 DAYS** a year.

They will miss **60 HOURS** of math over the school year.

They will miss **120 HOURS** of reading & writing over the school year.

They will miss over **2 YEARS** of school by graduation.