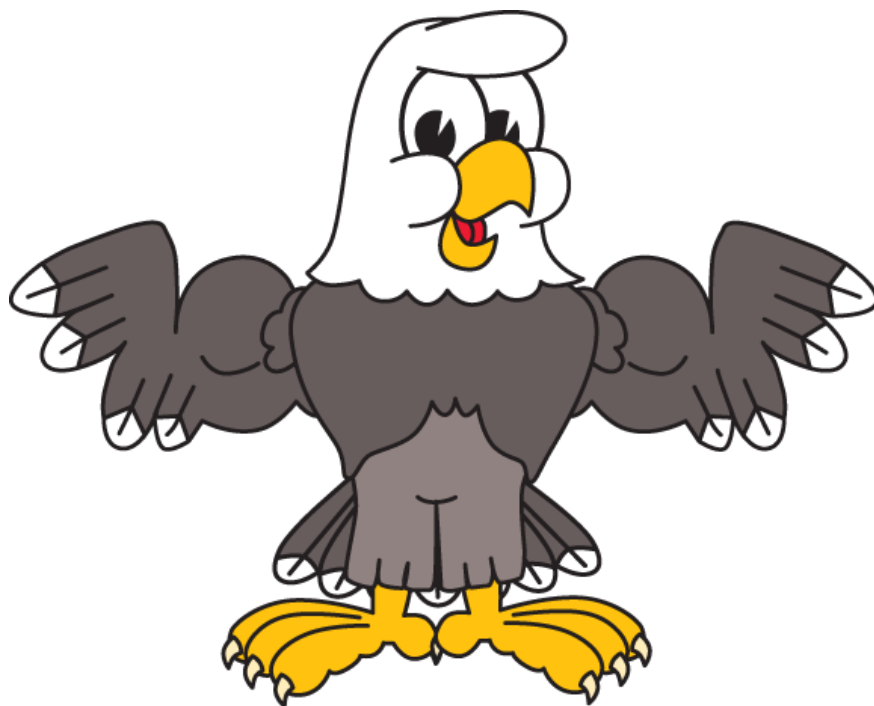


# Green-Fields Elementary School



Student & Family Handbook  
2020-2021

Kinder, Smarter, Stronger...Together!

## LETTER FROM THE PRINCIPAL

Dear Green-Fields Family,

Welcome to the 2020-21 school year at Green-Fields Elementary School. Our motto here at Green-Fields is... Kinder, Smarter, Stronger ... Together. With this in mind, our goal is to provide your child with the tools necessary to become a motivated, independent learner within an environment that emphasizes quality character and respect for those around us. Our staff is committed to providing a quality instructional program where children learn to work collaboratively, strive for excellence and become contributors to their community.

I hope you will take time to visit our website often to keep up-to-date on current activities and events. Also, you will find helpful links, including our Student/Family Handbook. We encourage families to use this handbook and the school website as a resource to become familiar with our academic policies, expectations and procedures.

Thank you,  
R. K. Corbitt  
Principal  
Green-Fields Elementary School  
15 Hill Lane  
West Deptford, NJ 08096  
Main Office Telephone Number: (856) 845-7929  
Fax Number: (856) 384-6505

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District Website: <https://www.wdeptford.k12.nj.us/>  
School Website: <https://ges.wdeptford.k12.nj.us/home>  
Follow us on Twitter: <https://twitter.com/WDGFES>

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## ACADEMIC PROGRAM

Differentiated instruction is integral to the way the West Deptford School District structures learning for all students. Differentiation is an instructional approach for each elementary grade level without “walls or ceilings” for students, ensuring that each student is challenged by a variety of instructional strategies suited to his/her achievement and ability levels, learning styles and interests. All students are nurtured and encouraged to learn and grow to their full potential.

The elementary curriculum emphasizes total child development—cognitive, affective, social and physical. The curriculum is directed by a 5-year plan, which ensures that all programs are reviewed. This plan considers the New Jersey Student Learning Standards approved by the New Jersey Department of Education. It is developed and implemented through input from teachers and administrators, ensuring that all programs represent current theory and practice and reflect high expectations of students.

## ABSENCE

When your child is going to be absent, please call the Green-Fields absentee line, *before 8:40 AM*, at 845-7929 (select prompt 2). It will be necessary for school staff to call home if a note or a phone call from a parent/guardian does not verify a child’s absence. A note with a parent’s/guardian’s signature explaining the nature of the absence is required upon the first day of return; however, ***only a doctor’s note will excuse the absence.***

## ARRIVAL AND DISMISSAL

The hours for third and fourth grade students at Green-Fields Elementary School are 8:50 AM to 3:25 PM. The hours for preschool students at Green-Fields Elementary School are 9:05 AM to 3:25 PM.

