

# Student Handbook Glenwood School 2018-2019



***Go Gators!***

201 Jessie Avenue

Sacramento, CA 95838

(916) 922-2767    FAX (916) 922-5035

[www.glenwood.robla.k12.ca.us](http://www.glenwood.robla.k12.ca.us)

August 22, 2018

Dear Glenwood Families,

Welcome to our 2018-2019 school year! We are looking forward to working with you and your child. Glenwood School has an exceptional staff of classroom teachers, instructional assistants, and support staff who are well-trained, knowledgeable, and dedicated to teaching. We endeavor to provide a positive, safe learning environment serving the educational, emotional, and social needs of our students. We are committed to excellence in your child's education and social development. We welcome and encourage you to talk often with your child's teacher about his/her progress and how you can be involved.

Our school has activities to build school spirit, acknowledge academic accomplishments, and celebrate the diverse backgrounds and experiences each child brings to school. We invite you to become a part of these activities. It is your continual involvement and support of Glenwood School that strengthens the success of each child.

Please call if you have questions about our school program. Our office is open to you. Our goal is to establish and maintain strong, positive relationships with our families. These positive relationships not only impact the school to home connection, it models for students the power of teamwork. We would appreciate you becoming a volunteer parent and participating regularly in our school. Your participation is valued by our students and the staff.

Sincerely,

David Gutierrez  
*Principal*  
(916) 922-2767

# Glenwood Daily Schedule 2018-2019

Grade	Instruction	Recess	Instruction	Lunch Cafeteria (IN)	Lunch Recess (OUT)	Instruction	Recess	Instruction	Dismissal	Ext. Day
K	8:01-9:15	9:15-9:25	9:25-10:25	10:25-10:45	10:45-11:05	11:05-1:40	12:40-12:50	12:50-1:56	1:56	
1	8:01-9:30	9:30-9:45	9:45-11:05	11:05-11:25	11:25-11:45	11:45-1:56			1:56	1:56-2:38
2	8:01-9:30	9:30-9:45	9:45-11:05	11:05-11:25	11:25-11:45	11:45-1:56			1:56	1:56-2:38
3	8:01-9:40	9:40-9:55	9:55-11:30	11:30-11:50	11:50-12:10	12:10-1:56			1:56	1:56-2:38
4	8:01-9:40	9:40-9:55	9:55-11:30	11:30-11:50	11:50-12:10	12:10-2:38			2:38	
5	8:01-10:00	10:00-10:15	10:15-11:55	11:55-12:15	12:15-12:35	12:35-2:38			2:38	
6	8:01-10:00	10:00-10:15	10:15-11:55	11:55-12:15	12:15-12:35	12:35-2:38			2:38	
Tk	8:01-9:15	9:15-9:25	9:25-11:55	11:55-12:15	12:15-12:35	12:35- 1:56			1:56	

lunch blocks	block 1 (K)	block 2 (gr 1 & 2)	block 3 (gr 3 & 4)	block 4 (TK, gr 5 & 6)
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## Minimum Day Schedule – All start times are the same

All grades are released at 12:38 pm

Grade	Instruction	Recess	Instruction	Lunch Cafeteria (IN)	Lunch Recess (OUT)	Instruction
K	8:01-9:15	9:15-9:25	9:25-10:25	10:25-10:45	10:45-11:05	11:05-12:38
1	8:01-9:30	9:30-9:45	9:45-11:05	11:05-11:25	11:25-11:45	11:50-12:38
2	8:01-9:30	9:30-9:45	9:45-11:05	11:05-11:25	11:25-11:45	11:50-12:38
3	8:01-9:40	9:40-9:55	9:55-11:30	11:30-11:50	11:50-12:10	12:10-12:38
4	8:01-9:40	9:40-9:55	9:55-11:30	11:30-11:50	11:50-12:10	12:10-12:38
5	8:01-10:00	10:00-10:15	10:15-11:55	11:55-12:15	12:15-12:35	12:35-12:38 (Pack up and dismiss)
6	8:01-9:15	9:15-9:25	9:25-11:55	11:55-12:15	12:15-12:35	12:35-12:38 (Pack up and dismiss)
Tk	8:01-9:15	9:15-9:25	9:25-11:55	11:55-12:15	12:15-12:35	12:35-12:38 (Pack up and dismiss)

**Minimum Days (11):** August 31; October 5; November 16; December 21; January 18; March 15; April 19; May 24; June 12, 13, 14.

