Greenfield Elementary School

THE SWAMP AT A GLANCE
2019-2020

Mrs. Mary Longnion – Principal
Ms. Kristin Mayfield – Assistant Principal
Mrs. Angie Dalton – Administrative Assistant

Office: (480) 892-2801
Attendance Voicemail: Call Office Line and Choose Option 1
FAX: (480) 926-3673
GPS Transportation: (480) 507-3956

Bell Schedules

<table>
<thead>
<tr>
<th></th>
<th>Regular Day</th>
<th>Early Release</th>
<th>Half Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours</td>
<td>7:00 am- 4:00 pm</td>
<td>7:00 am- 4:00 pm</td>
<td>7:00 am- 4:00 pm</td>
</tr>
<tr>
<td>Playground and Breakfast Open</td>
<td>7:45</td>
<td>7:45</td>
<td>7:45</td>
</tr>
<tr>
<td>First Bell</td>
<td>8:05</td>
<td>8:05</td>
<td>8:05</td>
</tr>
<tr>
<td>School Begins/Tardy Bell</td>
<td>8:10</td>
<td>8:10</td>
<td>8:10</td>
</tr>
<tr>
<td>Dismissal Bell</td>
<td>2:55</td>
<td>1:55</td>
<td>11:55</td>
</tr>
</tbody>
</table>

Greenfield Elementary 2019-2020

LUNCH SCHEDULE

Students are allotted 40 minute lunch periods, including recess. Students are in the cafeteria for the first 20 minutes lunch period and then they proceed to recess. Unless otherwise noted.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Regular Days</th>
<th>Wednesday Early Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>10:45 to 11:05 Play First 10:25-10:45</td>
<td>11:00-11:40</td>
</tr>
<tr>
<td>1st</td>
<td>11:25-12:05</td>
<td>10:50-11:30</td>
</tr>
<tr>
<td>5th</td>
<td>11:35-12:15</td>
<td>11:00-11:40</td>
</tr>
<tr>
<td>2nd</td>
<td>11:45-12:05</td>
<td>11:10-11:30 Play First 10:50-11:10</td>
</tr>
<tr>
<td>3rd</td>
<td>11:50-12:30</td>
<td>11:15-11:55</td>
</tr>
<tr>
<td>4th</td>
<td>11:55-12:35</td>
<td>11:20-12:00</td>
</tr>
</tbody>
</table>

These times are subject to change as needed for special events/schedules/heat advisory or rain.

Students may purchase lunch for $2.90 or bring it from home. Parents may send money or prepay via myschoolbucks.com with student ID number. The lunch menu and application for Free and Reduced Lunch are on our school website.

Late arrivals: Students arriving after 9:30 may only order the yogurt pack.

MORNING DROP OFF

Students may begin arriving on the playground at 7:45 each morning and school begins at 8:05 am. Staff members are on duty at each entrance and “Gators Only” are permitted beyond the gates. Each classroom has a line up area for backpack drop off. Parents are welcome on the playground for pictures and hugs on the first two days of school, August 1st and August 2nd.

AFTERNOON PICK UP

There are several ways for students to get to and from Greenfield Elementary School.

GPS Bus Transportation: This is a new procedure for the 2019-2020 school year and as such may need to be revised along the way.

At the end of the school day kindergarten and first grade students will be escorted out to their bus. Grades 2 – 6th will be released by their teacher. All students will proceed to their appropriate bus which will be indicated by their colored flag which corresponds to the bus route. On duty staff will assist students in loading the bus.

Buses will enter from Elliot Road, line up in the bus lane on the north side of the parking lot, and will have a colored flag in a traffic cone outside their door designating which bus route they are, as they are likely to line up in a different order from day to day.

Parent Pick Up Loop: Parents stay in their cars and make an immediate right coming into the parking lot. Having a name placard on the dash is a big help! Once your child is inside your car, please follow the traffic pattern through the parking lot and out of the school.

Walkers/Bike Riders: These students will come and go via the gate on Poinciana Road and must obey all crossing guard direction and traffic rules. Please note there is no driving pick up on this road per the Town of Gilbert posting.

Front Gate Pick Up: Parents park their cars and meet their students at the front gate which is monitored by a teacher. This is a great option for younger students.

