



**Parent-Student
Handbook
2016-2017**

Glendale Acres Elementary School

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Dear Parents and Students,

Welcome to the 2016-2017 School year at Glendale Acres Elementary School! To help ensure good communication between home and school, the Parent-Student Handbook is being provided to help answer many of the questions you may have regarding policies and procedures pertinent to our school. The handbook also has a month-to-month calendar to notify you of scheduled events throughout the school year.

The purpose of this handbook is to inform parents and students of the philosophy and mission of our school and, in essence, what it means to be a member of the Glendale Acres family. The Parent-Student Handbook contains information to help familiarize you with the operation of our school, as well as, opportunities and responsibilities that are yours as we work together to educate our children. Parents, please take time to thoroughly read this handbook and discuss the important points with your child.

Glendale Acres Elementary School is committed to working with parents as partners in helping children to grow and develop. We would like to extend to you an open invitation to visit school regularly and share in your child's education. Please take time to volunteer, as we know that parents are one of the keys to a successful school. We look forward to a strong, supportive relationship.

This new school year means new beginnings and new futures. As we strive for academic excellence, our students will be provided with rich and fulfilling learning experiences. We are excited about the opportunities promised for the upcoming school year and hope you share our enthusiasm!

Sincerely,

Dr. Julie Dees
Principal

TABLE OF CONTENTS

Philosophy , Objectives and Commitments	1
Communication/Foreign Language/Key Components	1
Parent’s Right to Know	2
School Climate	3
County and School Rules	3,4
Code of Conduct	5
Discipline Policy – Class, Building and General Rules	5,6
School-Wide Discipline Plan/Grievance Procedures	8
School-Wide Discipline Plan - Classroom Matrix Sample	7
School-Wide Discipline Plan - PBIS “Cub Coins” Count Guidelines	8
School-Wide Discipline Plan - Cub Coin Incentives	9
School-Wide Discipline Plan – PBIS Reason to Give “Cub Coins”	10
School-Wide Discipline Plan – “Why Morning Meetings”	11,12
Character Focus of the Month	13
Glendale Acres Discipline Procedure Flow Chart	14
Drop Off Route for Car Riders & Parking	15
Daily Schedules, Tardies and Telephone	16
Parent/Teacher Conferences	16
School Breakfast and Lunch	16,17
Cafeteria Information - Prices, Free & Reduced Information	17
Dress Code	17
School Volunteers/Visitors	18
PTA Information	19
Attendance/Valid Educational Opportunities	19,20
Withdrawal & Transfer Procedures	20
Section 504: Rehabilitation Act of 1973	20
Textbook/Library Books	21
Prime Time Program	21
Class Celebrations/School Spirit Day/Weather	21
Report Cards	21
Medicine at School	21,22
Health Information from School Nurse	22,23
Parent Involvement	23

“Every Minute Counts.....from Start to Finish.”

Let’s make this a “*Tardy Free*” year!

PHILOSOPHY, OBJECTIVES AND COMMITMENTS:

Glendale Acres Elementary School faculty and staff believe that the children entrusted to our care are unique individuals who progress at their own rate and have differing academic needs and abilities. These students have the challenging task of acquiring the skills and processing the information necessary to be independent and successful in our global society. We must provide a solid foundation for our students' educational experiences to be built upon. As we guide them through their daily activities, we will strive to present an environment that will encourage the students to reach their highest academic potential while fostering emotional, social and physical development, as well as, facilitate the development of independence. Through effective teaching techniques, the faculty and staff motivate students to think clearly, critically and to make sound judgments with respect to themselves and others.

Developmentally appropriate practices are incorporated into our school curriculum to provide for all areas of a child's development: physical, emotional, social and cognitive. This is done through an age span and an individual-appropriate integrated approach. We utilize parents and other resource persons within the community to help our students. Our school motto, "Learning with Love and Laughter", epitomizes the nurturing environment provided by the school, home and community at Glendale Acres.

FOREIGN LANGUAGE ACADEMY

Glendale Acres Elementary School offers a quality, child-centered instructional plan with a focus of the enhancement of communication skills including reading, writing, listening, speaking, viewing and critical thinking in all academic areas. Effective visual, written and oral communication is encouraged through the use of:

- Highly successful research based approaches and strategies applied to instruction
- Technology incorporated at all grade levels
- Partnerships with parents and community to encourage student learning
- Global awareness education
- Collaborative planning and implementation of programs between Glendale Acres and Ashley Elementary to ensure a seamless curriculum K-5

KEY COMPONENTS

- A strong integration of communication skills throughout the curriculum
- Spanish instruction beginning in Kindergarten
- An emphasis on effective expression of ideas and information in all academic areas
- Cross-curricular units emphasizing meaningful content, problem solving and high level thinking
- Program supported by active community partnerships
- A 90 minute Literacy Block every day for every child

PARENTS RIGHT TO KNOW STATEMENT

As required by the Elementary And Secondary Education Act (ESEA), Title I Part A. Information is available at our school to include but is not limited to the following:

- the School Improvement Plan
- qualifications of your child's teacher and/or teacher assistant
- professional development opportunities for teachers and assistants to ensure highly qualified personnel
- opportunities for parent involvement and input
- the District Improvement Plan
- the District Parent Involvement Policy
- the District Report Card and the School Report Card

Please contact our school and we will be glad to provide you with this information upon request.

DECLARACION DEL DERECHO A SABER DE LOS PADRES

Como requerido por el Acto de Que Ningún Niño se Quede Atrás (NCLB) del 2001, Título 1 Parte A. Información está disponible en nuestra escuela que incluye pero que no está limitada a lo siguiente:

- Plan de Mejoría de la Escuela
- Calificaciones del maestro(a) de su hijo/a
- Oportunidades del desarrollo profesional de los maestros y de los asistentes para asegurar personal altamente calificados
- Oportunidades para la participación y las opiniones del padre
- Plan de Mejoría de las Escuelas del Condado de Cumberland
- El Plan del Título 1 para la Participación de los Padres y el Plan para la Participación de los Padres en las Escuelas
- Reporte de Calificación del Condado de Cumberland
- Reporte de Calificación de la Escuela

Favor de comunicarse con nuestra escuela y será nuestro placer en proveerle con información a su petición.

