

Garden City Elementary School



4901 Rockville Road
Indianapolis, IN 46224

(317) 988-8300 Office

(317) 988-8399 Fax

(317) 988-8350 Attendance Line

(317) 988-6375 Transportation

Mission: Garden City School, a partnership of staff, families, and community, will provide a safe and caring environment which nurtures intellectual curiosity, fosters self-worth, develops an appreciation of cultural diversity, and provides opportunities to experience the arts with the expectation that all students will develop and acquire grade level academic skill and show respect for self and others.

This Student Handbook belongs to:

NAME:

GRADE:

ROOM #:

TEACHER:

CLASSROOM PHONE:



“There is no one better to be than myself. I choose my own attitude. Today I choose to be kind. I remind myself to go safely, be responsible, and give respect. I can do this! I am ready to learn. I will have an amazing day!”

2023-2024 Calendar

<u>Date</u>	<u>Event</u>
Monday, July 24	Teacher Workday (District Staff Development, No students)
Tuesday, July 25	Teacher Workday (District Staff Development, No students)
Wednesday, July 26	Pre-K, Preschool, Grades K-12 Students Full Day
Monday, September 4	Labor Day (No School)
Friday, September 29	END OF FIRST GRADING PERIOD (47 DAYS)
Monday, October 2	BEGINNING OF SECOND GRADING PERIOD
Week of Oct. 2 – Oct. 6	Parent/Teacher Conferences
Mon. Oct. 9 – Fri. Oct. 20	Pre-K, Preschool, Grades K-12 Fall Recess (No School)
Tuesday, November 7	Pre-K, Preschool, Grades K-12 No School (Staff Development Day)
Wed. – Fri., Nov. 22 – 24	Thanksgiving Recess (No School)
Friday, December 22	END OF FIRST SEMESTER (93 DAYS)
Mon., Dec. 25 – Fri., Jan. 5	Winter Recess (No School)
Monday, January 8	Staff Returns From Winter Recess (Building Staff Development, No Students)
Tuesday, January 9	Pre-K, Preschool, Grades K-12 Students Return From Winter Recess – SECOND SEMESTER BEGINS
Monday, January 15	Dr. Martin Luther King, Jr. Day (No School)
Monday, February 19	Presidents’ Day (No School)
Friday, March 8	END OF THIRD GRADING PERIOD (42 DAYS)
Mon., Mar. 18 – Fri., Mar. 29	Spring Recess (No School)
Monday, May 27	Memorial Day (No School)
Wednesday, May 29	END OF SECOND SEMESTER (89 DAYS) (Pre-K – Grade 11 Last Day)
Thursday, May 30	LAST DAY OF SCHOOL (Teacher Workday, No Students)

District Administration

- Dr. Jeff Butts, Superintendent MSD of Wayne Township
- Dr. Denita Harris: Assistant Superintendent for Diversity, Equity & Inclusion
- Dr. Heather Pierce: Assistant Superintendent for Elementary Education
- Dr. Elizabeth Walters: Assistant Superintendent for Secondary Education
- Barry Gardner: Assistant Superintendent for Finance and Operations
- Dr. Shenia Suggs: Assistant Superintendent for Human Resources
- Dr. Anthony Harvey: Chief Technology Officer
- Jeannine Templeman: Chief Communications Officer
- Brian Clouse: Coordinator of Safety and Security

Garden City Administration

- Virginia Poindexter, Principal
- Shakima Moore, Assistant Principal
- Erika Rodriguez, Parent Liaison

STAY CONNECTED THROUGH PARENT SQUARE

In order to receive text messages in case of emergency and to stay connected and updated about school, district, and community events, it is imperative that you join our Parent Square group. Please keep in mind that we need to keep your phone number and email address updated, so if either changes please inform the office by calling 317-988-8000.

Download the ParentSquare app today!

Stay involved with your child's
learning and activities at school.
From anywhere.



 ParentSquare



We have created a Twitter page in order to share all the Gator Greatness at Garden City . You can follow us at: [@gcegators](https://twitter.com/gcegators)

SCHOOL HOURS

7:15 A.M.	Students K-6 enter building
7:30 A.M.	Classes begin
2:20 P.M.	Dismissal begins for all students

Attendance

Attendance in school is important. Students are expected to be in attendance each day, unless ill. Student arrival time is 7:15 A.M. Student dismissal time is 2:20 P.M. Absences are to be reported to the front office at 988-8350 before 9:00 A.M. Students who arrive at school after **7:30** A.M. are considered tardy and will receive a tardy pass. Students who are picked up early must check out through the front office **prior to 2:00**. **A photo identification will be required to check out students.**

To ensure safety for all of our students, our front office is closed in the morning to visitors until after car rider arrival has concluded. Please remain in your vehicle in the lot until we get students in safely. Please check out our Garden City Website for links to specific directions for arrival and dismissal procedures. In addition, to make sure that everyone goes home safely and lessen miscommunication that could lead to a misplaced student at the end of the day, no changes to the way a student goes home can occur after 2:00. Those changes should always be made through a call to the front office at 317-988-8300 prior to 2:00 pm.