Greenfield Road Lot: Parents may meet their students in this lot – you must enter from Greenfield Road.
ÉARLY RELEASE, HALF DAYS & SCHOOL HOLIDAYS

**August:**
1:55 Release: 7th, 14th & 21st
11:55 Release: 28th

**September:**
NO SCHOOL: 2nd (Labor Day)
1:55 Release: 4th, 11th, 18th & 25th
11:55 Release: 26th & 27th (PT Conferences)

**October:**
11:55 Release: 4th
NO SCHOOL: 7th – 14th (Fall Break)
1:55 Release: 2nd, 16th, 23rd & 30th

**November:**
NO SCHOOL – 11th (Veteran’s Day)
1:55 Release: 6th & 13th
11:55 Release: 20th
NO SCHOOL: 27th, 28th & 29th (Thanksgiving)

**December:**
1:55 Release: 4th, 11th & 18th
11:55 Release: 20th
NO SCHOOL: 23rd – 31st

**January:**
NO SCHOOL: 1st – 3rd
1:55 Release: 8th, 15th & 22nd
NO SCHOOL: 20th (MLK)
11:55 Release: 29th

**February:**
NO SCHOOL: 17th (President’s Day)
1:55 Release: 5th, 12th, 19th, 26th

**March:**
11:55 Release: 6th
1:55 Release: 4th, 18th, 25th
NO SCHOOL: 9th – 16th (Spring Break)

**April:**
NO SCHOOL: 10th & 13th (Spring Holiday)
1:55 Release: 1st, 8th, 15th, 22nd, 29th

**May:**
1:55 Release: 6th, 13th & 20th
11:55 Release: Last Day of School

**Before & After School Care:**
The VIK program is available at Greenfield. Check District website’s and look under “programs” or call (480) 892-9089, x100.

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**INFINITE CAMPUS PARENT PORTAL**

Infinite Campus is the database system that Gilbert Public Schools use for grade and assignment information, attendance and communication (via email) from teachers and the school. Access is available online or through the downloadable app, and instructions are found by navigating to www.gilbertschools.net. The homepage has a tile called “Parent Portal - Infinite Campus Login” for parents to access.

This is a handy way to stay on top of your students’ grades and attendance and will be the way students and parent may view progress reports and report cards at the end of each grading period. Parents are able to view all of their children’s reports with login and password.

Lost passwords must be reset by the front office. Please call us at (480) 892-2801 if you need assistance and we would be happy to help you.

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**NEW SCHOOL COMMUNICATION TOOL: BLACKBOARD MASS NOTIFICATION**

Notifications from the school office will now be sent via the Blackboard Mass Notification system, which you are automatically subscribed to as a GPS parent. These may come to you as a text message with a link or an email. This will be the primary way that the school sends notifications and information, so it will be very important that parents do not unsubscribe from this service. We will never "spam" our families and try to keep our communications to about once a week unless there is specific timely information. This will also replace Mrs. Longnion’s Remind text notifications for items such as late buses or important reminders. Eventually, this will also be available within a new GPS app, which will be very convenient for families.

Teachers communicate with families in a variety of ways, which may include Infinite Campus, email, the Remind app, or a few other applications. Your teacher will have this information for you at Open House, and will be very helpful in staying "in the know" throughout the year.

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**SCHOOL SAFETY AT GREENFIELD**

Students and staff safety is our first priority at Greenfield Elementary! If you are visiting our campus for any reason, please make sure to bring your photo ID and be prepared to sign in and out with our office staff. Our playground is “Gators Only” with the exception of the mornings of the first two days of school where parents may join us for hugs and pictures and special events such as intramural sports games, field day or activities as indicated by your student’s teachers.

We are thrilled to have our new and improved parking lot! Please remember to observe established traffic patterns, park only in designated spaces, and model for our students to do the same! We ask that you practice using crosswalks so our Gators do it too. Also, please look twice – some of our Gators are tiny!

Please remember to remove HANDICAP PLATES OR PLACARDS AT ALL TIMES.

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**GET INVOLVED!**

There are so many volunteer opportunities at the SWAMP! Check with your child’s teacher for ways you can help in the classroom or go to the www.greenfieldptso.org to check out our PTSO and Dads Club.