SCHOOL CLIMATE

We are committed to the goal of guiding children in the development of knowledge, skills and attitudes while maximizing their potential. We are proud of our past achievements, but continue to strive for excellence in education. At Glendale Acres, we believe that a safe, orderly environment is necessary for high academic achievement. Our school ensures a positive learning environment through the communication of high expectations, consistent consideration for the rights of others and a school wide policy of appropriate consequences for disruptions of the learning process. All disciplinary actions taken to ensure maintenance of a positive school climate will be in full accordance with the Cumberland County Code of Conduct. Consequences of discipline infractions will be identified and implemented fairly.

Our goal is to direct students toward self-discipline. The teacher will handle misbehavior. If, after due process and the implementation of our PBIS discipline plan, proper conduct is not established, students will be sent to an administrator with supporting documentation. The principal has the authority to suspend a student from any class. Parents/Guardians will be notified of inappropriate behavior.

PRESENTATION OF COUNTY AND SCHOOL RULES

- 1) Each teacher is to read, explain and give every student in his/her room a copy of the Cumberland County Code of Conduct and school rules.
- 2) Students who transfer into Glendale Acres must also receive and have the rules read and explained to them.
- 3) The Cumberland County code of conduct, the school rules and the classroom rules should be displayed at all times.

GLENDALE ACRES ELEMENTARY SCHOOL RULES

- 1) Students must obey all class rules and follow the instructions of the principal, teacher, instructional assistant, student teacher, substitute teacher or other faculty members when on school premises.
- 2) Fighting at school, on the school bus, at the bus stop, or on the way to and from school is prohibited. Any student who violates this rule will be disciplined accordingly.
- 3) Any student assisting, aiding, abetting, conspiring with or encouraging in any manner with another student to violate the school rules by fighting will be disciplined accordingly.
- 4) Any type of weapons or dangerous instruments brought on school grounds will result in suspension from school and a possible police investigation.
- 5) Profanity and/or verbal abuse of any faculty member or student will not be tolerated.
- 6) No student may violate or abuse the person or property of another student or school personnel by engaging in an activity that

- demeans or degrades that person or property.
- 7) Students may not tamper with or take into their possession any object or items belonging to another student, school personnel or to the school without first obtaining permission from the appropriate person.
 - 8) Writing on, marking, defacing, smearing, staining, soiling or injuring the walls or property of the school will not be permitted.
 - 9) Running in the building and on the breezeway is prohibited. Students are expected to walk at all times when in the building and on the breezeways.
 - 10) Chewing gum is not allowed inside the school building.
 - 11) The possession of cigarettes, matches, cigarette lighters or any other drug paraphernalia or pyrotechnics could be subject to suspension from school.
 - 12) Electronic devices will not be brought to school. These items will be collected and turned into the office to be picked up by the parents.
 - 13) No student is allowed in the teacher's lounge unless approved by the principal.
 - 14) Once a student arrives on the school grounds, he/she may not leave without being checked out through the office by parent/guardian.
 - 15) Walking students and car riders can not come on campus before 7:30 AM.
 - 16) The school building will be opened to bus students at 7:30 AM. There will be no supervision for students before this time. Therefore, no students should be dropped off earlier than this by parents.
 - 17) Upon arriving on the school campus, students are expected to go directly to their classrooms or the cafeteria for breakfast. Students may not loiter in the hallways.
 - 18) All students are expected to be in the classroom before the second bell rings at 7:55 AM.
 - 19) Students arriving to school after 11:10 AM or checked out of school before 11:10 AM will be marked absent.
 - 20) Students may not be checked out of school after 2:15 PM
 - 21) Students may not remain on the school grounds after 2:35 PM without permission of a school official.

Any student who violates the rules of Glendale Acres Elementary School or the established system wide rules as adopted by the Cumberland County Board of Education shall be subject to disciplinary action, which may include, but not be limited to, suspension from school.

GLENDALE SCHOOL CODE OF CONDUCT

Students will...

...Be Respectful:

Follow directions and speak politely to all adults.
Use appropriate language.
Prevent and avoid fights.
Allow other students the right to learn.
Follow the Glendale Acres School Rules.
Follow the Cumberland County School Rules.

...Be Responsible:

Come to school on time and go directly home after school.
Arrive at school between 7:30 AM and 7:55 AM.
Take care of school property and the property of others.

...Be Safe:

Walk at all times (except on the playground).
Orally review the Glendale Acres Discipline Policy on being a Character Cub

PBIS SCHOOLWIDE DISCIPLINE POLICY

Students are expected to comply with all Glendale Acres School Rules.

I. CLASS RULES- Students are expected to:

1. Enter class quietly and be seated quickly
2. Work quietly
3. Raise hand to be called on to speak
4. Get permission to leave seats at appropriate times
5. Come to class prepared
6. Stay on task and complete assignments
7. Adhere to school schedule
8. Get permission to leave the class

Each teacher will add to above as needed for individual classrooms. Rules are to be approved by school administration, posted in the classroom and sent to parents at the beginning of enrollment in class.

II. BUILDING RULES

HALLS – Students are expected to:

1. Walk Quietly (Level One Voice)
2. Keep to the right of hall
3. Maintain personal space
4. Be escorted to and from resources by the classroom

teacher and/or assistant

5. Keep hands and feet to self

RESTROOMS – Students are expected to:

1. Respect privacy of others
2. One person in stall
3. Wash hands
4. Report problems to a teacher
5. Clean up after yourself

CAFETERIA – Students are expected to:

1. Stay in line while waiting for food
2. Use a Level 2 or 3 voice
3. Keep tables and floors clean
4. Follow directions the first time
5. Use walking feet for all movement

ASSEMBLIES – Students are expected to:

1. Enter and exit using travel position
2. Sit with legs crisscross
3. Use appropriate voice level when talking is permitted-follow check your voice signal
4. Keep hands and feet to yourself
5. Treat others the way you want to be treated

III. GENERAL RULES

PLAYGROUND – Students are expected to:

1. Share equipment
2. Include others
3. Take care of equipment
4. Respect outdoor surroundings
5. Stay in play area

BUSES – Students are expected to:

1. Keep hands and feet to self
2. Maintain personal space
3. Promptly enter and exit buses
4. Sit in assigned seat
5. Stay seated on your bottom
6. Realize that riding the bus is a privilege

WALKERS – Students are expected to:

1. Select the safest route
2. Walk on sidewalk or to the left of the street or highway on the shoulder of the road facing traffic
3. Listen to and obey the school crossing guard or responsible adult
4. Pay attention to the traffic

PBIS SCHOOL-WIDE DISCIPLINE PLAN

The discipline procedures we have implemented at Glendale Acres were developed so that every child has the opportunity to be successful in a safe and caring climate. In order for the plan to be productive, we must have full support from home in our endeavors of maintaining an environment conducive to learning. Our students follow a school-wide discipline plan described in our School Handbook, as well, as a classroom plan that is posted in every classroom with behavior goals, a consequence system, and rewards.