Students with excellent attendance will be recognized. Excellent attendance is defined by a 97% attendance rate. Students can achieve this goal by missing 5 days or less for the entire school year.

◆ MSD of Wayne Township Elementary Student Attendance/Tardies Guidelines and Procedures

1. Students will be counted “tardy” if they arrive at school after the official start of school and before ½ of the school day is complete. (This time will vary from school to school.)
2. The school day is divided into two parts: a.m. and p.m. Students should be counted in attendance for a ½ day if they attend for a portion of the morning or afternoon. If students arrive in the a.m., before the ½ day time limit, they should be counted for a full attendance day. The same shall apply if a student leaves school early.
3. A student will qualify for an OUTSTANDING ATTENDANCE AWARD if he/she has no more than a total of 5 tardies or early release days for the year.

Book Rental Fees

1. The Book Rental Fee for the year is due on the first day of school. Book Rental is prorated according to your date of enrollment if you are entering later in the school year.
2. Book Rental may be paid by Mastercard or VISA at the business office at 1220 N. High School Road.
3. The McClelland Office is only able to accept cash, checks or money orders for book rental payments. **Make all checks or money orders out to Garden City**

Elementary. Please place your child's name in the memo part of the check.

(Memo: John Jones/Textbooks)

Thrive	\$75.00
Kdg.	\$164.48
Grade 1	\$173.73
Grade 2	\$170.56
Grade 3	\$170.56
Grade 4	\$174.15
Grade 5	\$173.90
Grade 6	\$184.08

Food Services

Food service provides nutritious and balanced meals to our students. All meals meet the daily serving requirements as regulated by the federal government. Breakfast and lunch are free for all students. Parents will be required to complete an online application so Garden City can continue to qualify for universal free breakfast and lunch. Our parent liaison can assist you with the application. The cost of the adult lunch is \$3.75. The cafeteria cannot change bills larger than \$5.

Homework

Students will often have some form of homework, usually during week nights. Since the major purpose of classroom instruction is to present new educational experiences to students, assignments designed for practice and/or extension of the learning will be made frequently. Additional information regarding homework practices will be provided by the classroom teacher.

Inclement Weather Communication

Listen to or view LOCAL Media Broadcasts. Monitor ParentSquare and Twitter!

Sometimes the weather or unforeseen events require changing school schedules. There are now two alternative schedules- the two-hour delay in starting or the early dismissal. The two-hour delayed schedule leaves dismissal times unchanged, and starting times are as follows:

Ben Davis High School	10:30 a.m.
BPE, CGE, CWE, GCE, MWE, RHE, NWE, SFE, WLE	9:30 a.m.
MCE, ROE	10:30 a.m.
7 th and 8 th grade centers, Ben Davis University, WEC	11:20 a.m.

M.S.D. of Wayne Township Student Dress Guidelines

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for student's safety and learning. A broad-based committee of parents, teachers, students and administrators developed the following guidelines, which were approved by the Wayne Township School Board. They were designed to reflect Wayne Township's Community Values. These guidelines are consistent with the Student Code of Conduct Rules for the MSD of Wayne Township.

No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in Wayne Township schools. Please contact your student's principal for further clarification and requests for special circumstance exemptions.

Shirts / Tops

All shirts or tops must "cover" the underarm, chest, shoulders (no spaghetti straps), stomach, and back.

Pants, Skirts, Shorts

All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student's arms are comfortably at his/her side. Clothing which is primarily constructed of spandex, spandex type, or other excessively tight material is not permitted as an outer garment, unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.

Shoes

Footwear must be worn in school at all times. House shoes and house slippers are not permitted. At the elementary level, shoes should be appropriate for recess and student safety should be a consideration. Excessively loose shoes or shoes that pose a tripping hazard should be avoided.

Jackets / Coats

Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted.

Headwear and Glasses

Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day, **this includes hoods of sweatshirts or other garments**. Students may appropriately use articles (barrettes, bandanas, headbands, scarves) designed to pull or hold hair.

