Glen Avenue Elementary School

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Salisbury, MD 21804
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Principal: Dr. Kathy Vail
Assistant Principal: Mrs. Chelsea Seabrease
The staff of Glen Avenue Elementary School is pleased to have you as a member of our school family, and we hope your time with us is a pleasant and rewarding experience. This handbook provides information that we think will answer questions you may have about school policies and procedures. We encourage you to read it and file it for future reference.

MISSION STATEMENT:

The professional learning community at Glen Avenue School is a diverse and committed educational team of staff, parents, guardians, students and community members. We work collaboratively to create a positive and engaging learning environment where hard work results in success for every child, every day. Teachers utilize the co-teaching model to ensure students are receiving the best instruction possible. Students will leave our school community with the necessary skills and knowledge to be thoughtful, responsible and highly productive citizens as well as lifelong learners.

BELIEF STATEMENTS:

- Recognize and celebrate the worth, dignity and leadership capacity of every individual.
- Provide a safe, caring, and structured environment that will nurture creativity, critical thinking and social skills.
- Ensure a positive, student-centered climate where problem solving and risk taking are a part of the learning process.
- Instill accountability and a shared responsibility for the ongoing pursuit of knowledge.
- Foster confidence in our students through high academic and behavioral expectations.
- Support the efforts of a committed, dedicated and well-educated staff in a partnership with the continuing involvement of family, businesses and the community.
- Strive to incorporate research-based best practices or educational trends.
- Provide opportunities for parents to be involved with student education.

VALUES:

- We will trust, celebrate, and collaborate with colleagues to support curriculum integration and shared expectations across the school.
- We will honor and encourage creativity and innovation in teaching and learning.
- We will use a variety of methods to provide meaningful and positive communication with members of our school community.
SCHOOL HOURS

ARRIVAL AND DISMISSAL TIMES

8:30 -- School opens
8:30 -- Student drop off/Walkers enter
9:00 -- Instruction begins
3:35 -- Student dismissal begins
Office hours: 8:00 am – 4:00 pm

Students should not arrive at school before 8:30. Students may enter the building when the bell rings at 8:30. Our staff reports at 8:30 and will not be able to provide supervision for your child until the scheduled arrival times. *Limited admission at 8:15 may be available for those who need (due to work schedule) to bring their child earlier than 8:30. Parents must arrange with the office to enroll your child in early drop-off (first come, first served). Students who are not enrolled in early drop-off will not be permitted.

Students being delivered to or picked up from school should use the school driveway in the front west side of the school building near the breezeway to the gym. If you prefer to park your car during arrival and dismissal times, we ask that you walk your child to and from the school sidewalk due to the high level traffic in the car riders’ and bus lanes. Students are not to be picked up or dropped off at the main entrance, that area is reserved for the school buses only.

If students must leave early or go home differently from the way (s) he arrived, a note must be sent to the school. IF A CHILD DOES NOT HAVE A NOTE, THE CHILD WILL BE SENT HOME HIS/HER NORMAL WAY. We appreciate your support of ensuring your child’s safe transport to and from school.

Walkers must cross the street on Beaglin Park Drive utilizing our school Crossing Guard which will be on duty during arrival and dismissal times. When entering school property students must walk up the dirt lane located on the west side of the school premises. Walkers will be dismissed daily at 3:35. As a group, students will be escorted off of property.

Students are expected to refuse any gifts or rides offered by strangers. All such incidents should be reported to the office immediately.

LATE ARRIVAL

Students who arrive to school after 9:00 a.m. must bring a note to the office and be signed in by an adult. They must obtain a late slip before going to the classroom. The late slip must be presented to the classroom teacher before being admitted to the class.

EARLY PICK UP

If you are picking up your child before 3:35 p.m., please come to the office and your child’s teacher will be called. You will be asked to please wait in the office while we call them for you.

CHANGES IN TRANSPORTATION

If you require a change in transportation for your child, please send a note to the school notifying your child’s teacher. ***In order to ensure your child’s safety, phone calls will no longer be accepted as a means to change transportation for your child.

VISITORS TO SCHOOL

When anyone visits schools in Wicomico County, they must first stop and check in at the school office then be escorted to the classroom. All visitors must enter through the school office to gain entrance into the school building. All visitors must have a driver’s license and state issued ID. Doors around the building will not be
opened to allow anyone entrance, you will be directed to the front of the building to enter.

This is most important for the protection and safety of all students. This reminder is posted on each entrance door of our school. Remember that the education and safety of children are our first concerns. Visitors will receive a pass after signing in at the office. We ask that you wear your Visitor Pass in a visible location throughout the duration of your visit to the school.

In order to keep potential interruptions to instruction at a minimum, we ask that you do not take small children in the classroom setting. If it is necessary to see a student throughout the course of the instructional day and younger siblings are with you we will gladly call the student to meet you in the office. **Cell phone use in the instructional areas is prohibited in order to maintain an effective learning environment. Your cooperation is appreciated.