We were pleased to start the school year 2015-2016 by implementing a Positive Behavior Interventions and Support (PBIS) school-wide discipline plan and will continue the second phase of PBIS in the school year 2016- 2017. This program will be implemented throughout the entire school in order to improve student behavior.

PBIS is an evidence-based, data-driven framework that focuses on acknowledging positive student behavior, increasing student achievement and school safety while teaching behavioral expectations. By ensuring that all students have a clear understanding of school-wide behavioral and social expectations, we are confident that student learning will increase and we will see a decline in classroom disruptions.

The Glendale Staff will continuously work with our students to make sure that they understand and learn the school's expectations. We will explicitly teach, model and practice the behavioral expectations while consistently working with students to apply behavioral expectations in all settings.

Respectfully,

Dr. Julie A. Dees
Principal

Cub Coin Incentives for Positive Behavior

Individual Incentives

5	Cub Coins=Prize Cart*
10	Cub Coins=Prize Cart*
15	Cub Coins=Name on the PBIS Wall in the Main Hall- Teddy Bear
20	Cub Coins=Pencil
30	Cub Coins=Name on the PBIS Wall in the Main Hall- Grizzly Bear /PBIS Treasure Box
45	Cub Coins=Postcard Home
50	Cub Coins= Name on the PBIS Wall in the Main Hall- Polar Bear /Frozen Treat
60	Cub Coins=Lunch with the Teacher
75	Cub Coins=Certificate and Recognized on BNN (Name will be announced)
90	Cub Coins=15 Minutes of Game Time
100	Cub Coins=Name on PBIS Wall- Panda Bear
125	Cub Coins=Lunch with Dr. Dees and/or Mrs. Lee or Staff Member
150	Cub Coins=Name on PBIS Wall- Kodiak Bear /Bear Time Helper
200	Cub Coins=Throw a pie at selected Glendale Staff Members

Class Incentives

Class Incentives will be rewarded when all students in a class has achieved the given number of Cub Coins!

- 15 Cub Coins= **Teddy Bear Day**
- 30 Cub Coins= **Candy/Snack/Treat Provided by the Classroom**
- 75 Cub Coins= **Bonus Recess**
- 100 Cub Coins= **Popcorn and a Movie! Provided by the School**

Class Total Incentives







Every 250, 750, 1000 and 2,000 Cub Coins achieved by each class as a whole will earn the class the choice of an incentive listed below:

- Extra Recess Time
- Lunch Outside of Cafeteria
- PJ or Hat Day
- Sport Day (wear your favorite uniform/t-shirt/hat)

GRIEVANCE PROCEDURES TITLE IX

Students who believe that they have been mistreated because of sex discrimination in the public school may appeal to the person designated in each school as the one responsible for hearing said complaints. If after appealing to this designated official the student is dissatisfied; he/she may submit a request in writing to the Superintendent for a review of the case. The Superintendent or his designated representative will arrange a conference with the student and make a decision regarding the grievance: If the decision rendered by the Superintendent is unsatisfactory to the student, the student shall within ten days, give written notice to the Superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render its decision within thirty days of receipt of the grievance.

Glendale Acres Elementary School "Bear" Essentials

Classrooms/Resource	Travel Areas	Cafeteria	Restrooms	Playground	Bus
					
<ul style="list-style-type: none"> ● Actively listen ● Treat others like you want to be treated ● Use appropriate voice levels ● Maintain personal space ● Use manners 	<ul style="list-style-type: none"> ● Walk quietly (Level 1 voice) ● Maintain personal space ● Keep hands and feet to self 	<ul style="list-style-type: none"> ● Stay in line while waiting for food ● Raise hand for help ● Use good manners ● Maintain personal space ● Eat your own food ● Use a Level 2 or 3 voice 	<ul style="list-style-type: none"> ● Respect privacy of others ● Keep hands and feet to self ● Use Level 1 or 2 voice 	<ul style="list-style-type: none"> ● Share equipment ● Include others ● Use kinds words ● Treat others like you want to be treated ● Maintain personal space 	<ul style="list-style-type: none"> ● Keep hands and feet to self ● Maintain personal space
<ul style="list-style-type: none"> ● Follow directions the first time ● Make good choices ● Accept consequence ● Be a problem solver ● Come prepared ● Be on time ● Do your job ● Always do your best ● Follow CCS Code of Conduct 	<ul style="list-style-type: none"> ● Keep hallway clean ● Follow directions the first time ● Accept your position in line ● Walk with a purpose ● Face forward in line ● Be a problem solver ● Arrive at destination with a positive attitude 	<ul style="list-style-type: none"> ● Stay in seat ● Follow directions the first time ● Keep tables and floor clean ● Only take what you need ● Come prepared 	<ul style="list-style-type: none"> ● Put used paper towel in trash can ● Complete task in a timely manner ● Wash hands ● Clean up after yourself 	<ul style="list-style-type: none"> ● Follow directions the first time ● Clean-up equipment when done ● Be a problem solver ● Take care of equipment 	<ul style="list-style-type: none"> ● Promptly enter and exit the bus ● Take all belongings with you ● Sit in assigned seat ● Be a problem solver
<ul style="list-style-type: none"> ● Use supplies appropriately ● Keep hands, feet, and objects to yourself ● Report problems to a teacher 	<ul style="list-style-type: none"> ● Use travel position ● Walk on the right side ● Stay in line 	<ul style="list-style-type: none"> ● Use walking feet for all movement ● Report problems to a teacher 	<ul style="list-style-type: none"> ● 1 person in a stall ● Use equipment properly ● Use one paper towel ● Report problems to a teacher 	<ul style="list-style-type: none"> ● Use equipment for intended purpose ● Respect outdoor surroundings ● Be alert ● Stay in play area ● Report problems to a teacher 	<ul style="list-style-type: none"> ● Sit facing forward ● Stay seated on your bottom ● Report problems to the bus driver ● Use Level 1 or 2 voice

PBIS

"Cub Coins"

Count Guidelines

In order to facilitate cub coins distribution, the PBIS team has come up with a reasonable range for each student to have at the end of each nine weeks.

