



GROWth Report

Galewood Early Elementary School

"Our Roots Start Here!"

Volume 1, Issue 1

Principal's Corner

A Note from Steve Chartier, Principal

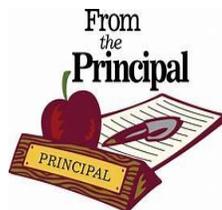
It is with great pleasure that I extend a warm and heartfelt **WELCOME** to each of you as we begin the 2018-19 school year!

The beginning of school is the time of year to reconnect with, and welcome, new and old friends alike. To those students and parents who are new to the Charlotte Public School's family, we extend our best wishes for an exciting and productive year; For those returning, we look forward to seeing you again.

As summer slips by and we enter into fall, it is time to continue with the excellent traditions of Charlotte Public Schools, all the while establishing new ones for Galewood. There is an overwhelming sense of pride associated with our educational programs, and it is our goal to create a learning environment that encourages every student to achieve their fullest potential. As the school year progresses, we hope to see more and more of you.

Warmly-

Steve



First Days of School & Student Identification Wrist Bands

The first days of school are exciting times for all! There's a special synergy in the air as students gather school supplies, pick out new clothes, get stylish haircuts and visit the campus for the first few times.



Parents and grandparents alike are also eager during this time as their little ones embark upon an important milestone—beginning their formal schooling.

We know this will be an exciting time and we would like to do everything possible to help you with this transition. As educators, we value the close ties between the child and the family, and encourage a strong reciprocal relationship between home and school.

That said, we are asking parents and other caregivers to understand our wish to begin the bonding process with the children from the moment the first bell chimes. We know that there will be tears for the children and family members alike, but it is important that we greet the students at the doors from the moment they arrive. As such, **families are asked to say their goodbyes upon departure for Galewood.** Staff will be on-hand at each of our entry ways to receive the students, and route them to their classrooms where they will be greeted by their teacher. Due to District policy regarding background checks, **parents and other caregivers will not be allowed to enter the building until clearance is received** (see below for more information).

To ensure a joyful start for all, each **Kindergarten** student is receiving **colored wrist bands** within this Opening Packet. There are enough bands so that a new one can be worn each day for the first two weeks of school. The bands correspond with their assigned classroom, and are quick ways for staff members to identify the children as they are helping them navigate the building. Feel free to write your child's name on the bands with a permanent marker. Please, **do not share the wrist bands** with any other student. Also, please **be sure that your student has one secured to their wrist (either one) each day.**

We appreciate your understanding of these requests as we get to know your child.

Supply Lists

For convenience, supply lists have been included within your child's Opening Packet. One is sent directly from our teaching teams, and provides deeper explanations of requested items; the other is more traditional in nature listing requested work supplies, those needed to cover personal needs, as well as "wish list" items. If you are not able to send in everything, don't worry. Do

what you can. However, all students must bring a backpack (non-wheeled), rest towel (bath size) and a full change of clothing.



Wrist Band Colors & Staff Assignments

As mentioned above, **Kindergarten students** are receiving colored wrist bands to help Galewood staff quickly identify them. The colors and staff assignments are as follows:

RED: Amy Byam, Room 208, Kdg
ORANGE NEON: Zoe Wietfeldt, Room 206, Kdg
YELLOW: Deborah Dyrness, Room 204, Kdg
GREEN: Kelley Hazel, Room 202, Kdg
NAVY BLUE: Lisa Hoyt, Room 101, Kdg
BLUE NEON: Elizabeth Pashby, Room 103, Kdg
PINK NEON: Amanda Beaudry, Room 105, Kdg
PURPLE: Abigail Brown, Room 107, Kdg

We are currently in the process of establishing our Developmental Kindergarten class lists and teacher assignments. Once complete, we will assign those students to wrist bands as well. It is our hope to have them available to families during our Open House on August 15th. As students are placed, **staff members will phone our DK families to inform them of their classroom assignments.**

It is important to note that all placements, Kindergarten and DK, are subject to change due to enrollments, staffing needs, etc.