Hair / Facial Jewelry

Student's hair, jewelry, or other accessories should not interfere with the educational environment of the school or safety of each student.

Book bags / Backpacks

Book bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day.

Undergarments / See-Through Materials

Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See-through materials do not constitute "cover."

This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school's mission by the school administration may be prohibited.

Parent Volunteer Program/Parent Teacher Organization

All parents of students at Garden City Elementary School are members of the Parent Teacher Organization. The mission of this organization is to provide support so students can be successful in school. Our PTO Board invites you to participate in the following activities: **Aug 29th** Meeting and Recruitment, supporting concessions at our Diversity Night on **Sept 1th**, **Oct 24th** PTO meeting with Halloween activities for children, **Dec 21st** Winter Craft Night and Hot Cocoa Bar, **Jan 18th** PTO meeting with grocery card raffle, **Feb 22nd** heart healthy concessions at Heart Health and Fitness Fair, **March 12th** PTO meeting, **April 18th** Event Night (TBD), and **May 23rd** PTO planning meeting. You can reach our Garden City PTO Board via gardencitypto2@gmail.com

Effective school research indicates that the more adults involved in the educational process, the higher the achievement of students. Adult volunteers can assist in various ways including: posting student work, helping with bulletin boards, assisting with clerical duties and assisting students. Any assistance is welcomed and appreciated! Contact the school office or classroom teacher to volunteer. All volunteers must complete a background screening form.

Report Cards

MSD of Wayne Township -- K-8 Grading Scale				
Grade Level Standards	Scoring Guide	Percent Based	Letter Grade	Description of Achievement Level on the Applicable Standards
Exemplary	4	100	A+	The student demonstrates mastery at or above the 90% level on the appropriate state standards.
		93-99	A	
		90-92	A-	
Proficient	3	87-89	B+	The student demonstrates mastery at or above the 80% level on the appropriate state standards.
		83-86	B	
		80-82	B-	
Progressing	2	77-79	C+	The student demonstrates mastery at or above the 65% level on the appropriate state standards.
		73-76	C	
		70-72	C-	
		65-69	D	
Not Yet Meeting Standard	1	Below 65	F*	The grade of F indicates that the student did not demonstrate achievement at or above the 70% level on the appropriate state standards.

***Note:** The grade of F will not be given for midterm reports. If a student’s performance indicates that the student does not yet demonstrate mastery at the 65% level on the appropriate state standards, a grade of I will be given. The grade of I means that specific “intervention” is planned to assist the student in meeting the standards by the end of the grading period. When the grade of I is given, the teacher will list the intervention(s) to be used on the midterm report.

School Nurse/Medication

The nurse is available for health counseling with students and parents whenever needed. Medication will be given to students by the nurse. Medication prescribed by a doctor should be arranged to be given to students at home before or after school. If it is necessary for students to take medication during school hours, medication must be sent in the original labeled container with a note signed by the parent that directs when and how much medication should be given daily. Over the counter medicine requires written permission in order to be dispensed. For the safety of students, it must be brought to school in the original container.

◆ Immunizations

When any child enrolls in a school corporation, for the first time or any subsequent time, his/her parents or guardians must show that he/she has been immunized or that a current religious or medical objection is on file. Minimum immunization requirements for all children newly enrolled in kindergarten or Grade 1 and **less** than 7 years of age:

- ❑ 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria tetanus vaccine (DT), or 4 doses are acceptable if the fourth dose was administered on or after the 4th birthday;
- ❑ 4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), and any combination, or three doses of all OPV or all IPV are acceptable if the third dose was administered on or after the 4th birthday;
- ❑ 2 doses of measles (rubella) vaccine, on or after the 1st birthday;
- ❑ 1 dose of rubella (German Measles) vaccine, on or after the 1st birthday;

- ❑ 1 dose of mumps vaccine, on or after the 1st birthday
- ❑ 3 doses of Hepatitis B vaccine.
- ❑ 1 dose of Varicella (chicken pox) on or after the 1st birthday or record of disease. Parental history of chicken pox disease is acceptable as proof of immunity. A written statement from the Parent/Guardian indicating dates of disease and signed is the documentation needed.