There will be students who have more than the range, but there should not be students with less than the low end of the range.

Time Frame	Range of Cub Coins
End of 1 st Nine Weeks (October 26)	35 - 60
End of 2 nd Nine Weeks (January 2)	55- 80
End of 3 rd Nine Weeks (April 6)	70- 100
End of 4 th Nine Weeks	85- 125+

AT GLENDALE ACRES...
We ensure success and nothing less!

PBIS

Reasons to Give "Cub Coins"

1 st and 2 nd Nine Weeks	3 rd and 4 th Nine Weeks
<ul style="list-style-type: none">• Getting off the bus and walking to the classroom in travel position• Raising hand before speaking• Doing the right thing the first time being asked• Walking in travel position• Listening to classroom instructions• Following through with assignments• Showing consideration to other students• Picking up trash without being asked to do so• Having all required supplies• Following expectations listed on PBIS matrix	<ul style="list-style-type: none">• Demonstrating responsibility in doing class assignments and showing growth in any accomplishment• Fulfilling expectations without being asked• Going above and beyond with expectations• Meeting RC goals for a week• Offering to help other students without being asked to do so• Receiving compliments from other staff members• Being positive with peers, visitors and Glendale staff



Character Focus of the Month

Month	Character Trait
August	Introduction
September	Respect
October	Responsibility/Perseverance
November	Integrity/Honesty
December	Caring/Kindness
January	Self-Discipline/Self-Control
February	Trustworthiness/Courage-Loyalty
March	Fairness/Sportsmanship
April	Citizenship/Cooperation
May	Celebration



Why Morning Meetings

The information here is based off the book "The Morning Meeting Book" by Roxann Kriete

Purposes of Morning Meetings:

1. Morning Meetings set the tone for respectful learning and establishes a climate of trust.
2. Tone and climate of Morning Meetings extend beyond the meeting
3. Morning Meeting motivates children by addressing two human needs: the need to feel a sense of significance and belonging and the need to have fun.
4. The repetition of many ordinary moments of respectful interaction in Morning Meetings enables some extraordinary moments.
5. Morning Meetings merges social, emotional, and intellectual learning.

Morning Meetings can take place in any classroom and in any grade level!
Morning Meetings do not have to take a lot of time!

Another important component of morning routines is establishing procedures, which include Morning Meetings. You can have them on an easel, a white board, a SMARTboard, or sentence strip - whatever you as a teacher are comfortable with. Use them EVERYDAY and make sure they are in the same place.

Morning Meetings can: (but are not limited to)

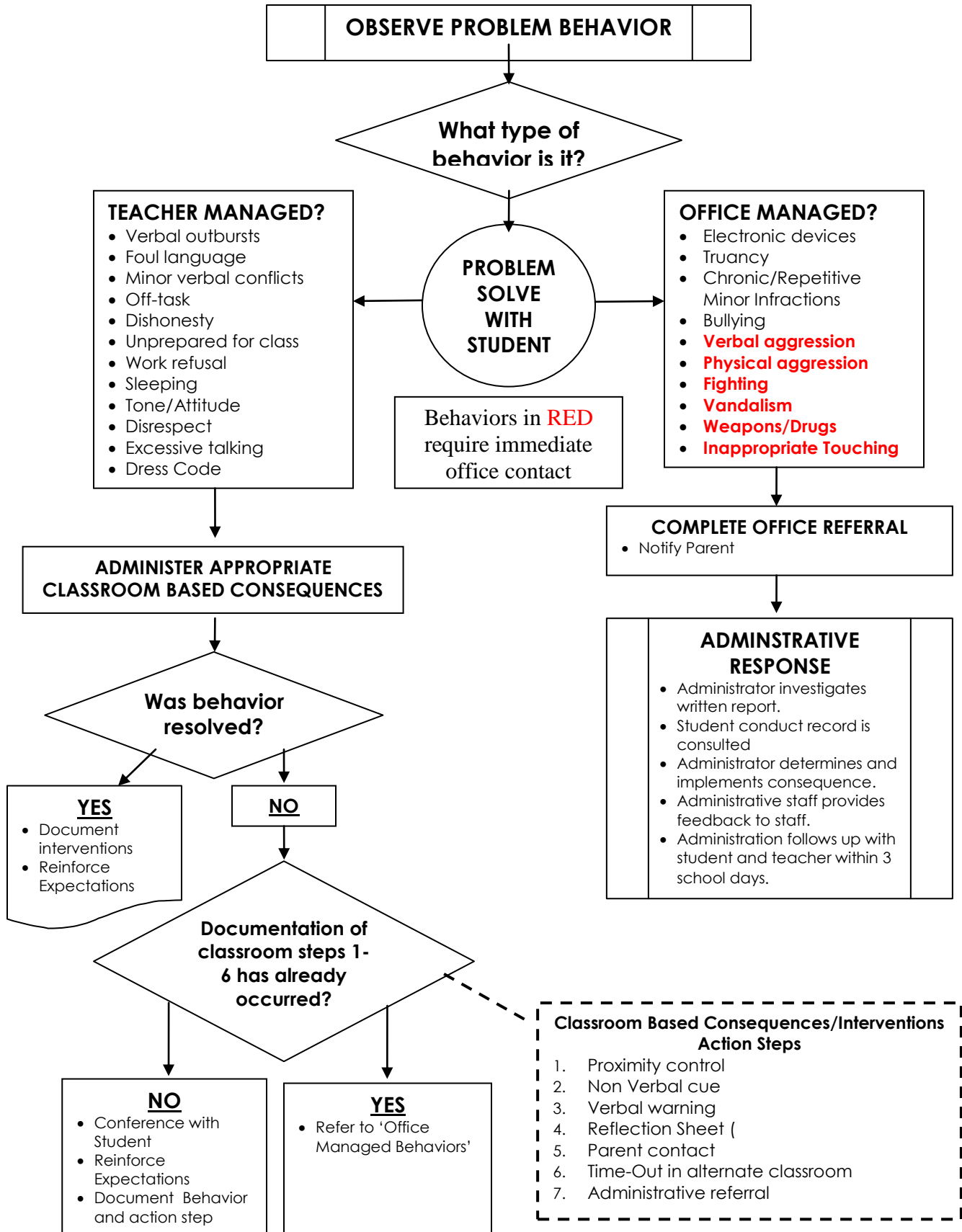
- Ask students to answer a question (ex: what is your favorite ice cream flavor?) to be used in a lesson
- Review material (math facts, vocabulary, or spelling words) previously taught
- Have students identify themselves as "present" or select lunch choices
- Give students directions about morning work or morning procedures that they might need help remembering (regardless of grade level)
- Have students vote on an incentive, assignment, project, or recess activity
- Have students participate in a team building, class builder, or brain break.
- Discuss an issue the class is experiencing

Morning Meetings consists of four components. Here they are broken down and briefly explained.