**Early Out Thursday** occurs every Thursday. All start times, A.M. recesses, and lunches remain the same. Dismissal time is 1:33 for Grades TK-6.

**End of Trimesters:** November 30; March 13; June 14

**Mid-Trimesters:** October 3; January 28; May 2

**Glenwood Staff Roster**  
**Administration and School Office Staff**  
 David Gutierrez, *Principal*  
 Anjam Khan, *Coordinator of School Climate*  
 Elsa Torres, *Secretary*  
 Nicole Fulwider, *Assistant Secretary*

**Kindergarten Teachers**

TK – Shannon Cannon Rm. K  
 Kim Udobia Rm. 3  
 Alicia Manes Rm. 5  
 Britney Larriva Rm. 6

**First Grade Teachers**

Yesenia Martinez Rm. 1  
 Michele Hanel Rm. 2  
 Gavin Rubio Rm. 4

**Second Grade Teachers**

Sylvia Cook Rm. 9  
 Janice Hale Rm. 10  
 Michelle Malvini Rm. 12

**Third Grade Teachers**

Michelle Krummenacker Rm. 7  
 Janet Gutierrez Rm. 8  
 Joseph Sais Rm. 11

**Fourth Grade Teachers**

Lina Tran Rm. 16  
 Su Carma Rm. 17

**Fifth Grade Teachers**

Kneece Camp Rm. 15  
 Zachary Smith Rm. 18

**Sixth Grade Teachers**

Lisa Malvini Rm. 19  
 Ijeoma Emeh Rm. 20

**Special Education Staff**

Marty Madrid Rm. 13B  
 Lori Espinosa, I.A.

**Bilingual Community Outreach**

Ines Toscano

**Instructional Assistants**

Susie Blankensop  
 Fabiola Cardenas  
 Norma Chaveste  
 Tasha Sandhu

**Speech and Language Specialist**

Lisa West Rm. 13A

**English Learner Specialist**

Lisa Slaughter Rm. 14

**Academic Intervention Specialist**

Sara Henderson Rm. 14

**Coordinator – School Climate**

Anjam Khan Office

**Enrichment Teachers**

Christopher Scappaticci Art  
 Sherry Atkins PE  
 Mitch Ruby Technology

**Library Technician**

Theresa Henry Library

**Custodial Staff**

Jim Dang  
 Amanda McIntire

**Cafeteria Staff**

Sybil Stoute, Food Service Manager  
 Maria Raya, F.S.A.  
 Ranae Smith, F.S.A.

**District Support Staff**

Judy Allen, Nurse  
 Jennifer Melvin, School LVN  
 Adriana Echandia, Psychologist  
 Laurie Butler, Social Worker



## Robla School District

5248 Rose Street, Sacramento, CA 95838-1633  
(916) 649-5248 ~ Fax: (916) 992-0308

Ruben Reyes, Superintendent

### BOARD OF TRUSTEES

Dennis Boyd, President  
Ken Barnes, Vice President  
Craig DeLuz, Clerk  
Nuvia Cardona, Member  
Kim Howard, Member

# Photos and Videos of Students

## **Usage of Student Names/Photos/Videos for Public Release**

The Robla School District is proud of the many accomplishments of our students and staff. These accomplishments may draw the attention of newspapers, television stations, or other media who visit our schools to photograph or film students and staff during various activities. In addition, the District uses photographs and video footage of students and/or their names in District-produced materials including printed publications, television productions, web sites, and official District social media platforms to promote their achievements. These photographs and videos may also include displays of student work. This usage does not include school yearbooks—if you do not want your child’s photo used in a yearbook, contact your child’s principal.

## **Photos & Video for District Purposes**

Unless notified in writing of an objection by a parent or legal guardian, photographs and video footage of students and/or names may be used in District-produced materials including printed publications, television productions, web sites, and official District social media platforms.

If parents do not want photographs or videos of their student(s) to be used in these materials, they should complete a Request to Restrict Use of Photos, Videos, and/or Name of Student form available at school offices or via the District’s website. Please be aware that these requests are valid for the current school year and must be renewed at the start of the next school year. The requests will not prohibit usage in student-produced materials such as yearbooks and newspapers.

## **Photos & Video by Third Parties**

If photos or videos of students or staff are going to be created, maintained, or displayed by a third party where the District or school will not have direct control of the materials, then a written release form is required. Contact the Superintendent’s Office at (916) 649-5248.

