



# Parent Handbook

Welcome to Glenwood Elementary School!

This parent handbook is designed to explain some common terms used around school and to help ease your transition into the Glenwood community. You can also find other useful information on the Glenwood Elementary School website

<http://gl.srca.schoolloop.com/>



### **Attendance**

Your child's attendance is important because they are more likely to succeed in academics when they attend school consistently. The only legal excuses for absences are illness, injury, medical or dental appointments, and funerals. Please email or call the office at (415) 485-2430 if your child is going to be absent and state the reason for the absence. Parents must come to the office and sign their child out when they pick them up before the end of the day.

### **Tardiness**

It is essential that students be at school on time to begin the instructional day appropriately. Students who arrive after 8:45AM are considered tardy. Tardiness should be avoided as it affects the other students in the classroom, the teacher, and school operations.

### **Independent Study**

These contracts are required for students who will be absent five or more consecutive days. The classroom teacher will assign work to be done during the absence period. Parents need to notify the office one week prior to the absences. All work must be given to the classroom teacher upon the student's return to school.

### **Daycare**

Before and after school daycare is provided by the City of San Rafael on the Glenwood campus. For information call (415) 485-3102. There are also before and after school class offerings.

### **Communications**

The school will do its best to keep parents informed of all activities and changes, but we also rely on the family's ability to seek out answers and information from the school's website.

### **Hip Pocket**

The hip pocket is a weekly bulletin that is emailed to families to inform them of upcoming events, activities, meetings, and dates to remember. The GSF also sends out an email blast with important information. The hip pocket is also a large plastic envelope that your child will bring home. Your child's teacher may also send home periodic newsletters with important information.

### **Electronics**

Student cell phones or other electronic devices are to be turned off when arriving on campus and left in the student's backpack. They are never to be taken out of the backpack during the school day.

### **Bicycles/Scooters**

Students should park their bikes and lock them in the bike racks. Bikes and scooters may not be ridden at any time on school grounds. Bikes should be walked across the footbridge when entering school. Scooters should be placed in the designated area and cannot be used during the school day.

### **Field Trips**

Parents who drive for field trips must have a current Field Trip Driver Form on file in the office. When driving on a field trip, parents are authorized to take children to and from the specified field trip location only. Siblings are not permitted on field trips.

### **Outdoor Education**

Fifth grade students participate in Outdoor Education for one week each year. This environmental education program utilizes naturalists, counselors, and classroom teachers in an outdoor setting. Students attend Marin County Office of Education's Walker Creek Ranch in West Marin. The fifth grade teachers spend the week with their students. The fee is paid by the fifth grade families and, in part, by the GSF.

### **Pets**

Pets of all kinds should be kept at home unless they are present for a specific educational purpose approved by the teacher.

### **Lost & Found**

Lost and found items are kept in the Multi-purpose Room. At the end of each month, the school donates all unclaimed items.

### **Birthday Policy**

The first morning gathering of each month, the students and staff will be asked to come forward to receive their birthday necklace. Happy Birthday will be sung and a cheer will be chanted. July birthdays will be celebrated with June birthdays and August will be with September. There will be no classroom birthday celebrations with items brought from home. These items include food, prizes, and goodie bags. Any celebration or activity occurring in the classroom related to birthdays will be directed by the classroom teacher.

### **Parties & Invitations**

Invitations to birthday or other parties may not be distributed at school. Children who bring Valentine cards to school should bring one for every classmate.



### **Deliveries to Students**

Forgotten homework, lunches, and/or other items that need to be delivered to students must be left in the office. We will ensure they get to your child.

### **Lunches**

Lunches are available for purchase, and financial assistance is available if needed. Visit [www.srca.org/lunches](http://www.srca.org/lunches) or the school office for more information.

### **Emergency Cards**

At the beginning of the school year, each student will be given an Emergency Card to be completed by his/her parent or guardian and returned to school. Should any accident occur, or should your child show evidence of illness while at school, every effort will be made to contact you or the persons named on the Emergency Card.

### **Emergency Procedures**

In the event of an emergency, the school may have to be closed. Updated information will be made available to local radio and/or television stations, and through ConnectEd phone calls, website updates, emails and texts. The safety of our students is of paramount importance and we will not do anything to jeopardize their safety.

### **Allergies**

We have protocols in place in order to have a unified approach for the management of allergies on Glenwood's campus and to provide all children with a safe and consistent learning environment. It is important that you inform the office of any known allergies. Please see the Glenwood Allergy Protocol on our website for more information.