All of these need to be modeled, practiced, modeled, and practiced more. Older students can progress into running their own Morning Meetings as the year continues.

Component	Purposes	Examples/Points to Remember
<p>Greeting >3 minutes</p>	<ol style="list-style-type: none"> 1. Sets a positive tone 2. Provides a sense of recognition and belonging 3. Helps children learn names 4. Gives practice in offering hospitality 	<ul style="list-style-type: none"> • Adjective greeting: "Hello my name is Jazzy Julie!" response: "Hello Jazzy Julie, my name is Lovely Lauren!" • Good Morning in different languages • Speed Greeting: Students have 30 seconds to 1 minute to say Good Morning (don't forget eye contact and names!) to as many of their classmates as they can. Appendix E in Morning Meeting Book for more ideas!
<p>Sharing</p>	<ol style="list-style-type: none"> 1. Helps develop the skills of caring, communication and involvement with each other 2. Extends the knowing and being known that is essential for development of community 3. Encourages the habit of inquiry 4. Provides practice of speaking to a group 5. Strengthens vocabulary development 	<ul style="list-style-type: none"> • Teachers can set up a rotation to share (2-4 students per day, so they will have time to prepare/practice) • Popsicle share (2-4 students per day, put all of the sticks back once everyone has had a turn) • Teach students to distinguish between appropriate news and news just for the teacher • Allow students to share their information, and then say "I'm ready for questions and comments..." • Teach students how to listen respectfully, as well as formulate relevant, caring questions to ask classmates
<p>Group Activity</p>	<ol style="list-style-type: none"> 1. Contributes to a sense of community culture by building a repertoire of common material - songs, games, chants, and poems 2. Fosters active and engaged participation 3. Heightens the class's sense of group identity 4. Encourages cooperation and inclusion 	<ul style="list-style-type: none"> • Alphabet Story: First person begins to tell a story with the letter A - ex... "Aunt Helen came to my house the other day." The next student will add a sentence with the letter B - ex "Buddy, her terrier, came with her." Continue around the circle. • This looks like a _____ but it's really a _____. Students take an everyday item, like a pencil, and imagine what else it could be - ex. "This looks like a pencil, but it could be a pogo stick!" Student will act out the pogo stick. Appendix F in Morning Meeting Book for more ideas!
<p>News and Announcements</p>	<ol style="list-style-type: none"> 1. Eases the transition into the classroom day and makes students feel excited about what they'll be learning 2. Develops and reinforces language, math, and other skills in a meaningful and interactive way 3. Builds community through shared written information 	<ul style="list-style-type: none"> • A student, students, or teachers read the message followed by a discussion of the activity, question, or topic. The teacher can then give students information about the day ahead; any schedule changes, so that students will be aware of the day's events.

Discipline Procedure Flow Chart

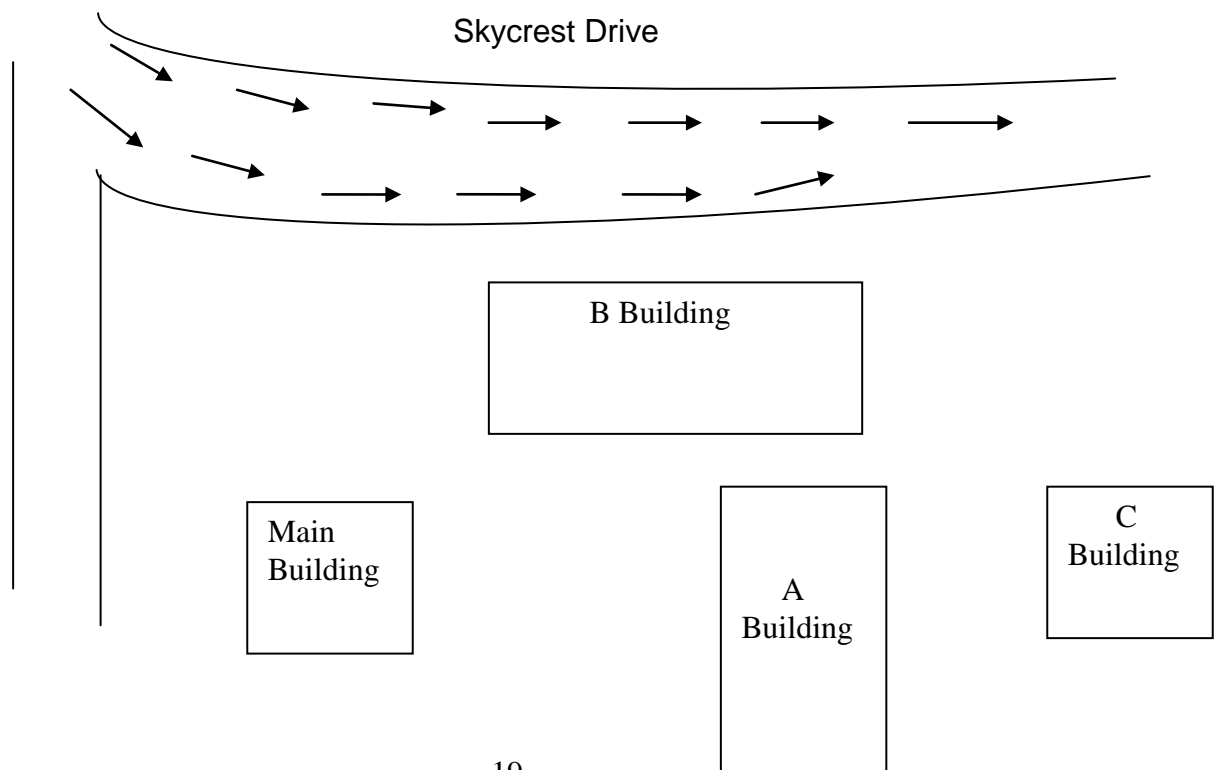


Traffic Procedures for Drop-Off/Pick-up

At Glendale Acres we strive for a safe and caring environment at all times. One of our toughest challenges is the traffic during arrival and dismissal of students at school. Below are procedures to show the traffic pattern we have established.