The above requirement does not apply to news media. If an opt-out form is on file for your student, District staff will request that news media not interview or film/photograph your student, and members of news organizations typically honor these requests. Please talk to your student about your wishes should they be approached by members of the news media. If you have any questions, please contact the Superintendent’s Office at (916) 649-5248.

Please contact your school office or the Superintendent’s Office at (916) 649-5248 if you have any questions.

## **GLENWOOD’S EDUCATIONAL CURRICULUM**

### *District Adopted Curriculum*

Robla School District has adopted the following curriculum:

- Wonders
- Envision Mathematics
- Wonders English Language Development
- Scott Foresman Social Studies
- Sparks P.E.
- Harcourt Brace Science
- Being a Writer

### ***District Homework Policy***

Homework guidelines are established to meet the developmental abilities of our students. *The following are recommended work times for students:*

- Grade K-2: Grade: 10-20 minutes daily
- Grades 3-4: 20-40 minutes daily
- Grades 5-6: 40-60 minutes daily

### ***School Goals***

- To ensure that a safe, healthy school climate is present at Glenwood School.
- To ensure that every child is working to meet grade level standards.
- To encourage all children in their learning.
- To model and foster respect for all members of our school community.
- To maintain open communication between home and school.

### ***Standards-based Education***

Our report cards are based on Common Core Standards and inform you of progress made in each of the areas. The report cards have identified the most important standards for each grade level. Teachers will use class work, as well as formal and informal testing to determine your child's progress towards meeting the standards.

### ***Special Education Programs***

Our **Resource Specialist** meets the needs of children who require modification to their schedules to ensure success. Our special education teacher has an instructional assistant who also helps our students with learning disabilities. The **Speech and Language Specialist** is available to children who display any disorders in communication such as: speech-sound pronunciation; stuttering; language comprehension or spoken language delays.

Both programs require specialized testing completed only with parent notification and permission. Prior to testing of any kind, the school staff meets to determine other ways to help with a child's success in the classroom. These meetings are referred to as **Student Success Team (SST)** meetings. Parents are invited and encouraged to be part of the Team.

### ***Student Success Team Meetings (SST)***

Parent or teacher concern for a child's success in school or at home may be addressed through an SST meeting. The meetings may be comprised of a small group of people or several specialists to help brainstorm solutions. Parents are an essential part of the process and are encouraged to attend the meeting. SST meetings are held before and/or after school.

### ***Support Services***

**Nursing** services are available as needed. The nursing staff provides "Family Life" training as well as parent instruction, as needed, for health issues. Any family who wishes to opt out of Family Life education may do so by notifying the principal in writing. Family life education is offered to the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> graders. Robla District offers vision screening to K, 1<sup>st</sup>, 3<sup>rd</sup> and 6<sup>th</sup> Grades and hearing screening to 1<sup>st</sup>, 2<sup>nd</sup>, and 5<sup>th</sup> Grades annually.

The **English Learner Specialist** coordinates and administers all CELDT testing. This teacher provides support to classroom teachers and delivers small group instruction to students who are designated as English Learners.

The **Academic Intervention Specialist** provides small group intervention with targeted students using supplemental and core curriculum in English Language Arts and Math.

# ATTENDANCE POLICIES

*Please ensure that your child arrives at school on time every day, unless they are sick.* If possible, schedule dentist and doctor appointments after school or during vacation.

## ***Reporting a Student's Absence or Tardy***

If a student must be absent from school, the parent is required to call the school office before 8:01 a.m. to report the absence. A note explaining the absence should be given to the student's teacher or submitted to the office on the day the student returns to school. The absence will be excused if the student was sick, attending a funeral or in family court. If parents find it necessary to take students out of school for a prolonged period of time, a request for an independent study contract must be submitted to the principal two weeks before the absence occurs. The independent study contract will provide the student with appropriate school work to do while absent. After ten excused absences for illness or medical appointments have occurred, all future absences will be recorded as unexcused unless verified by a physician.

Any time a student is tardy to school they must report to the office for a tardy slip before admittance to the classroom. If the student has a doctor or dental appointment, please call the school and notify the staff of their late arrival. Ask your doctor or dentist for a note verifying the appointment. The note can be given to the front office. The school phone number for reporting a student's absence or tardy is 922-2767, extension 402.