AGENDAS

On the first day of school, students will receive an agenda. This agenda will be a vital part of communication between home and school. The agenda will include all homework assignments, notes to parents from teachers, and a monthly calendar of upcoming events. Students will be taught how to use their agendas effectively during the first week of school. Please take the time to sign your child’s agenda daily to insure good communication between home and school.

ATTENDANCE

Coming to school every day is very important. Our goal is to have 100% participation of students attending school every day. We are asking you to help us reach this goal by scheduling trips, appointments, etc. at times when school is not in session. This will allow your son/daughter to come to school every day unless they are ill.

ABSENCE FOR FAMILY TRIPS

Please try to schedule trips during times when school is not in session. These absences interfere with the students’ learning process and hurt the school in our attempt to achieve our required attendance percentage for the school and state. The county guideline for elementary students is as follows:

While it is necessary that a trip cannot be considered a legal reason to be absent from school. It is felt that under the following circumstances, no punitive actions would be taken:

- Parents should submit a request for absences to be excused for family trips to the principal well in advance of the trip designating the length of the absence.
- All arrangements for homework, tests, quizzes, etc. should be worked out with the individual teacher a week in advance. Students are expected to complete all make-up work within a reasonable length of time, which will be determined by the teacher.
- The trip should have an apparent and defined educational value for the student.

STUDENT DRESS CODE

It is expected that all students will follow Wicomico Counties Board of Education School Dress Code Policy. The purpose of
the policy is to create and support a positive school climate for learning to occur. If the dress code is not adhered to, parent contact will be made by either administration or the school nurse.

- Heading coverings may not be worn in the building (hats, hoods, bandanas, etc.)
- Shirts must cover the entire back and shoulders.
- All undergarments must be covered at all times.
- Skirts, dresses, and jumpers may not be any shorter than 3 inches above the knee while standing.
- Shorts must be no shorter than 5 inches above the top of the knee even when worn with leggings or tights.
- Jackets may not be worn.
- Flip-flops and slides are not to be worn to school

Please visit the WCBOE website for an in-depth look at the counties dress code policy.

MEDICINE

Glen Avenue has a full-time nurse on duty. All prescription and non-prescription drugs must be brought to the school by an adult and dispensed by the school nurse. A doctor’s note must accompany any kind of medication. A note from the child’s parents is not sufficient to dispense prescription or over-the-counter medication.

HOMEWORK

A good homework assignment is one that makes use of the creative potential of the student. It should vary from one grade level to the next in the amount of time required. To be meaningful, the assignment must be consistent with the attention span of the learner.

Homework is an extension of work introduced by the classroom teacher. When your child does have a homework assignment, you can assist by doing the following:

- Provide a quiet work space with all necessary supplies.
- Set a time and routine for doing homework each night.
- Check to see if assignments are completed in a neat and conscientious manner
- Help when necessary but do not take over the assignment.

HOMEWORK FOR ABSENCES

For absences of one day we ask you to let your children get the assignments they miss.

MAKE-UP WORK

Upon returning to school the following day after an absence, teachers will try to get the assignments upon request. Please remember that for most of the day teachers are involved with the direct instruction of students and cannot stop to prepare work. We ask that you make your request for homework **before lunch** so that teachers have time to get it together for you to pick up at the school office between **2:30 p.m. and 3:30 p.m.** Also, if you wish to have another student bring the work home for your child, it will be necessary for you to make those arrangements with that child and his/her family.
**THURSDAY FOLDERS**

Plastic ORANGE folders will be sent home every Thursday and may contain newsletters, completed student work, and general information regarding school events and important dates to remember. We ask that you sign these folders each week and send them back to school with your child on Friday.

**ORGANIZATION OF THURSDAY FOLDERS**

One of our major goals is to help your child develop good organizational skills. For that reason we try to be clear, specific, and consistent with our expectations. We will tell the students when folders or student purchased organizers, should be cleaned out, so please do not remove papers without their say so. Many papers in the folders can be “works in progress”. Therefore, it is very important that they are not removed. In general, folders may be emptied as designated below but not without prior permission from your child’s teacher:

- **Math**- after completion of unit
- **Science/Social Studies**- after completion of unit
- **Spelling**- Every Friday
- **Language**- after completion of unit
- **Notebook Paper**- should be filled nightly with notebook paper
- **Take Home Pocket**- emptied nightly

**SCHOOL MESSENGER AUTOMATED CALLING**

Our School messenger system is used to keep you informed about upcoming school events and keep you updated on school news. **Please be sure the school has your current phone number and email address.**

**SCHOOL DELAYS**

There may be delays throughout the school year due to weather conditions such as fog, snow, ice, & etc. Please understand that there is no adult supervision available prior to the delayed openings.

**One Hour Delay**- 9:45 – Breakfast is served.

**Two Hour Delay**- 10:45- No Breakfast

**SCHOOL CLOSINGS/CANCELLATION**

Occasionally school must open late, close early or be cancelled. Announcements concerning any changes in the regular school schedules will be made on the Parent Link and the following radio and television stations.