For the safety of our children the following procedures have been put in place:

- ❖ When dropping off or picking up, you may do one of two things:
 1. Park in a parking space and walk to the sidewalk and drop/take your child
 2. Stay in your car in the right hand and move along until you arrive at the sidewalk (pull up as far as you can) and your child will get out/in next to the sidewalk
(Students being dropped off and not walked up by an adult must be dropped off in the circle drive at the sidewalk with the person on duty. They may not cross the street or go between cars without the parent.)
- ❖ There is **no** parking in the right lane (only stopping). The left lane is for moving traffic only.
- ❖ Cars are not to be parking in the volunteer and handicap parking in front of the school for arrival and dismissal of students. Cars are not allowed past the curve of the driveway during these times.
- ❖ Parents who will be walking their child to class may park in a parking space or in a single row on the grass as shown in the diagram below.



SCHEDULES

DAILY SCHEDULE	
Bus Riders	7:30 AM (arrival)
Breakfast	7:30 – 7:45 AM
Walkers	7:30 – 7:55 AM
First Bell	7:50 AM
Tardy Bell	7:55 AM
Dismissal Bell	2:25 PM

If your child is **not** eating breakfast at school, we suggest an arrival time of 7:45 AM in order for your child to be prepared and ready to start the instructional day at 7:55 AM. **Children cannot be dropped off at school before 7:30 AM.** In the afternoon, we recommend that parents picking up their children and Day Care Vans arrive on campus between 2:15 – 2:25 PM. Parents should make arrangements with daycares to ensure they are on campus each day by 2:25 PM.

TARDIES

Your child is tardy if he/she is not in the classroom by the 7:55 AM tardy bell. Please be aware of the time school starts and stress the importance of being on time and ready to begin the day. Work habits for later years are being established. Let's work together to eliminate tardiness. **If your child is tardy, a parent or legal guardian must come by the office for a tardy slip before the child can go to his/her classroom. If your child has 3 unexcused tardies in a 9-week period, he/she will not receive a perfect attendance certificate. A doctor's note must be provided for a tardy to be excused.**

With Cumberland County's Schools "Every Minute Counts", if your child has 3 unexcused check-outs in a 9-week period he/she will not receive a perfect attendance certificate. A doctor note must be provided for a check-out to be excused, unless your child is checked-out due to illness or injury.

TELEPHONE

Telephone calls will not be sent to the classrooms during instructional times. Messages can be left for teachers to return calls when they are free from student supervision. Students will not be allowed to use the telephone unless it is judged to be an emergency by the teacher or secretary. Parents may call and have messages sent to their child (children). Messages will be given prior to dismissal or as needed. Also, please do not ask the staff to call a student to the office for such items as keys, books, clothing, etc. This is to refrain from disturbing the classroom during the instructional day. We appreciate your cooperation with this matter. If a conference is needed, call the office to schedule an appointment or send a written request by your child. Conferences before school are not usually as effective as conferences scheduled at other times. Staff members are busy and time is short in the morning.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled for the week of November 7, 2016 and the week of February 6, 2017. However, you are encouraged to seek a conference with your child (children's) teacher(s) at any time during the school year if the necessity arises.

SCHOOL BREAKFAST, LUNCH AND SNACK

Cumberland County Schools (CCS) Child Nutrition Services is excited to announce that The Community Eligibility Provision (CEP) is being offered to Glendale Acres Elementary for the 2016-2017 school year. All students attending Glendale Acres Elementary School will receive breakfast and lunch meals at no charge. Schools participating in the CEP Provision will not distribute free and reduced lunch applications to their students for the 2016-2017 school year. However, students may purchase additional food items approved for a la carte sales. The a la carte sales may include items such as rice crispy treats, chips, graham crackers, fruit roll-up, gold fish, animal crackers, and etc....

DRESS

Children should be encouraged to have pride in good personal appearance at all times. We appeal to you, as parents, to stress the importance of good grooming and the use of proper dress. Faculty members will also use their influence on the students to foster proper dress. Students are required to dress appropriately for school. All students must wear shoes that are properly secured. Thong shoes, shoes with wheels and flip-flops are not allowed. Bermuda shorts (shorts longer than the child's fingertips) can be worn in warm weather. Tank tops are not acceptable at anytime. Girls may not have bare shoulders or show their midriffs. Tops must have at least 3 fingers width across each shoulder. Clothing with wording or pictures of drugs, alcohol, obscene words or which may be offensive to others may not be worn at school. Students will not be allowed to wear hats or sunglasses in the building. Parents will be called to either bring appropriate clothing or pick a child up when the dress code is violated.

SCHOOL VOLUNTEERS

Again, this year we will be calling on you to help us plan and implement our Volunteer Program. The Volunteer has become a necessary part of our educational team as we struggle with such urgent concerns as: the soaring cost of education, growing demands of parent and community involvement in the school, increased attention to individualized instruction, and enrollment trends.

After you have had time to reflect on the aforementioned concerns, I am sure you will say "yes" to our Volunteer Program. In order to be eligible to be a school volunteer all individuals must complete an online registration available on the Cumberland County Schools website. (<https://www.ccsvolunteers.com/>) When you arrive on campus, please go by the office and sign in. Then pick up a Volunteer Badge to wear in the building. Before you leave, please return to the office and sign out.

VISITORS

All visitors are to report to the Main Office. Please do not visit your child's room or teacher during the school day without signing in through the front office. Please wait outside the school building when picking your child up at the end of the day. When your child observes you waiting in the area, that is an indication to your child that the school day has ended and in many cases causes the teacher to struggle to hold their attention until the school day does end. If you need to talk with the teacher, please call for an appointment.



PARENT-TEACHER ASSOCIATION

Glendale Acres Elementary School has a very active PTA and we would like to invite all parents, grandparents and friends to join our organization this year. Governor Easley honored our PTA with the NC Outstanding Volunteer Award for the 2001-2002 school year. Additionally, our PTA has earned the National PTA's Parent Involvement School of Excellence certification for 2007-2010. Membership dues are \$6.00 per person. Your PTA Executive Council has already begun plans for the 2016-2017 school year.