## ***Chronic Absences or Tardies***

Students with chronic absences or tardies will be referred to SART, the School Attendance Review Team. Parents will receive written notifications of concern regarding their child's attendance after three absences, three unexcused tardies, or five excused tardies within a three month period have occurred. After six unexcused absences, nine excused absences, or nine tardies the student is referred to the district School Attendance Review Team. The purpose of the referral is to determine the reasons for chronic absences and/or tardies and to develop an action plan to improve the student's attendance.

## ***Early Dismissals***

If it is necessary to take your child out of school before official ending time, please stop by the office first. You must first sign out your child. **Do not go to the classroom. The office staff will call the classroom to send your child to the office.**

## ***Moving***

If you anticipate a move to another school or district, please inform the school office as soon as possible so that we may assist with making a smooth transition.

# HEALTH

## ***Communicable Diseases***

Parents will be notified immediately if their child has been exposed to any communicable diseases such as chickenpox or hepatitis. A note will be sent home which states the disease, symptoms and recommendations for medical treatment.

## ***Head Lice Policy***

**Early detection and treatment of lice shall be done in a manner that minimizes disruption to the educational program and reduces student absences. The following procedure should be implemented in the event there is a student identified with head lice at school:**

1. A student will be checked for head lice by designated staff as needed or as referred by a teacher-preferably during non-instructional time.
2. If active adult head lice or viable nits are found, the parent/guardian will be contacted.
  - Students will be allowed to remain in class at school until the end of the school day. Instructions will be provided on treating lice and the home environment. It is expected that the student/home will be treated that same evening.
  - Siblings or close contacts in the classroom will be checked as referred by the classroom teacher **only** if they are exhibiting symptoms such as visible nits/lice, scalp itching and/or irritation. Entire class checks may be done if deemed necessary by the Principal, after consultation with the School Nurse.

- An exposure letter will be sent home with students in that classroom at the discretion of the Principal or School Nurse, usually only after several cases are reported in one classroom or as an alternative way to notify parents of known contacts.
3. Students may return to school the next day after treatment. They will come to the office for a head check at the beginning of the school day. School personnel will check the child's head.
    - **If there are no active lice**, the child will be sent to class.
    - **If there are active lice**, the parent will be contacted to make sure treatment was initiated. They will be advised to repeat the combing procedure from the night before until no active lice remain in order for the student to return to class. Retreatment with Lice Shampoo cannot be done for another 7-10 days.
    - **If nits only are found** on hair or scalp, the family should be contacted and asked to continue to use the lice comb daily to remove nits and to re-treat the student's head with a Head Lice product again in 7-10 days. The student is allowed to return/remain in class.
  4. If any student has head lice on three occasions during one school year as determined by school personnel, the School Nurse will be notified of the recurring problem of head lice with that student. The School Nurse will contact family to determine treatment. If treatment was deemed adequate, families will be referred to their Primary Care Providers for prescription strength lice products.

**Student medical information is confidential and should be handled with care. Staff shall maintain the privacy and dignity of students when examining for head lice.**

**Routine custodial cleaning procedures and products are sufficient for the classroom environmental management of head lice.**

#### ***Medication at School***

If your child requires medication to be administered at school, please obtain a permission form from the office. Specific requirements are detailed on the form for your child's safety. The original medication bottle with the physician's prescription must accompany the "Permission to Administer Medication" form.

**Medication is monitored and administered only in the office.**

#### ***Accident/Emergency Information***

In the event of a serious accident or injury at school, parents or a designated contact will be called so long as we have accurate contact information. **Please make sure your child's Emergency/Contact Information Card is updated when you change phone numbers, address, or contact information.**

We also appreciate e-mail addresses and fax numbers.

Please ensure your listed contacts know that they are on the information card.

## **AWARDS, RECOGNITION, AND SCHOOL CELEBRATIONS**

Awards assemblies are held each trimester to honor students' achievements in citizenship, academics, or attendance. Additionally, Glenwood Elementary has character awards assemblies which allow each teacher to acknowledge the accomplishments of two students in their classroom. These assemblies are held every month and will be reported in the Glenwood Gazette.

*Following is a list of events:*

**Back to School Night**

**Family Harvest Festival**

**Open House**

**Play Day**

**6<sup>th</sup> Grade Promotion Celebration**

**Winter Program**

**Talent Show**

## **SCHOOL-WIDE BEHAVIOR**

***Behavior Philosophy***



We are a PBIS School, we believe in **positive behavior intervention and supports**. We encourage and expect appropriate behavior in the classroom, cafeteria, playground, hallways, buses and walking to and from school. Each teacher has an established positive system of behavior management in their classroom which includes rewards and is progressive in the nature of consequences. When all interventions fail to achieve appropriate school behavior, staff will refer the student to administration.