Contacting Teachers



We believe in and value a strong home/school connection. As such, parents and guardians play an essential role in a student's education. Feel free to

communicate with your child's teacher via email, telephone or in person, should you have questions, concerns, or simply wish to make suggestions. Please do so, however, during non-instructional times (your child's teacher will inform you of his/her designated prep period, lunch period, etc.). Also, in order to maintain a cohesive program, phone calls will be directly transferred to teachers' voice mail during the instructional day. Please allow 24 hours for a return call.

Should you wish to discuss your child's progress, we ask that you contact the teacher in order to determine a mutually agreed upon time. It is our policy not to allow teachers to be interrupted during instructional time in order for parents and/or guardians to speak, meet or conference with teachers. We thank you for your understanding.

Galewood's Ribbon Cutting & Open House

We will host our annual Open House on Wednesday, August 15th from 6:00-7:00 PM. Please join Mr. Chartier, the entire Galewood staff, as well as District and community officials in the front of the building (5:45 PM) for a Ribbon Cutting, brief introductions and comments prior to visiting classrooms, and touring the campus.

Open House is a fantastic way to view your child's learning environment, to get acquainted with the educators who will be working with your child, as well as to learn about our expectations.



We hope to see you there!

Attention Families!

Bell times for Galewood are as follows:

- 8:45 AM: Students Enter Building
- 8:55 AM: Classes Commence
- 9:05 AM: Tardy Bell Rings
- 3:41 PM: Dismissal

Half-Day Schedule

- 11:46 AM: Dismissal

Fog Day

- 10:45 AM: Student Enter Building
- 10:55 AM: Classes Commence
- 11:05 AM: Tardy Bell Rings
- 3:41 PM: Dismissal

Office Hours

- 8:15 AM – 4:30 PM, M-TH
- 8:15 AM – 4:15 PM, F



Friday Folders

Every Friday, a school communication folder will be sent home with your child. These folders will house very important messages and information from the school and your child's teacher. Please return the folder each week. Unless an emergency, Fridays are the only time notes will be sent home.

Kiss and Drop Zone

This is important information for families opting to drive their child to/from school. Please refer to the "Traffic Pattern Overview" included in this Opening Packet.

A "Kiss and Drop" zone is in effect within our parking lot, and parents are asked to provide their good-byes ahead of time in order to prevent traffic back-ups. Prior to entering the campus, we also ask that your child have their belongings fully ready to go, and that they are seated directly behind the driver's seat.



So that traffic will flow quickly, all vehicles are required to **enter the property via Pike Street**, and follow the temporary roadway along the fence line until they reach the designated drop zone (denoted with orange signage). When approaching the drop zone, please **form a single-file line within the far-left lane, remain in your vehicle, drop off your child and promptly exit the parking lot. A left-hand turn from our parking lot onto E. Lovett is required.** For safety reasons, **students** will be welcomed by a staff member and **are to exit their vehicle on the left-hand side of the car only.**

Parents needing to assist their child from the car, or wishing to enter the building, should follow the above-listed steps. However, instead of pulling into the drop zone, they should park their vehicles in a designated space. From there, they should guide their student into the school via the crosswalk adjacent to the Main Entrance.

CAUTION: Parents are asked to drive slowly, yet steadily, while on campus. The roadways and parking areas are active with both auto and foot traffic. Please drive with caution.

Afternoon Pick-Up

The "Kiss and Drop" zone will remain in effect for afternoon pick-up. All families are asked to follow the exact same procedures listed above with these exceptions:

- **Parents are to place a neon orange sign** (provided by Galewood) **on the dashboard of the driver's side.** This sign will list your student's first and last names.
- As parents arrive, they will begin a holding pattern extending from the drop zone, down the temporary driveway and, possibly, onto Pike Street (**parents are not to line up on E. Lovett as they will block bus access and those vehicles turning left out of our parking lot.**)
- Staff members will be on-hand each day identifying the order of the vehicles, and "calling" into the building by walkie-talkie.
- Once dismissal has begun, students will be called from their designated holding area (gym) and routed to staff outdoors, who will then assist them in getting into their vehicle on the driver's passenger side.
- As cars depart, remaining parents are to move forward into the drop zone and await the arrival of their child.
- All vehicles are to move quickly from the drop zone, and turn left out of the parking lot onto E. Lovett.
- Families will receive no more than 3 orange cards for their vehicle (see below).