Minimum Immunization Requirements for all children enrolled in Grade 2 or above 7 years of age:

- ❑ 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria tetanus vaccine (DT), or 4 doses are acceptable if the fourth dose was administered on or after the 4th birthday;
- ❑ 4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV). If a combination of OV and IPV is used, 4 doses are required.
- ❑ 2 doses of measles (rubella) vaccine, on or after the 1st birthday;
- ❑ 1 dose of rubella (German Measles) vaccine, on or after the 1st birthday;
- ❑ 2 doses of mumps vaccine, on or after the 1st birthday
- ❑ 3 doses of Hepatitis B vaccine for those students entering Grade 2.
- ❑ 2 doses of measles-containing vaccines are required for children grades 6 through 12.
- ❑ 2 Hep A (Hepatitis A)
- ❑ 2 Varicella
- ❑ Grade 6 must have 1 MCV4 (Meningococcal)

Failure to provide these immunizations may lead to the exclusion of your child from school.

◆ Bed Bugs

Cimex lectularius, commonly known as bed bugs, is an invasion of a type of bug. Bed bugs do not have wings and can't fly or jump. Bed bugs lurk in cracks and crevices and they've been living on human blood for centuries. Though they aren't known to transmit disease or pose any serious medical risk, the stubborn parasites can leave itchy and unsightly bites. Since bed bugs are not known to transmit disease, students should not be excluded from school due to bed bugs.

Students may be screened periodically by the school nurse as needed. Jackets, clothing, backpacks and shoes may be inspected or laundered depending upon each individual case. Parents will be notified and educated regarding prevention and treatment.

◆ Head Lice

Pediculosis, more commonly known as head lice, can be a problem among school children. Students will be screened periodically for head lice as needed. Students may remain in class with nits/eggs as long as the family has spoken to the nurse and is actively working on treatment.

When lice are present, the student must receive treatment that evening, prior to returning the following day. Please call the Nurse if you need assistance or suggestions for dealing with this issue. Hair past one's shoulders needs to be contained in a pony or braid until

hair has been successfully treated and nits removed. Working together with your school nurse is the best way to handle head lice.

❖ School Illness and Accidents

If a student becomes ill at school, the nurse will make every effort to contact the parent or the designated emergency contact person. It is necessary for the nurse to have the names and phone numbers of two additional persons who can be reached in the event the parent cannot be contacted. For this reason, **it is extremely important that we have up-to-date phone numbers, addresses, and employment information on the enrollment form.** Parents will be called to pick up if your child has a fever greater than 100.4. As a general rule, a child who has left school because of a fever should not return until there has not been a fever for twenty-four hours. Parents must provide transportation in case of injury or illness occurring at school.

Supporting the Whole Child

Second Step is the school-wide curriculum used to develop students' self-awareness, social-awareness, and interpersonal skills, all of which are vital for life-long success with an emphasis on explicitly teaching skills for learning, empathy, problem-solving, and emotional management. Through intentional teaching and modeling of skills, educators and schools are further equipped to have supportive, successful learning environments that encourage students to thrive.



Second Step and School-Wide Positive Behavior Supports go hand-in-hand. Both systems of support focus on the value of learning from situations students encounter each day, while teaching responsibility and accountability throughout. In both, students are guided to problem solve and consider the perspectives of others. Whereas the system of School-Wide Positive Behavior Supports focuses on improving student behavior, Second Step provides ideas and strategies that can be used to manage strong feelings and prevent those behaviors from happening. At Garden City we follow the Gator G's: Go Safely, Give Respect, and Get Responsible.

Location	Go Safely	Give Respect	Get Responsible
Dismissal	<ul style="list-style-type: none"> <input type="checkbox"/> Follow adult directions <input type="checkbox"/> Follow hallway procedures as you dismiss <input type="checkbox"/> Dismiss quietly <input type="checkbox"/> Gather your belongings and take home needed materials 		
Cafeteria	<ul style="list-style-type: none"> <input type="checkbox"/> Follow adult directions <input type="checkbox"/> Carry your tray with both hands <input type="checkbox"/> Get everything you need to enjoy your food <input type="checkbox"/> Raise your hand to get support <input type="checkbox"/> Get everything you need to enjoy your food <input type="checkbox"/> Leave the cafe better than you found it 		
Playground	<ul style="list-style-type: none"> <input type="checkbox"/> Follow adult directions <input type="checkbox"/> Stay in recess area <input type="checkbox"/> Share equipment and take turns <input type="checkbox"/> Use the Problem-Solving Steps (STEP acronym) <input type="checkbox"/> Leave playground area better than you found it 		
Hallways	<ul style="list-style-type: none"> <input type="checkbox"/> Follow adult directions <input type="checkbox"/> Walk on the right side <input type="checkbox"/> Go directly to your destination <input type="checkbox"/> Keep hands, feet, & belongings to yourself and off the walls <input type="checkbox"/> Always look forward with some space in front of you 		
Bathroom	<ul style="list-style-type: none"> <input type="checkbox"/> Honor privacy <input type="checkbox"/> Wash/Sanitize hands before leaving <input type="checkbox"/> Clean up after yourself <input type="checkbox"/> Report problems to an adult <input type="checkbox"/> Leave restroom better than you found it 		
Classroom	<ul style="list-style-type: none"> <input type="checkbox"/> Follow Adult Directions <input type="checkbox"/> Listen and Speak with Kindness <input type="checkbox"/> Respect Other's Space and Belongings <input type="checkbox"/> Use Seating Safely <input type="checkbox"/> Keep Area Clean and Organized <input type="checkbox"/> Focus Attention <ul style="list-style-type: none"> <input type="checkbox"/> Voice Quiet <input type="checkbox"/> Body Still <input type="checkbox"/> Ears Listening <input type="checkbox"/> Eyes Watching 		