### ***Discipline Referrals***

Referrals are issued by the staff to a student who chooses not to follow student expectations. Referrals are sent home and must be signed by the parent as proof that they have seen the referral. They must be returned to school the next day. By following this process, we can work together to encourage appropriate school behavior. In order to encourage this communication, recess or other privileges may be withheld until the student returns the signed referral or contact has been made with a parent.

### ***Behavior Contracts***

Parents will be notified of all individualized behavior contracts a teacher establishes in order to elicit appropriate behavior from their student. Parents are encouraged to participate in planning and monitoring the contract's effectiveness to help with their child's behavior development.

### ***Suspensions***

*Suspensions may be issued for behavior which takes place:*

- on school grounds.
- while going to and from school.
- during/while going to or from a school sponsored activity such as a field trip.

Students who are suspended may not participate in any school-related activities on the day(s) they are suspended. Suspension may exclude student participation on Student Leadership and from citizenship awards during that trimester. Suspensions may jeopardize a student's ability to participate in the privilege of any future field trip or class trip.

*The following behaviors are grounds for suspension and/or expulsion:*

- Cause, attempt to cause/threaten to cause physical injury to anyone.
- Possession of any weapon or dangerous object.
- Offer, intent to sell, or possession of any controlled substance or drug paraphernalia.
- Commitment or attempt to commit robbery or extortion.
- Cause/attempt to cause damage to school property or private property.
- Theft/attempt to steal school or private property.
- Possession or use of tobacco/tobacco products.
- Commitment of an obscene act or habitual profanity or vulgarity.
- Disruption of school activities or willful defiance of the authority of school personnel.
- Imitation weapon possession.
- Sexual harassment (grades 4-6).
- Hate violence (grades 4-6).
- Intentional engagement in harassment, threats or intimidation of a pupil or group of students.

### ***Student Rules and Expectations at Glenwood***

All students are expected to strive for excellence in their academic work, respect all adults and peers, and demonstrate consideration and good manners. Here at Glenwood we have rules for 3 reasons. 1. To protect the physical, emotional, and psychological safety for all at the school. 2. To protect students' opportunity to learn. 3. To protect the safe transition of over 500 students through narrow doorways and corridors.

- Come to school ready to learn.
- Wear your uniform daily.
- Cell phones must be kept out of sight in backpacks and turned off at all times. If a student is seen using a cell phone during school hours, it will be taken away and returned only to their parent.
- Bicycles, roller-blades, skateboards and scooters must be disembarked once a student has entered onto campus. Children may not wear skate shoes to school.
- Only school-related items are allowed at school.
- Fighting or intimidation is not allowed.
- Chewing gum is not allowed.
- Do not leave the school without supervision and/or permission.
- Snacks are not allowed at school. A student may bring a complete lunch from home.

# Glenwood Gators Behavior Expectations Matrix

Positive Behavior, Intervention and Support (PBIS) is a research-based, data-driven plan that teaches students and staff positive behaviors for success at school, home, and in the community. The three Rs stand for Respectful, Responsible, and Ready Learners.

Behavior Rules Apply to All Locations	You show Respect when you...	You show Responsibility when you...	You are a Ready Learner when you...
<b>Cafeteria</b>	Use your manners, saying, "Please, thank you, and may I please be excused." Visit quietly with your neighbors next to you while eating your lunch. Behave and speak kindly to all students and adults.	Stand in line quietly with hands and feet to yourself. Eat your food. Raise your hand for help. Ask politely to go to bathroom. Stay in your seat until dismissed.	Walk at all times. Pay attention to signals and directions. Stay seated with knees under the table. Clean up after yourself.
<b>Classrooms</b>	Enter and leave classroom quietly. Listen and look at speaker. Give others quiet and space to do their best too. Be courteous and treat others with kindness. Have a great attitude. Make good choices.	Do your best. Follow directions. Take your education seriously. Admit to mistakes and apologize. Do your part for the good of the whole class. Ask for help when needed.	Be on time. Bring materials to class. Stay focused and keep trying if it gets difficult. Follow rules, make good choices and use self-control. Plan and organize yourself. Give your best to your work and others.
<b>Office</b>	Enter quietly. Wait your turn to speak. Say "please" and "thank you". Work and sit quietly.	Know why you are visiting the office. Wait quietly for someone to help you. Follow directions and stay in your seat.	Have information you need to help us solve your problem. Share information in an accurate manner. Keep hands and feet to yourself.
<b>Library</b>	Listen quietly without bothering your neighbor during story time. Keep voice volume #1 whisper at all times. Be patient and wait your turn for questions and help. Behave calmly and politely. Always walk.	Care for library materials and computers. Keep them free from damage. Return books on time. Keep library materials in a safe, secure place while checked out to you. Take the time to find a "good-fit" book. Re-shelve books you don't choose to proper location. Return chairs to original position.	Stay seated, quiet and alert. Return books to library before library time begins. Have books ready for librarian to scan. Raise a quiet hand to ask for help. Focus on reading or looking for a book.
<b>Assemblies</b>	Look at and listen to speaker. Sit quietly on bottom. Applaud with hands only.	Enter and Leave quietly. Help neighbors Stay on task.	Clap only when appropriate. Sit quietly. Listen. Pick up personal items when you leave.