Orange Pick-Up Cards

Up to 3 orange pick-up cards will be provided to families opting to drive their child to/from school. We encourage you to **visit us during Open House in order to have your cards made in time for the first day of school.** If you miss our Open House, please drop by the Main Office at your earliest convenience. We would be happy to assist you.

Calling All Community Members

Have you ever wondered how you can become more involved in a child's life? Do you happen to have some free time during the course of the school day? If so, we need you!

Galewood is a vibrant school bubbling with activities, and your support is needed in order to ensure our success. Lunch/playground assistance, groundskeepers, and general classroom volunteers are always appreciated.

Security clearance is required for all volunteers, and must be completed prior to volunteering within the building. Contact the Office for more information.



Medication Policy & Guidelines

In the event that your child should need medication during the school day, please follow the guidelines below, as well as within the Student Handbook. Approved staff members will dispense all medications.

- A Medication Request and Authorization form must be signed by the student's doctor and filed with the Main Office before the student will be allowed to begin taking the medication.



- A parent/adult must deliver the medication directly to the school office. **STUDENTS ARE NOT ALLOWED TO TRANSPORT ANY MEDICATION THEMSELVES!**
- Prescription medications must be in the original container and with a pharmacy label that states the student's name, name of medication, dosage and frequency. Please ask your pharmacist to dispense the medication in two containers, one for the school and one for home. Students will not be allowed to transport medication daily for evening or weekend dosages.
- The office must have written instructions from the parent for over-the-counter medications. All non-prescription medications must also be in their original package/container.

Visitors/Guests & Security



We welcome families and community members to visit our building and volunteer their time. However, **all visitors/guests are required to have a background check performed and clearance obtained.** Once done, visitors and guests must sign-in at the Main Office, as well as wear a visitor badge provided by the office.

For the safety of our students and staff, perimeter doors will be locked during school hours. To gain entry, please enter via the Main Entrance and proceed to the Office. Your cooperation will help to ensure that all adults in the building are properly identified, increasing the safety of all children and staff.

Emergency Contact Cards

The Emergency Contact Card is our primary source of contact information for Galewood families, and is a vital link in student safety and home/school communication. Each year, parents are asked to complete and return to school new cards for each of their students. If you have special information for us regarding custody, sitter information, visitation or any other special instructions, it must be noted on your child's Emergency Contact Card and with the student's registration. **When you have a change of address or phone number, please make sure you notify the Main Office promptly so that your information can be kept current.**

Please return your child's completed Emergency Contact Card, as well as all other forms within his/her Opening Packet with his/her first Friday Folder.



Student Drop-Off Information & Locations

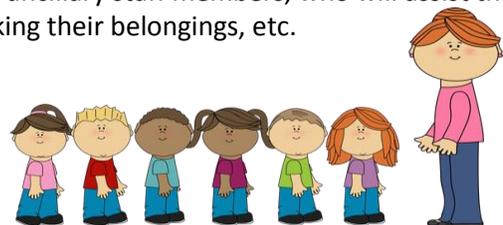
Students will be allowed to enter the building at 8:45 AM. Parents who drop their children off via car, as well as walkers, should not arrive any earlier than 8:45 AM as staff members are not on-hand to supervise the students at that time. Only in cases of extreme weather conditions will the students be allowed to enter prior to 8:45 AM.

Students arriving by car should be dropped off in the "Kiss and Drop" zone located near the gym doors (refer to the map enclosed in this packet) where a staff member will greet them.

Those walking should report to the doors on the front of the building and near the RR tracks (see map).

Bus students will be greeted by a staff member at the Main Entrance of the school.

Once entry has begun, students should walk to their classrooms where they will be greeted by their teacher, as well as ancillary staff members, who will assist them in unpacking their belongings, etc.



Galewood Student and Transportation Handbooks

Both the Galewood and Transportation Handbooks can be located online by visiting www.charlottenet.org. The Galewood handbook is posted to our school's webpage; you'll find the Transportation Handbook by visiting that department's page. For convenience, a limited number of printed copies are available within the Main Office.