❖ **School Bus Student Conduct**

These rules are designed to promote safety on the buses at all times, since the safety of all students is our top priority. In order to help ensure student safety, periodic videotaping may occur on the bus. School bus transportation is a privilege. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school. To promote a safe, orderly, efficient and enjoyable bus ride to and from school the rules must be followed by all students. You can review these at <https://transportation.wayne.k12.in.us/bus-conduct/>

❖ **Student Code of Conduct**

Please read the MSD of Wayne Township's Student Code of Conduct in your enrollment package and on-line at <https://district.wayne.k12.in.us/student-code-of-conduct/>. Garden City enforces those guidelines.

Technical Resources Acceptable Use

Students and staff in the MSD of Wayne Township have access to information through electronic networks. These services offer vast, diverse and unique resources to students and staff. The goal in providing technical resources to students and staff is to promote educational excellence in our schools, to support research, resource access, innovation and communication. The school district expects the staff to blend thoughtful use of the Internet throughout the curriculum and to provide guidance and instruction to students in its use.

Violation of this Policy

Intentional, knowing, and negligent violations of this Policy may result in the suspension or expulsion of students and the discipline including suspension without pay or termination of employees or cancellation of the contract of an independent contractor.

Ownership of School District Technical Resources & Information Stored on Them

No user has an expectation of privacy in any information created, received, or stored on the School District's technical resources. If a User transmits or receives messages on the School District's technical resources such as e-mail, voice mail, or facsimile, those messages and other electronically stored communications may be

subject to investigations, search, retrieval, and review in accordance with this policy or the legitimate interests and obligations of Wayne Township. Messages and other information transmitted, stored, or received on the School District's technical resources may become public records under the Indiana Access to Public Records Act, Indiana 5-14-3 [APRA]. Messages and information are subject to disclosure by the School District pursuant to an APRA request without further notice to the user.

Appropriate Use of Technical Resources

Any use of the School District's technical resources must be consistent with the educational mission and objectives of the School District. Misuse of technical resources may result in

denial of access to those technical resources. Students will be permitted access to the Internet through School District electronic resources unless a parent/guardian has signed and returned a "Student Electronic Resources Restriction Form" within the preceding twelve (12) months. The following shall not be accessed, created, transmitted, or stored on School District's communication resources: Communication unrelated to the School District. A threat communicated with the intent that a person engage in conduct against the other person's will, refrain from lawful conduct against the other person's will, or be in fear of retaliation for a lawful act or inaction. Threats or attempts to coerce a person to take an action or refrain from a lawful action. Communications that constitute harassment are defined in Board Policy.

Telephone Use, Cell Phones & Portable Electronics

Classroom telephones are only to be used under direct supervision and with explicit consent from an adult.

Cell phones and portable electronics are to be turned off and kept in backpacks during the school day unless given specific adult permission. The school and the MSD of Wayne Township are not responsible for lost or stolen items. We respect that a parent might feel it necessary to send a phone to school with their student for communication purposes before and after school. We ask for their **partnership in supporting keeping the phone turned off and safely in a backpack during school hours.**

Treats for Class

Treats sent for birthdays or other celebrations must gain prior approval by the classroom teacher. **To encourage healthy eating habits and to be inclusive of students with dietary issues, we highly recommend treats such as pencils, erasers, stickers, etc rather than something edible.**

Visitors

SafeVisitor™ software is used in each building to provide a safe environment. Please make sure you have your I.D. ready to scan upon arrival. All visitors are asked to enter through the front door and report to the office. Visitors are always welcome at Garden City Elementary but to ensure safety and protect instructional time, visiting outside of our office area or meeting with a teacher will need to be pre-arranged. Our office staff will be happy to make those arrangements for you and/or send for your scholar for a quick visit in the office.