<b>Bathrooms</b>	Use #2 volume conversation voices. Respect others' space and privacy. Use equipment and supplies respectfully. Wait outside if crowded.	Use the facilities quickly. Flush the toilet once. Wash and dry your hands. Put used towels in trash. Be courteous. Leave when done. Keep bathroom neat and clean.	Use bathroom closest to your room. Keep feet on the floor and use restroom properly. Keep water in sink. Always walk.
<b>Playground</b>	Play fair and share. Follow the rules. Include everyone who wants to play. Be kind and caring to everyone. Invite others to play. Apologize for accidents.	Play safely within boundaries. Be aware. Look out for safety of yourself and others. Control your words and actions. Use equipment correctly, take care of it and put it back when you're done. Help anyone not being treated with respect. Use Stop, Walk and Talk.	Have a positive attitude and smile. Control your attitude, language and body. Be safe. Play one-hand tag on grass. Throw balls only below waist level and only on grass. Use the bathroom and drink water before the bell rings. Freeze at bell, listen for whistle, then walk to your line.
<b>Hallways</b>	Voice volume at 0 or 1. Keep hands and feet to yourself. Arms to sides in lines. Respect and enjoy displays with your eyes.	Go directly where you need to be. Be on time. Take care of our school.	Stay in quiet class line with arms to sides. Walk on the right side of the hallway. Keep hands and feet to yourself.
<b>Arrival to School</b>	Follow playground, hallway, and cafeteria Behavior Expectations. Line up quietly for class. Keep areas clean and litter free. Be kind to all students, adults, and visitors.	Walk directly to the cafeteria for breakfast or to the playground until the bell rings. Freeze at the bell, Voice Volume 0, listen for whistle, and walk to line up for your teacher. Use respectful language, courteous behavior. Follow the dress code.	Use crosswalks and sidewalks. Walk bikes and scooters. Lock bikes in the bike area. Go straight to cafeteria or playground until the bell rings. Freeze and line up after whistle. Stay and play only in supervised areas. Arrive on time.
<b>Dismissal After School</b>	Line up for the bus as school supervisor requests. Use a Voice Volume 0 or 1. Walk with hands, feet and objects to yourself. Wait for trusted adult to walk you safely across the street.	When dismissal bell rings, walk directly to your destination. Wait on front school sidewalk for parents to pick you up. Walk straight home or report to your START teacher.	If you ride the bus, line up at the stairs next to Room TK. Always use the crosswalk and sidewalks. Wait for a trusted adult to escort you safely across the street. Walk bikes and scooters off campus.

<b>On School Bus</b>	Walk. Line up with hands, legs and objects to yourself. Voice Volume = 0 to 1 Quickly find assigned seat. Listen respectfully to the bus driver. Raise a quiet hand for questions or help.	Be on time for the bus to arrive. Line up with your materials. Follow the bus driver's directions. Sit back in your seat. Face straight ahead with your legs in front of you. Keeping your hands and feet to yourself.	Walk carefully and quietly up the stairs of the bus. Find your seat quickly Place your backpack on your lap or the floor. Stay in your seat. Keep the aisle clear with hands and feet to yourself. Keep voice volumes at 1 or 2.
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## GLENWOOD DRESS CODE

The staff at Glenwood School strives to create a safe environment for all students. Children's accessories and hair should not interfere with learning. The dress code has been created by the Glenwood School Site Council comprised of parents and staff and approved by the Robla School Board. The dress code will be strictly enforced. Students who are dressed inappropriately will call home to get the appropriate clothing.