2016 – 2017 Officers	
PRESIDENT	Alison Jones
VICE PRESIDENT	Karen Tisdale
SECRETARY	Jamie Riley
TREASURER	Jessica Hjuler
2016 – 2017 Chairpersons	
BOOK FAIR	Wendy Cardenas
COMMUNITY PARTNERS (SPIRIT NIGHTS)	Vanessa Webster
DIRECTORY	Lisa Hester
FUNDRAISER	Erica Shouse
HOSPITALITY	Jessica Hart
INCENTIVES	Melissa Pierce
MEMBERSHIP	Tiffany Phillips
NEWSLETTER & SCHOOL LIAISON	Deborah Dowd
REFLECTIONS	Savanna Samuelian

SPIRIT ITEMS	Kristina Schell
TEACHER REPRESENTATIVE	Kristen Roller
TUTORING	Rose Jones
VOLUNTEERS	Jessica Haring
SCHOOL PRINCIPAL	Dr. Julie Dees
SCHOOL ASSISTANT PRINCIPAL	Beth Lee

DATES FOR GENERAL MEMBERSHIP PTA MEETINGS

September 6, 2016
December 13, 2016
March 7, 2017
May 18, 2017

All PTA meetings are at 6:00 PM in the school cafeteria

ATTENDANCE

Children between the ages of seven and seventeen years are required to attend school continuously during the school session. Children under the age of seven who are enrolled in the public school must attend school continuously during the school session unless they are withdrawn. A child absent from school must bring a note giving the reason(s) for the absence upon returning to school. Such excuses should be dated and signed by the parent, legal guardian, or custodian. Absences are coded as “lawful” or “unlawful”. Lawful absences include illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, religious observances and educational opportunities. Unlawful absences include the student’s willful absence with or without the knowledge of the parent, vacations, and any other absence not listed as “Lawful Absence”. Please call the school and advise when it is necessary for your child to be out of school for more than one day. The school will attempt to contact parent/guardians when a student is absent, but this contact by the school does not eliminate the need for a written note.

VALID EDUCATIONAL OPPORTUNITIES

The Cumberland County Board of Education has adopted a student policy that permits prior approved temporary absence of a student from school for a valid educational opportunity to be coded as lawful. The principal shall require that all conditions listed below be satisfied before a student’s absence can be coded lawful related to a valid educational opportunity. When planning a vacation, the school would like to encourage our parents to schedule the days for when the students have a holiday. We need your support in improving the attendance at Glendale Acres.

1. The student or parent(s) shall seek prior approval from the principal or designee for a temporary absence to take advantage of a valid educational opportunity.
2. The student or parent(s) shall provide appropriate school official(s) with written educational objective(s) regarding the proposed educational opportunity.

3. The principal shall provide the student with written approval to be temporarily absent from school to take advantage of a valid educational opportunity.
4. The student shall provide the appropriate school officials with a written report covering the objective(s) of the approved educational opportunity within five (5) days upon the student's return to school. (Report may be oral presentation show-and-tell style.)
5. Educational Opportunity Forms are available through the office.

WITHDRAWAL AND TRANSFER PROCEDURES

When a student is leaving the Glendale Acres School attendance area, notification should be given to the teacher in advance. This will allow time needed for securing necessary forms to be completed in full without interruption of the instructional day.

SECTION 504: REHABILITATION ACT of 1973

No otherwise qualified individual with disabilities shall solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to, discrimination under any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district Section 504 Coordinator:

Natasha Scott
Cumberland County Schools
P. O. Box 2357
Fayetteville, NC 28302
Phone: 678-2433
E-mail: NatashaScott@ccs.k12.nc.us

All Exceptional Children's Programs are Offered at Glendale Acres Elementary School
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CARE OF TEXT/LIBRARY BOOKS

Textbooks and Library Books are available and provided to all students at no cost. When books are damaged or lost, it will be necessary for the issuing teacher and/or media specialist to assess damage/lost fees. Any lost book or books with markings, torn pages or missing pages should be reported to the teacher immediately.

PRIME-TIME PROGRAM

After school care is available for Glendale students through the Cumberland County School's Prime-Time Program. This program provides care until 6:00 PM each school day. Full day care is provided on teacher workdays. For additional information, contact the Prime-Time coordinator at 678-2451.

CLASS CELEBRATIONS

Each teacher may schedule no more than two (2) class celebrations per school year. Traditionally, these have been held at Christmas and at the end of the year. Each teacher has the option of setting alternate dates.

Birthday parties for individual students will not be permitted. Parents may provide light refreshments on special days under the following conditions:

- 1) The parent has acquired teacher approval
- 2) Refreshments are served after the class has been to lunch
- 3) Refreshments are store bought
- 4) It does not interfere with the students' work schedule

SCHOOL SPIRIT DAY

Every Friday is very special at Glendale Acres...Fridays are always School Spirit Days! We encourage each member of our educational family to participate. Our "educational family" includes students, faculty, staff, parents, grandparents, friends, neighbors and EVERYONE who shares our love for this wonderful school. We wear a Glendale Acres School Pride shirt on Fridays. Our PTA provides the opportunity to purchase a variety of items that proudly display our school colors, name and mascot. These include T-shirts and sweatshirts. We look forward to having you enjoy these School Spirit Days!

INCLEMENT WEATHER MAKE-UP DAYS

Make up days for inclement weather will be scheduled as needed by the Cumberland County Board of Education.

REPORT CARD SCHEDULE FOR 2016-2017

1 st REPORT CARD	November 10, 2016
2 nd REPORT CARD	January 27, 2017
3 rd REPORT CARD	March 31, 2017
4 th REPORT CARD	June 9, 2017

MEDICINE AT SCHOOL

In order for **prescription** and **non-prescription** (over-the-counter) medicine to be given at school, the medicine must be in the pharmacy labeled container and a "Physician's School Medication Form" must be completed and signed by a physician and the parent. The pharmacy label and the physician's directions on the form must match. This form must be on file in the office at Glendale Acres before school personnel can administer the medication. When having a prescription filled, it is helpful to ask the pharmacist to

package the prescription in separate containers, one for home and one for school. Also, make sure the medication will not expire before the end of the school year. If the medication is required less than four (4) times a day, please schedule the doses to be given at home.

Medication can only be brought to school by an adult and must be signed-in in the office. Students may not have possession of medication (to include chap stick) while on school grounds. Any medicine brought to school by a student cannot be dispensed and will be taken by a staff member and locked in the school office for a parent to pick up.