Doors will open at 8:35 AM daily for third and fourth graders; therefore, no supervision is provided prior to this arrival time. Any student arriving prior to that time is encouraged to enroll in the Young Eagles morning childcare program.

Doors will open at 9:05 AM daily for preschool students; therefore, no supervision is provided prior to this arrival time. Any preschool student arriving prior to that time is encouraged to enroll in the Young Eagles morning childcare program.

	THIRD & FOURTH GRADE	PRESCHOOL
FULL DAY	8:50 AM - 3:25 PM	9:05 AM - 3:25 PM
HALF DAY	8:50 AM - 1:10 PM	9:05 AM - 1:10 PM

Please refer to the [2020-2021 West Deptford School District Calendar](#) for a detailed schedule of student days.

### **AM: STUDENT DROP-OFF**

In the interests of safety, parents/guardians dropping their child off to school during the supervised window of time (8:35 AM - 8:50 AM for third and fourth grade students; 9:05 AM for preschool) should drop their child off at the main (front) entrance. Any third or fourth grade student arriving after 8:50 AM is considered late and must be escorted, through the main (front) entrance, by a parent to be signed in.

### **PM: STUDENT PICKUP**

If you plan to pick your child up during dismissal, it is imperative that a note be sent in to the teacher to ensure s/he does not ride the bus. The venue for parent pickup is the All Purpose Room (APR). Parents/guardians are welcome to arrive as early as 3:10 PM. Children being picked up will be dismissed to the APR at 3:20 PM. You will be required to sign your child out; please be prepared to present identification. Please note that students participating in the *Young Eagles Program* (YEP) **must** sign out with the YEP.

### **STUDENT EARLY PICKUP**

As a general guideline, children should not leave school during school hours, except for an emergency. We do recognize that scheduling a doctor's or dentist's appointment during the school day is sometimes unavoidable. In such cases a note should be sent to the child's teacher on that day and the parent must come to the office to sign the child out of school. For security purposes, we ask that parents be prepared to present identification if requested by the office staff.

### **ATTENDANCE**

Green-Fields Elementary School maintains high expectations for attendance and punctuality. Regular attendance and punctuality enables students to benefit from well-planned and well-delivered instructional activities, including classroom discussions, presentations and cooperative activities. These shared academic experiences are integral to the learning process and cannot be re-created or replicated. In order to reach the goal of maximum educational benefits for each child, the process of education requires continuity of instruction, classroom participation, learning experiences and study.

Attendance and punctuality play a significant role in a student's success at school and are essential life skills. However, the overwhelming majority of children become ill at some point during the school year. Given that we do not want to add an additional stressor to those that are sick, ***we no longer recognize students for perfect or near perfect attendance.*** We have found that in many cases, promoting perfect and near attendance results in sick students, who are often contagious, attending school.

### **BICYCLES**

No bicycles may be ridden on the school grounds during school hours. A bicycle rack, which is provided in the front of the building, is reserved for fourth grade students. Board policy requires student to wear helmets when riding a bicycle to and from school. A fourth grade student may ride his/her bicycle to school only if a parent/guardian submitted a permission form.

## BIRTHDAY CELEBRATIONS

The Board of Education has a food nutrition policy ([LINK](#)) based upon recommendations from the District Wellness Committee and in accordance with state regulations (N.J.A.C. 2:36-1.7). One of these recommendations called for the reduction of food consumption outside of the designated lunch periods. To this end, parents/guardians **will not be allowed to bring in any food products for student birthday celebrations**. We will still continue to celebrate student birthdays and we are hopeful that this change will ensure that students eat a nutritious lunch. Your cooperation regarding this change is greatly appreciated.

Invitations to birthday parties may only be distributed in school if **all the children in class are being invited** to avoid hurt feelings and the resulting distractions to the education process.

Special **(non-food)** treats for your child's birthday may be brought into school. Treats brought in by a parent/guardian must be dropped off in the main office. Parents are always welcome at Green-Fields; however, we prefer to keep birthday celebrations "low key" so we ask that you refrain from sending in special visitors, balloons and presents.