The uniform for the 2018-2019 school year is as follows:

- Shirts must have a collar. Colors will be white, navy or dark green.
- Pants, shorts and skirts will be navy, black or khaki and uniform material and style. Shorts and skirts must be at least as long as your child's fingertips with their arms at their sides. Jeans, skinny jeans, and leggings worn alone are not allowed. Girls may wear solid color leggings under shorts, skirts, or dresses.
- Gator t-shirts may be worn if purchased through the school.

### ***Exceptions to the Uniform Code Will Include:***

- Birthdays
- Last Monday of every month (If a holiday falls on a Monday, there will be no free dress for that month.)
- Picture days
- Spirit days

### ***Miscellaneous School Dress Policies***

- Body earrings must be limited to the ears. Large hoops and diamond studs will not be allowed.
- Pants must be worn appropriately; no sagging. Pant legs may not be rolled up unevenly, to draw attention to them.
- Pants must cover the top of a student's underwear. Boxer shorts may not be visible over pant waistband.
- On free dress days the following are not allowed: mesh tank tops, revealing clothing such as midriffs, low cut or spaghetti strap tops, short skirts or inappropriately tight clothing, baggy or sagging pants, skinny jeans, and clothing with controversial or inappropriate writing on it.

The following items provide distractions and **are not** permitted at Glenwood:

- fake fingernails.
- hair dye, permanent or semi-permanent, spray on or otherwise, is allowed.
- hats, ball caps (except Glenwood Logo caps), scarves, rags, or hair nets are allowed on campus at any time.
- colored t-shirts may be worn under uniform shirts unless they are uniform shirt colors.
- Make-up of any kind.
- rub-on tattoos.
- flip-flops or slip on shoes.

**If a child comes to school without a uniform, we will have them call home for you to bring one, or we will give him/her a clean, used or new uniform to wear for the day, if one is available in their size. Research has shown that uniforms dramatically improve classroom and playground**

**behavior and provide a safer campus for all students.**

### ***Lost and Found***

Please write your student's name in ALL clothing and accessories with a permanent marker. We encourage students to be personally responsible for their possessions. Students should check the Lost and Found bin, located in the quad area, for clothing and lunchboxes. Lost and Found for small items (rings, watches, etc.) is in the office.

## **SCHOOL ORGANIZATIONS FOR PARENTS AND STUDENTS**

### ***School-Parent Communications and Conferences***

Parent Conferences are scheduled in November each year to review and report on academic progress. Each conference is scheduled for 20 minutes. Conferences are also available by parent request throughout the school year. Please contact your teacher if you have concerns or wish to meet with them regarding your child.

Newsletters are sent home once a month. Expect schoolwide communications in your child's Glenwood Gator folder.

Teachers and assistants are available by phone outside of the instructional day. We respect your child's learning time and place all non-emergency phone calls to your teacher's voice mail. Voicemails are checked frequently throughout the day and messages will be returned in a timely manner.

- Please attend our school events and participate in your child's classroom.
- All visitors must check in with the office and wear a visitor's pass while on campus. Thank you for cooperating with this safety commitment.

Keep your child's emergency card up to date. Report all phone number changes to the office so that we can reach you in an emergency or important situation.

### ***Student Council***

Students in grades 4-6 are eligible to participate in student leadership. Representatives attend training in leadership skills and meet weekly to develop school goals and projects to improve our school community. The student leadership is sponsored by staff members who work to establish leadership skills in our students.

### ***Parent Volunteers***

We welcome the assistance of all parents/guardians and other school-community members. We encourage you and your family to participate by volunteering as often as possible.

Please remember to sign-in at the main office each time you volunteer. Because volunteers are sometimes exposed to confidential matters, it is expected that the rights of both students and school personnel be respected by holding matters strictly confidential. Parents and visitors to Glenwood will be getting used to a new system called Raptor that involves the continual check in at the office and a printed badge given to any visitor. Parents will continue to be asked to check in and check out at the office. More information will come about Raptor and streamlined procedures for checking in and out of Glenwood Elementary School.

### ***Parents in the Classroom***

Teachers welcome help in a variety of ways: working with small groups of children, sharing a part of your culture, helping with special projects or with paperwork. Contact your child's teacher or respond to his/her requests to enrich our students' classroom experience. During your visit, it is helpful to the teacher that:

- Cell phones are turned off.
- Younger children do not accompany you.
- You follow the instructions of the teacher.
- You interact with students in a positive and appropriate manner.