PARENT INFORMATION FROM THE NURSE’S DESK

- 1) There is **not** a nurse at our school daily. The nurse is assigned to Glendale one day a week (this schedule is subject to change). A nurse can be reached by calling the Health Department at 433-3826.
- 2) Do not send your child to school with a fever. Temperature is normal at 98.6 orally, 99.6 rectally and 97.6 axillary (armpit). Child should be free of fever 24 hours prior to sending him/her to school.
- 3) Please give us telephone numbers that are current and make sure your work number is listed as well. Include an emergency contact that is reliable and someone who is usually there and can pick up your child when necessary. Remember that Emergency rooms and doctors require a parent prior to treating a minor, and if you cannot be reached, your child will be waiting despite injuries or illness.
- 4) Your child needs certain things done prior to coming to school:

Bath	Teeth brushed and dental care	Clean Clothes
Combed, clean hair, washed at least once a week	A good attitude about school. (They learn from example)	Nutritious Diet
Exercise. Outdoor play is important	Plenty of Sleep	Limited amounts of sugar and caffeine

- 5) If you have concerns, write your teacher/nurse a note. When keeping a child home for illness, contact your school so we can keep you advised on what we have to assist you.
- 6) If your child needs medicine dispensed at school, please follow the guidelines listed under “Medicines at School”.
- 7) Common problems in school:
 - a. Infected sores & insect bites - Wash with Dial soap, use antibiotic ointment, and cover for school. May need an oral antibiotic also. See doctor.
 - b. Ringworm - (fungus) Tinactin is recommended for ringworm on the body. If located on the scalp, a prescription from the doctor is needed for medication by mouth.
 - c. Lice - (spread by direct contact - head to head) or (indirect contact using infested combs, hats, bedding, etc.); Itching of the scalp is the most common symptom of head lice. Call

the school if lice infestation is suspected or noted - the school nurse can assist. Nix lice shampoo is now available for treatment from the drugstore without a prescription. Any other product will require a 2nd treatment in seven days. All bedding, clothes, comb, brush, etc. must be washed.

d. Conjunctivitis - (Pink Eye) Contact a physician for an appointment to receive medication. Must have a note from physician to return to school.

e. Chickenpox - Call a physician for an appointment. Child may return to school when all blisters have scabbed over and dried. *Caution: avoid giving children any product containing aspirin after flu or chickenpox.

- 8) When you get a form from your school nurse, please return it with the requested information.
- 9) Remember, if your child has been sick and he/she is seen by a physician: please ask if your child's physical education program needs to be altered in any way.
- 10) Please notify the school immediately of any major, chronic disease (such as heart problems, seizures, diabetes, etc.). The school needs to know any health problems so that a plan can be prepared to meet your child's needs at school.

WHAT CAN YOU DO AS A PARENT

WHAT CAN YOU DO AS A PARENT to ensure the education your child receives is the best your tax dollar can buy? How can you maximize your investment in public education? How can you personally assist your local board and teachers in their goal of providing quality education of your child?

IN THE HOME...

The few hours a day your child spends in school can hardly compare with the strength of impressions and influences he or she receives in the home.

- 1) One of the simplest and most pleasant ways to prepare your child for success in school might be to read together.
- 2) Establish a few hours each week when the television is turned off and the whole family sits down to share the pleasures of reading and discussion.

ON A VISIT TO THE SCHOOL...

- 1) Look around and when you visit the school, ask questions. Be prepared to discuss your child's education and the school system with understanding.
- 2) Ask your child's teacher what specific help you can give your child at home.
- 3) Volunteer a few hours of your time each week. Teachers need your help and welcome it.
- 4) Eat lunch with your child.

Your children deserve the best education that money can buy, but they will only get it if you are actively involved in your child's education.

The Glendale Song

When I hear Glendale, Glendale Acres School!
My hands start clapping,
My toes start tapping,
This school is cool!

When I hear Glendale, Glendale Acres School
I'm ready to work, ready to learn
And be the best that I can be!

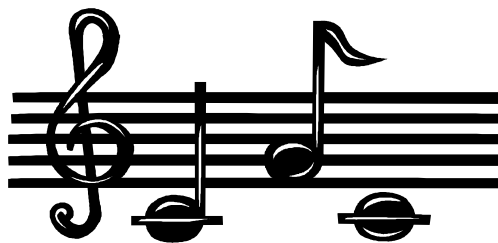
CHORUS:
Glendale School,
Glendale School,
Glendale School
This school is cool!

(Interlude - clapping - 8 measures)

Repeat from top.

ENDING: (Speak letters in Glendale)

G L E N D A L E! Glendale (YEAH !!!!!!!)



**2016 – 2017
CUMBERLAND COUNTY SCHOOLS
TRADITIONAL 10-MONTH CALENDAR**

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
August 22	Monday	Required Teacher Workday	1		
August 23	Tuesday	Required Teacher Workday/Staff Development*	1		
August 24 – 26	Wednesday – Friday	Teacher Workday	3		
August 29	Monday	First Day for Students			
September 5	Monday	Pupil/Teacher Holiday			1
October 31	Monday	End of Report Period			
November 8	Tuesday	Pupil Holiday/Required Teacher Workday/Staff Development*	1		
November 11	Friday	Pupil/Teacher Holiday			1
November 23	Wednesday	Pupil Holiday/ Teacher Workday	1		
November 24 – 25	Thursday, Friday	Pupil/Teacher Holiday			2
December 20	Tuesday	Pupil Early Release			
December 21 – January 2	Wednesday – Monday	Winter Holidays (Pupil/Teacher) Required Annual Leave		6	3
January 16	Monday	Pupil/Teacher Holiday			1
January 27	Friday	End of Reporting Period/Semester			
January 30	Monday	Pupil Holiday/Required Teacher Workday	1		
February 20	Monday	Pupil Holiday/Teacher Workday	1		
March 31	Friday	End of Reporting Period			
April 14	Friday	Pupil Holiday/Teacher Workday	1		
April 17	Monday	Pupil/Teacher Holiday			1
April 18 – 21	Tuesday – Friday	Pupil Holidays/Teacher Required Annual Leave		4	
May 29	Monday	Pupil/Teacher Holiday			1
June 9	Friday	Last Day for Students/Pupil Early Release/End of Reporting Period/Semester			
June 12	Monday	Required Teacher Workday	1		
June 13 – 16	Tuesday – Friday	Teacher Workday	4		
Totals			15	10	10

Schedule of Required Workdays:

August 22 – Required Teacher Workday

August 23 – * ½ Staff Development provided by system and ½ day required for in-school planning/collaboration

November 8 – *½ Staff Development provided by system and ½ day required for in-school planning/collaboration

January 30 – Required Teacher Workday

June 12 – Required Teacher Workday