## BREAKFAST AND LUNCH INFORMATION

The kitchen serves a cold breakfast and a complete hot lunch program; however, students may bring lunch from home. Milk may be purchased separately. Pricing is as follows:

**Breakfast - \$2.05**

**Lunch - \$2.85**

**Milk - \$0.65**

If your child has forgotten a lunch, the cafeteria staff will provide one, please send in the money the next day or enter payment into the web based program at [PaySchoolsCentral.com](http://PaySchoolsCentral.com).

Pay Schools Central, the Secure Online Payment System, will be offered again this year to our parents/guardians to fund student lunch accounts and pay student fees online. Funds will be deducted from the account through the use of a student ID card complete with a barcode unique to each student. These cards will be kept by your child's teacher and distributed each day prior to lunch.

Children who are in need will be provided lunch at a reduced or at no charge to the student. Students in need of such assistance will be determined by the criteria issued by the state of New Jersey. Eligibility requirements and application for free and reduced price meals are found on the district web page under the District Information tab...Cafeteria Information. This form must be completed each school year.

Lunch will be served every school day, including half days.

## CHARACTER EDUCATION

Character Education is a lifelong developmental process by which children learn and apply core ethical or shared values to their lives. The New Jersey Department of Education has identified the following Six Pillars of Character Education—*Responsibility, Fairness, Citizenship, Caring, Trustworthiness and Respect*—which are interwoven throughout the core content curriculum. Many of our activities/events will have the Six Pillars of Character Education themes embedded.

Green-Fields also recognizes the importance of recognizing good character and has a “bucket filler” system where students and staff can recognize one another weekly for random acts of kindness.

## **CHILD ABUSE OR NEGLECT**

Any knowledge or suspicion of child abuse and/or neglect must be reported immediately to the New Jersey Department of Children and Families. Failure of a staff member to make a report is a violation of the law. All information is kept confidential. The building principal, school nurse and school counselor have further information relating to this process.

## **CHILD STUDY TEAM SERVICES**

The Child Study Team (CST) is a group of specialists employed by the West Deptford School District to provide consultative, evaluative, and prescriptive services to teachers, parents/guardians, and students. The CST, along with the school principal and the Students First Committee, make recommendations for programs and placements that best address the needs of students who experience school-related difficulties.

## **CITIZENSHIP**

The goal with regard to school discipline is to help children learn to regulate their own behavior. We try to take into account the developmental level of students and teach certain behaviors to our young students. Mistakes are an opportunity for children to learn more about themselves and their place in the world; positive behavior is an opportunity for recognition. By the time our students reach fourth grade, personal responsibility for good behavior should be ingrained.

We seek to develop in students a sense of responsibility that causes them to interact appropriately with one another in a way that provides a safe environment for all. A safe environment, in turn, creates a climate that is conducive to learning. Our concern for safety is not limited to the physical environment, but includes caring for others and fostering social competence, positive values, and a positive identity.

In accordance with the West Deptford School District’s Board of Education board-approved dress code policy ([LINK](#)), we do require students to wear clothes that are appropriate, modest, and safe. Examples of inappropriate and/or unsafe dress include hats, open sandals, shoes without heel straps, bare midriffs and t-shirts with provocative images or slogans.

As a general rule, personal property that exceeds \$20 in value should remain at home. These items include - but are not limited to - cell phones, gaming systems, iPads, tablets, etc. Too often, personal property is damaged or lost, which can create a significant distraction from the learning process.

## **CLASSROOM ASSIGNMENTS**

The West Deptford School District cannot honor requests from parents/guardians for placement with a particular teacher or class. All parents/guardians will be notified in mid-August as to who their child’s teacher will be when they receive our summer mailing packet.



## CODE OF CONDUCT

Green-Fields Elementary School Code of Student Conduct is in place to ensure the safety and well-being of all students and staff. You can view the entire code on the school's website ([LINK](#)).

## COMMUNICATION

We keep our school community well-informed regarding important dates, events and activities through a multitude of channels. In addition to maintaining a dynamic calendar on the school website, coming events are provided via the monthly newsletter and reminder flyers sent through our student take home folder system.

When an emergent or time-sensitive change is made to the school schedule or event, we will initiate our ***School Messenger*** automated phone/email/text system to ensure the information is sent out quickly and efficiently.

It is essential that the school has a telephone number of someone who is to be contacted, and who is available to pick up your child in the event of illness, injury, or early dismissal. Parents/guardians are reminded that if they change their home, work, or emergency contact numbers, the school nurse and main office should be notified immediately.