### **Medication**

If a student needs to take any medication during the school day, we must have an Authorization to Administer Medication form on file in the school office. The medication is kept in a locked cabinet in the nurse's office and must be labeled with the student's name and the required dosage.

### **Lice**

Head lice are prevalent and may appear on any child. School staff may check students periodically. When live head lice are found, parents will be notified and the student will be sent home. Parents will receive information and suggested treatments. Students may return to school when they are free of live lice and nits.

### **Parking and Student Drop-Off/Pick-Up**

The school parking lot has marked parking spaces, which should be used when parents wish to walk their child to the classroom. You may drop off and pick up your child in front of the school in the drop off lane. Never leave an unattended car in the drop off lane. Always heed the student crossing guards at the front of the school.

For safety reasons, you must walk your child into kindergarten rooms. There is no curb drop off for kindergarteners.

Use common sense for the benefit & safety of ALL!



### **Parking Lot Etiquette**

For the safety of our students we request that "Parking Lot Etiquette" be observed at all times

- Please follow the traffic flow...enter at the entrance and look for the white arrows.
- Park only in designated parking spaces only.
- Use the drop-off lane to drop off and pick up your children.
- Children must always be accompanied by an adult in the parking lot.
- Cars must not be left unattended in the drop off lane.
- Watch for students and parents who are crossing the parking lot.
- Children are to exit or enter cars on the curbside of the car only.
- Heed the Safety Patrol monitors at the crosswalks – they are there to assist children and parents crossing from the parking lot to the school.
- Please do not talk on your cell phone during drop-off and pick-up
- Do not park in the crosswalk.



## **Positive Eagle Program (PEP)**

The main focus of the Positive Eagle Program (PEP) is to provide a clear system for all expected behaviors at Glenwood Elementary School. We believe that through the implementation of PEP systems and strategies we will increase student academic performance, increase safety, decrease problem behavior, and establish a positive school climate.

As part of PEP, Glenwood has developed school-wide procedures to accomplish the following:

1. Define Behavior Expectations.
2. Teach Behavior Expectations.
3. Acknowledge Appropriate Behaviors.
4. Proactively Correct Behavior Errors.

## **Recognition**

Students can earn Golden Eagle tickets when they are noticed being safe, respectful, and/or responsible. Students can redeem ticket(s) at the Student Store, use it in their classroom, or place the tickets in a box in the office to be in a random drawing to have lunch with the principal! ☺

Glenwood also has Eagle Eye Awards. Staff members can nominate anyone in the school who has gone above and beyond the call of duty when it comes to being responsible, safe, and respectful. Eagle Eye awards are presented at Morning Gatherings.

Principal Awards are awarded monthly for the three school rules.

## **Peaceful Eagles**

Fourth and fifth grade students, with adult supervision, are peer mediation leaders. During recess they remind students about the rules of games, help students use the problem solving wheel, and assist others when they need to “talk it out.” Third graders are able to become Junior Peaceful Eagles and train with the Peaceful Eagles in order to help out on the lower yards.

## **PEP Squad**

The PEP Squad is a group created by Glenwood 5th grade students with the hope to improve school spirit. PEP stands for Positive Eagle Program. It is made up of three sub-committees. The Cheer Committee makes up new cheers. The Spirit Wear Committee designs our spirit wear and gets people excited about wearing it. The Social Media Committee works on informing the community about all the great things happening around campus by adding to our website or submitting photos to our Twitter account manager.

## **Student Council**

The Student Council involves third through fifth grade students in the government of the school. Responsibilities include decision-making in a democracy, promoting school spirit, participating in activities to improve the school environment, and contributing to special programs.

## **Safety Patrol**

The Safety Patrol is a select group of fifth graders that are committed to providing a safe school environment for all students. A Safety Patrol member is responsible, respectful, and most importantly, safe. They always model our school-wide expectations. They monitor the crosswalks (before and after school) and the buses.