### ***School Site Council***

Glenwood School Site Council (SSC) is an advisory group of parents, guardians, and staff who are responsible for the development, implementation, and monitoring of the school plan (an outline of the academic goals for Glenwood School) and budget. The SSC is composed of an even number of parents and staff and meets monthly. Elections for new parent/guardian members are in September. Any parent or guardian interested in serving should contact the school office. Meetings are open to all interested parents and guardians and announced in the Glenwood Gazette.

### ***School Fundraising***

Proceeds go to the student resource fund which supports current projects, field trips, awards, and the 6<sup>th</sup> grade Outdoor Education Program. Participation in fundraising is optional. If you have any questions pertaining to the fundraisers, please contact the Principal.

## DISTRICT AND SCHOOL SAFETY POLICIES

### ***Earthquake, Fire and Bus Evacuation Drills***

- Earthquake/duck and cover drills are held multiple times a year to practice for the unlikely event of an emergency.
- Fire drills are practiced monthly for student safety awareness.
- Bus evacuation drills are conducted once a year in the fall.

### ***Field Trip Policies***

Field trips are designed to expand our students' experience and understanding of curriculum. Parents are always notified of upcoming field trips and must sign permission slips in order for their child to attend the field trip.

Suspended students and students who have had multiple citations or suspensions during the year may be excluded from field trips. The decision to exclude students will be made after a teacher-principal-parent consultation.

For maximum safety and enjoyment by all students, siblings may not accompany parents on field trips. Smoking or the purchase of food or alcohol is not allowed on field trips. Parents who ride the bus to the field trip are expected to ride it back to school; all students must ride the bus to and from the field trip. Costs are covered by the parents for their admission. Parents always act under the supervision of the classroom teacher when on a field trip.

### ***Visitors to Campus***

**All visitors to campus must check in at the office. Please do not go directly to your child's classroom. Our school safety policy instructs teachers to keep their classroom doors locked during instructional time. The gates are locked as well to ensure student safety. When picking your children up, please wait for them at the gates.**

### ***Family Custody/Domestic Issues***

It is the policy of the Robla School District to remain neutral in all matters of family custody issues and all issues pertaining to family disputes. Restraining orders and custody agreements must be on file in the school office in order for our staff to respond to our students' safety needs appropriately. Thank you for your cooperation in this matter.

## TRANSPORTATION

Robla School District Transportation Department may be reached at 333-5054, if you have any questions regarding the bus program.

### ***Dropping Off/Picking Up Students***

There are two ways to drop off or pick up students:

- Glenwood school has grown in size and it has become essential that parents park and walk in to pick up their children. Upper grade students can walk out of the hallways and use the sidewalks to filter out to Jessie or Englewood streets. We have asked students to stay on the sidewalk and grass areas until they see a parent or the parent meets them in the front grass location.
- **Please Do NOT drive into the circle in front of the school to pick up your child.** This area is for buses only. Students are not allowed to walk in the circle. Our motto is "**Safe Students Use Sidewalks**".
- **Please do not park on the opposite side of the street on Jessie or Englewood and expect your child to walk across alone. If you choose to park on the opposite side of the street please teach your child to walk down to the crosswalk guard on the corner of Jessie and Englewood to cross the street to get to your car.**
- Primary students who are dismissed at 1:56 p.m. must be picked up at 1:56 p.m. We do not provide daycare for students whose older siblings are dismissed at 2:38 p.m. and it is not safe for your children to wait at the front of the school by themselves.

***Bicycles and Scooters***

Students who ride their bikes and scooters to school may park them in the racks located at the front of the school. Please have your child bring a lock to secure them. **Helmets are required** and it is strongly recommended that you review safety with your child prior to allowing them to ride to school.

***Cafeteria***

The breakfast program begins at 7:25 and ends promptly at 8:00 a.m. If your child is to eat a school breakfast, he/she must arrive between those times. Food is not to leave the cafeteria. Food is intended only for the student who has received the meal from the cafeteria. Transitional Kindergarten and Kindergarten parents must accompany their children into the cafeteria and supervise them while they eat.

We have a non-pricing lunch program. All students eat for free. Students who choose to bring a lunch from home may do so. A lunch from home must be complete (for example: sandwich, fruit, juice, and a cookie). Snacks and candy are not allowed at school. Other foods brought from home may be at the request of the teacher for a classroom or birthday celebration.