## MONTHLY GREEN-FIELDS CALENDAR

The monthly calendar will be posted on the school website by the last Wednesday of each month with the most current information for the following month. Paper copies are available in the main office upon request.

## PARENT-TEACHER CONFERENCES

The educational welfare of our children is best served when there is mutual understanding and cooperation between home and school. Parent teacher conferences are scheduled twice during the school year - once in the fall and again in the spring. Additional conferences may be initiated, as needed, by parents or teachers throughout the year. If you think your child is having a problem or you have a concern about his or her progress, please do not wait for the regularly scheduled conferences - call your child's teacher or the school counselor as soon as possible. Parents are urged to utilize parent conferences to establish an active communication that will assist in the progress of their child.

## WEEKLY WEDNESDAY FOLDER

The school and the PTO will communicate with parents regularly by sending notices home with your child. We will provide each child with a special "Wednesday Folder" for this purpose. Although some notices are "time sensitive" and in rare cases, emergencies, the majority of school-to-home communication will arrive in the Wednesday school folder. Please ask your child for the folder each Wednesday afternoon.

## DRILLS: FIRE DRILLS & SECURITY DRILLS

There will be two emergency drills conducted per month as required by the state statute: one fire drill and one school security drill (evacuations, lockdowns, etc.).

An auditory and visual alarm will signal the need to evacuate the building. Students will follow the directions given to them by staff members. A map indicating the nearest exit is posted in every room. Fire and evacuation drills are concluded when the principal or the designee indicates the drill is completed.

Lock down drills will also be scheduled throughout the year. The purpose is to account for all the students and staff and move them to a safe place in case of emergency. In the event of an emergency where the entire school needs to evacuate the premises, we will follow our district reunification plan where all students will be transported to River Winds Community Center to be reunified with their parents/guardians.

## EMERGENCY SCHOOL CLOSING

### DELAYED OPENING

If adverse weather conditions cause a cancellation of school, *School Messenger*, the district emergency automated phone/email/text system, will be activated to provide the information. Word of the closing will also be sent to local, Philadelphia radio (KYW 1060) and television stations for announcement. West Deptford's code number is **804**.

### EARLY CLOSING

Closing school early due to inclement weather is avoided as much as possible. However, please discuss your family's emergency plan with your children just in case safety dictates an early dismissal. We will attempt to make contact with *School Messenger*.

## FIELD TRIPS

Field trips will be considered as instruction and planned as such, with definite objectives determined in advance. Appropriate instruction will precede and follow each trip. Students are expected to dress appropriately and to conduct themselves courteously at all times during field trips. All school rules are in effect during field trips. **All students attending field trips must ride district appointed transportation to the trip location and back to school. Parents/guardians can only sign out their child once transportation has returned to school.**

## HARASSMENT, INTIMIDATION & BULLYING

All persons are to be treated with respect and dignity. Bullying is conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this way. Conduct constituting bullying will be promptly addressed in the most appropriate manner. It is the policy of the Board of Education and school district that harassment, intimidation and bullying activities are inconsistent with the educational process and will be prohibited at all times (Reference Board Policy [#5512](#)).

## HEALTH SERVICES

Mrs. Budd, our school nurse, is available if your child becomes sick or injured during the school day. Parents/guardians will be notified if the situation cannot be remedied by simple first aid. **It is very important that all the student's information in PowerSchool is correct so that parents/guardians can be contacted in an emergency.** If any information changes, particularly parents'/guardians' cell phone and work numbers, please notify the school nurse of the new number so that we may reach you when you are needed.

Any medication, including over-the-counter medication, that needs to be taken during the school day, must be in the original container and requires **written authorization from the parent/guardian and a physician. All medication must be delivered directly to the nurse by a parent/guardian. Children cannot transport medication.** Physical exams are required of all new enrollees, as well as students in preschool. Physicals must be completed by the student's family physician.

Your child will be screened yearly in height, weight, blood pressure, sight and hearing. Deviations from the norm will be screened a second time. If deviation is noted again, the parent will be notified. All 10 year olds will also be screened for scoliosis.

## HOMEWORK

Homework is the opportunity for students to practice specific skills, extend learning, remediate learning, to provide enrichment and to complete assignments not completed in class. Furthermore, it is important for students to develop a sense of responsibility for their learning. Teachers and parents/guardians are important partners in helping students learn this responsibility. Taking into consideration the benefits of regular homework and how it can enhance the children's education, Green-Fields is committed to setting clear expectations for homework and communicating those expectations to students and their families.