## **Green Team**

Third through fifth graders can be part of our green team. They meet weekly and are joined by our Zero Waste Marin instructors. They learn about conservation and environmental stewardship. Please pack your student a zero waste lunch! For tips on how to pack a zero waste lunch, visit:

<http://zerowastemarin.org/schools/school-resources/>

Our three school rules:

**Be Respectful**  
**Be Responsible**  
**Be Safe**



## **Parent-Teacher Conferences**

Parent-Teacher Conferences offer the teacher an opportunity to better understand each child and enable the teacher to set goals with parents and students. There are two mandatory parent-teacher conference periods per year – one in the fall and one in the spring. If a parent wants to meet with their child's teacher for any reason, he/she can request a meeting at any time during the school year. The first day of Conference Weeks are non-student days and the rest of the days follow a minimum day schedule (12:30 dismissal) to provide sufficient time for parent/teacher conferences.

## **Reporting & Records**

There are four reporting periods each school year. In October, you will meet with your teacher during Fall Conferences. The first report card is sent home in December. Teachers report out on progress during Spring Conferences. The final report card is sent home at the end of the school year. Report cards are standards-based with teacher comments. Parents and guardians are entitled to view their child's records at any time. Please contact the office in advance to request the records be available to you.

## **Curriculum**

Parents receive an overview of the grade level curriculum at Back to School Night. Teachers develop their programs based on Common Core State Standards. Key standards for grades K-8 can be found on the district website at <http://www.srcs.org/standards>. Curriculum materials used in the classroom are state-adopted and research-based.

## **Assessment & Testing**

Ongoing assessment of student progress is essential to a successful academic program. Testing takes many forms, including teacher-developed tests, curriculum-embedded tests, student self-evaluation, teacher observation, and standardized tests.

## **Homework**

The purpose of homework is:

- To challenge children to explore more intensively those areas studied in the classroom.
- To help children develop independence, self-reliance and responsibility in completing projects.
- To reinforce classroom instruction in promoting good study habits and skills.

## **Encore**

At Glenwood, our Encore program was established to extend the child's exposure to specific skills taught by highly qualified and talented teachers. Every day, every student is given access to either library, PE, hands-on science, art, technology, or music.

## **Library**

Students will get to check out two books per week. The students are expected to treat their books with respect. We understand that accidents happen; however, all misplaced/damaged books must be paid for by the family before the end of the school year.

## **PE**

Your child will have at least 200 minutes of PE for every ten days of schools. In order to get the most out of their experience with our coach, it is important that they wear appropriate clothing and shoes on their scheduled PE days.

## **Art and Science Rotation**

Each student will receive sixteen weeks of each subject. The classes are often "hands on" and can be very messy, so please make sure they are in clothes that are able to get dirty.

## **Technology Program**

In the Tech Lab students will make many discoveries while learning technology concepts.

- Kindergarten and First grade students concentrate on acquiring beginning technology skills with a strong focus on developing mouse, typing, and word processing skills.
- Second and third graders will utilize their foundation in typing and word processing to expand into more diverse skillsets including spreadsheets, slide shows, internet research, comic creations, coding, and iPad app presentations.
- Fourth and fifth graders will be involved in a variety of research assignments, as well as coding and programming games. Students will also develop skills in graphic and photo editing, website creation, narrated slideshows, word processing, and typing.

## **Music**

Our music program includes instruction in note reading, rhythm, harmony, and music appreciation along with opportunities to experience the joy of singing and performing.

## **Response to Intervention (RTI)**

Our RTI model started with the creation of common grade level intervention time called Universal Access (UA). We have a multifaceted program to service not only the intervention students, but those who need enrichment or additional academic challenge. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services are provided by a variety of personnel including general education teachers, special educators, instructional assistants, and trained parent volunteers. If progress towards standards has yet to occur, the child's needs will be addressed in a formal Student Study Team (SST) meeting.

## **Student Study Team (SST)**

The Student Study Team is a group made up of our classroom teachers, resource specialist, speech and language pathologist, counselor, school psychologist, principal, and parents. The group meets when there are concerns with a student's behavioral and academic success at Glenwood. The goal of a SST meeting is to provide appropriate and specific interventions as a function of regular education.

## **The Learning Center**

Our special education program is housed in the Learning Center and is a place where our psychologist, resource specialist, and speech and language pathologist work together to provide students in special education what they need to make progress toward their IEP (Individualized Education Plan) goals.

## **Counseling**

Limited counseling services may be available for students and parents. Student and family referrals are made through the Student Study Team or by individual request.

## **English Language Development**

Students who are not fully fluent in English, based on California English Language Development Test (CELDT) results, participate in the English Language Development (ELD) program to increase English vocabulary and fluency. Teachers use specific instructional strategies to help access core curriculum while learning English. For more information, see <http://www.srcs.org/eld>.