Both handbooks contain helpful and informative information from our Code of Conduct to our dress code to our technology expectations. As parents, we ask that you read both handbooks and keep them handy for future reference.

Also, Michigan law requires that all parents be made aware of concussion standards for our physical education classes. All students must have the parent signature page on file before attending PE classes. For convenience, a signature page is included within this packet. Also, you will find other signature pages including those for our Student Handbook as well as our Title 1 Parent/Student Compact.

Please return the signature sheets to your child's teacher within his/her first Friday Folder.



Breakfast and Lunch Service



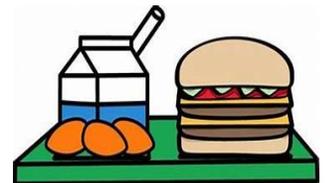
Charlotte Public Schools has available healthy choices for breakfast and lunch each day. A lunch envelope has been provided with your Opening Packet, and can be picked up anytime within the Main Office.

We suggest that you monitor your child's lunch account by accessing Skyward Family Access. This can be set up by calling Sue Braden at 517-541-5111. If you would like to set up an E-Funds account that will allow you to put money into your child's account electronically, please call Amber Hinterman at 517-541-5111. If your child's account has a negative balance, they will receive a sandwich until this is taken care of with the addition of funds to the account.

For convenience and added monitoring, you may also put a message on your child's account not allowing them to eat breakfast by calling Food Services at 517-541-5140.

Student Lunch (full price): \$2.50 daily
Student Breakfast (full price): \$1.50 daily
Milk Only: \$.65

If you are interested in Free/Reduced forms, please visit or call the Main Office.



Important Dates

Included here are key dates to note within your calendar. Check our school website often as dates will be added there as events are scheduled within the building.

- August -

- 8/15: Ribbon Cutting & Open House: 5:45 – 7:00 PM
- 8/20: School Begins: 8:55 AM; NWEA Testing Begins
- 8/24: No School
- 8/28: PBIS Bus Lessons
- 8/30: Fire Drill Number 1
- 8/31: No School

- September -

- 9/3: Labor Day: No School
- 9/11: Patriot Day
- 9/14: Picture Day
- 9/19: Fire Drill Number 2
- 9/21: NWEA Testing Ends



PBIS at Galewood

It should come as no surprise that a significant part of our students' academic success correlates directly to the exemplary behavior that they exhibit. To ensure a safe and orderly educational environment conducive to student learning, Galewood staff members are working collaboratively in the best interest of children, recognizing and identifying appropriate behavior, proactively building healthy relationships and a sense of community with and among our students, as well as working with individuals who may have committed harm to take full responsibility for their behavior.

To strengthen this environment, we are pleased to announce that we are in the process of on-boarding the Positive Behavioral Interventions and Supports (PBIS) "program," which has been a main stay within Charlotte Public Schools for the past several years. Research-based, PBIS is designed to teach respect, responsibility and safety at school all the while building a stronger foundation and culture of caring. Through direct modeling and positive reinforcement of expected behaviors, Galewood students will continue to excel in a stimulating environment where everyone is **safe, respectful** and **responsible**. Further, they will also be members of learning communities that are less reactive, aversive, and exclusionary, and more engaging, responsive and productive.

During the course of the past few months, staff members have identified and highlighted behavioral expectations from the classrooms and hallways to the bathrooms and play areas. These items have been documented via our "Behavior Expectations Matrix," which is currently being printed by a professional printer. Once received, we will send home a copy along with a handy parent brochure explaining PBIS in more detail. Once received, we ask that you take some time to review the behavior expectations with your child and to discuss the importance of these concepts. Should difficulties arise, reference the Matrix and discuss other possible solutions. Also, please help us to reinforce the positive behaviors listed both at home and at school. Our goal is for all students to know how a Galewood student shows pride, and your conscious support of our work will help make this a reality.

We are excited to have launched the PBIS program at Galewood Early Elementary. More news will follow as this school year unfolds. In the interim, feel free to reach out with any questions, thoughts or concerns.