When your child is out sick, we encourage you to request make-up work; however, please make the request as early as possible. Given the time required to organize make-up work, requests received after 11:30 AM may not be honored. The request for make-up work can be left on the absentee line when calling your child out.

## LATE/TARDY

A third or fourth grade student not in the classroom by 8:50 AM is considered late. When your child is going to be tardy, please call the Green-Fields absentee line at 845-7979 (prompt 2). Students,

who are tardy for school, should report to the school office upon arrival with his/her parent/guardian. *Please note that playground supervision is not available prior to 8:35 AM.*

## **LOST & FOUND**

Found items will be sent to the Lost and Found container placed on the stage in the All Purpose Room. Valuable items (watches, rings, electronics, money, etc.) are secured in a separate location in the Main Office. Students are encouraged to check the Lost and Found as soon as they realize an item is missing. Parents/guardians and students should label important personal items such as coats, jackets, and book bags, etc. Items not claimed before winter break and again before spring break and again at the end of the school year will be donated to a local organization.

## **PARENT TEACHER ORGANIZATION (PTO)**

The mission of the West Deptford Elementary PTIO - which includes membership from all three elementary schools - is to enhance and enrich our children's academic experience by inspiring parents and teachers to work together to build a strong school community. Parental involvement is critical to a child's success in school and we encourage all parents to show their support for their children by getting involved in the PTO. While many PTO programs require parental participation during school hours, there are many committees and activities that support the children, the school and the PTO that are flexible and can be managed after hours, at your convenience. We want every child at Green-Fields to have the opportunity to benefit from a sense of pride in his/her parents' involvement in the school, and we have plenty of work together for the benefit of our children. For additional information, please refer to the PTO website, which is linked off of the Green-Fields homepage.

## **RELATED ARTS/ENCORE**

### **ART**

Creative expression is a universal component of human culture. Art education addresses the needs of the whole child. Exposing children to rich and artistic works will enable them to celebrate and appreciate cultural differences and similarities. The art program at Green-Fields will encourage problem solving, concentration, self-discipline, cooperation and individuality while affording children both verbal and nonverbal avenues for communication and allowing them choices for self-expression.

### **LIBRARY, STEM AND MEDIA CENTER**

The Green-Fields Media Center is an exciting haven where books and media come alive! Children are encouraged to explore the library independently, use research skills to answer questions about the world around them and appreciate different genres of literature. Information literate individuals are responsible, lifelong users of information, capable of accessing, organizing, evaluating, synthesizing and communicating in all forms.

### **MUSIC**

Music classes at Green-Fields expose every child to a musical learning environment that is positive. Students receive age appropriate lessons that consist of kinesthetic, visual and aural experiences.

Through the playing of instruments, reading of music and other multi-tasking abilities, students learn to work together as a team to achieve a common goal. These experiences provide our children with an enriching appreciation for the arts as well as a positive outlet for growth.

### **PHYSICAL EDUCATION**

Physical education is an integral part of Green-Fields's instructional program. All students are afforded the opportunity to participate in physical and health-related activities on a weekly basis that improve health, fitness, motor skill development, safety practices, positive social skills, team building and sportsmanship—just to name a few areas of emphasis!

### **TECHNOLOGY**

The West Deptford School District is committed to the infusion of technology into all aspects of the educational program, making the use of technology natural to the educational experience and inherent to the way students work and think, in and beyond the classroom. It is in that spirit that - effective this year - all students will participate in a specialized Science, Technology Engineering and Math period each week.

## **RELATED SERVICES**

### **COACHING SERVICES**

The Math and Reading coaches provide services for identified students needing additional academic assistance in the area of math and/or reading.

### **COUNSELING SERVICES**

School Counseling helps students to strengthen self-concepts, enhance their ability to solve life problems and explore positive attitudes. Green-Fields's school counselor, Mrs. Hansbury, implements a comprehensive developmental program that focuses on educating the whole child—living in family, school and community systems—to produce positive educational outcomes.

### **ELL (ENGLISH LANGUAGE LEARNERS)**

The primary goal of our English as a Second Language (ESL) program is the development of essential skills that will enable the student to function successfully in the mainstream of American schools and society. ESL instruction is an integrated process of developing useful and necessary communication skills.

### **GIFTED & TALENTED PROGRAM**

Gifted academic programming is based on student needs, beginning in third grade. In general, many of our students have an elevated achievement level, so most of their needs are met within the regular classroom. A variety of adaptations and modifications are made by the classroom teacher, including tiered assignments and enrichment opportunities.

Children that qualify for the gifted program spend one day each week outside of their regular classroom. In addition to providing pullout groups to those that qualify, the responsibilities and role of the gifted teacher are to serve as a resource for classroom teachers in providing the above-listed needs. The gifted teacher also provides enrichment to all second grade students.

## **SPEECH & LANGUAGE/OCCUPATIONAL THERAPY**

Our Speech and Language and Occupational Therapy department's mission is to ensure that all students have access to quality services to help them effectively communicate. A student's IEP determines how often a student receives services.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards, interim progress reports and parent-teacher conferences are the primary means by which to inform parents/guardians of a child's progress in school. Report cards are issued by trimester.

Green-Fields Elementary School is committed to effective communications between students, teachers and parents/guardians. Conferences will be held twice a year. Additional conferences may be initiated, as needed, by parents/guardians or teachers throughout the year. If you think your child is experiencing academic, social or emotional issues, please do not wait for the regularly scheduled conferences—call your child's teacher as soon as possible.

## **STUDENTS FIRST COMMITTEE (INTERVENTION & REFERRAL SERVICES)**

Green-Fields Elementary School operates a multidisciplinary Students First Committee which comprises a cross-section of professional staff members. The Students First Committee offers teachers and parents/guardians with a means of drawing on the resources of both the individual school and the larger district in an effort to assist students experiencing academic, behavioral, social, or emotional difficulty. Any staff member or parent/guardian may request that a child's needs be considered by the Students First Committee. This process is the mechanism by which district educational support services can be accessed to assist in providing success for all students.

## **TRANSFERS**

Please contact the office as soon as possible when planning to move; our administrative assistant will provide you with information on how to proceed to make the move as smooth as possible.

## **TRANSPORTATION/ BUS SAFETY**

Bus transportation is provided for all students where walking conditions have been determined to be hazardous. Transportation provided by West Deptford Board of Education is a privilege, and as such, proper bus behavior is expected and required. Two bus evacuation drills are scheduled during the school year.

**Students must ride the bus to which they have been assigned.** Students are required to be picked up and dropped off at the same location all five days. If an emergency arises and a student needs to be dropped off at a different location of his/her bus's route, the steps that follow must be taken.

- Send in a note making a request to switch the bus drop off location for a specific date; please be sure to state the reason/s
- Secure a note from the adult whose name is the child's destination

- Submit both notes to the principal for approval
- Give both notes - with the principal's signature - to the bus driver when boarding

*Please note that it must be the same bus route; riding on another bus is not permitted.*

Please note that given the coordination required for a permanent bus change, *48 hours* notice is required.

### **BUS SAFETY RULES**

<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>• Keep hands, feet and objects to yourself while buckled at all times.</li> <li>• Keep the aisle clear and remain in your assigned seat.</li> <li>• Absolutely no food is to be eaten on the bus.</li> </ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>• Obey the bus driver's instructions.</li> <li>• Treat others with kindness, and always use appropriate language.</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>• Report problems and always use an indoor voice.</li> </ul>

### **TRUANCY & CHRONIC ABSENTEEISM**

The West Deptford Board of Education ([Policy 5200](#)) and New Jersey state compulsory education law (N.J.S.A. 18A:38-28) requires all children between the ages of 6-16 are legally required to attend school ([LINK](#)). *The state attendance regulation §16:6-7.8 mandates court referral for truant students who have ten or more cumulative unexcused absences.*

Student absenteeism can lead to low academic achievement, dropping out of school, delinquency, and gang involvement. School districts that have established multi-systemic approaches and policies pertaining to student absenteeism typically experience fewer numbers of dropouts and a greater number of graduates.

### **VISITORS**

Parents/guardians are always welcome to visit Green-Fields Elementary School, but as a matter of courtesy, the classroom teacher and main office should be notified in advance. All Green-Fields visitors must register in the main office and receive a self-adhesive visitor's pass. The pass must be worn at all times while in the building.

### **YOUNG EAGLES PROGRAM**

The Young Eagles Program (YEP) operates concurrently with the school calendar and is supervised by qualified staff. The YEP accommodates working parents/guardians by providing childcare before and after school within a flexible schedule. Homework help, athletic activities and arts and crafts are offered in an informal setting. For information on registration, cost and availability, contact Mrs. Denise Redstreak, at 856-848-4300 ext. 3212.

**BEST WISHES FOR A FUN-FILLED, SUCCESSFUL SCHOOL YEAR!**