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<tr>
<th>Radio Station</th>
<th>Frequency</th>
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<tr>
<td>WDMV 540</td>
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<tr>
<td>WJLY 1470</td>
<td></td>
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<tr>
<td>WDIH 90.3 FM</td>
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<tr>
<td>WSBY 98 FM (Y99)</td>
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<tr>
<td>WOCQ 104 FM</td>
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<td>WQHQ 104.7 FM</td>
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<td>WMYJ 106.5 FM</td>
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<td>WBOC-TV CH16</td>
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<td>WLVW 960</td>
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<td>WICO 1320</td>
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<td>WICO 94 FM</td>
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<td>WMDT-TV CH47</td>
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<td>UPN –TV21</td>
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Please do not call the school, radio stations or board of education offices regarding these school schedule changes. This only interferes with the speedy dispatch of information.
EMERGENCY INFORMATION FORMS
*These will be collected at Open House prior to visitations.

Personal Data/Emergency Information sheets will be sent home by each child on the first day of school. It is imperative that all sheets be returned and fully completed.

Emergency situations can arise rather frequently in a school this size. For your child’s health and safety, it is CRUCIAL that we have CURRENT emergency contact information. ***Please remember that it is imperative that a new form be completed with each family/household change.

BREAKFAST

Breakfast is served in the classroom daily from 8:30-8:50. All students will receive a free, nutritious meal to eat. Students will be given the option as to whether they want to eat the food that is provided.

SCHOOL SAFETY

We promise to prioritize the safety of your child(ren). We have detailed crisis plans and strategies in place to handle emergencies. We maintain a locked facility at all times. Please be patient as we need to assist you as you enter. You will need a driver’s license to obtain a visitor’s pass. All visitor names are run through an automated system to ensure only safe individuals gain access to the building. **If at any time you identify an area in which we may improve to ensure your child is safe, please tell administration immediately. This is a team effort!

Inappropriate items will be confiscated until the end of the day or retained by the principal until a parent/guardian can reclaim the item. These items include but are not limited to:

IN ADDITION TO ITEMS LISTED IN THE CODE OF CONDUCT (I.E. WEAPONS, ETC), THE FOLLOWING ITEMS ARE NOT ALLOWED IN SCHOOL

➢ Cell Phones
➢ Radios, ipods, ipads
➢ Electronic Games
➢ Skateboards
➢ Baseball Bats
➢ Water Pistols
➢ Toy weapons (knives, guns, swords, etc.)
➢ Toys/games (without prior permission)
➢ Trading cards

*The school will not be responsible for these items and will not investigate if they are lost or stolen.

BUS NOTES

Students who come to school by bus should return home the same way, unless they have notes verifying they are to go home in a different way. These notes should be shown to the bus drivers and given to the children’s teachers. Teachers will send these notes to the office in the morning. We do not accept verbal messages from students regarding changes in their dismissal. Parents are asked to not call the office with the phone requests to change a student’s dismissal procedure. A note is required.
BUS RULES/BUS SAFETY

Riding a school bus is a privilege. With this privilege comes responsibility for good conduct, proper care of the bus and respect for the rights of others. Parents can best assist teachers and bus drivers by being familiar with the bus rules:

➤ Your driver has absolute control of the bus and of the conduct of those on it. You are expected to obey your driver.
➤ If you have to cross the street when boarding or leaving the bus, WALK IN FRONT OF THE BUS. Look both ways before crossing the road.
➤ Enter and leave by the front door. The rear door is for emergency use only. Do not touch it except in the case of an emergency.
➤ Promptly take the seat assigned to you.
➤ Sit facing forward. Keep your hands, arms, legs, and head away from the window. Keep feet, legs, and books out of the aisle.
➤ Do not eat on the bus.
➤ Help your driver keep the bus clean.
➤ Cooperate during a bus emergency drill.
➤ Ordinary conversation is permissible.
➤ Cellphones, electronic devices, and toys are prohibited from the bus.
➤ Students who fail to abide by the bus rules will be disciplined. Bus drivers have the right to suspend a student from riding the bus for a period of one day. Administration may suspend students for additional days. Parents will be notified of suspensions before they go into effect. If a child arrives to school on the bus they will be allowed to ride the bus home. Discipline procedures are as follows:

➤ 1st offense: Referral to principal's office. Discipline at the discretion of the principal or designee.
➤ 2nd offense: Referral to principal's office. Discipline at the discretion of the principal or designee.
➤ 3rd offense: Referral to Transportation office. A conference with supervisor of transportation, parent, student, and driver is required. The student may not return to the bus until the conference has been held. Parent/Guardians will be notified by the school's administration of the consequence.
➤ 4th offense: Automatic 30 school days off the bus.
➤ 5th offense: Automatic removal for the remainder of the year.

LUNCH

A free, nutritional lunch is prepared and served in our cafeteria to ensure that your child will have a daily balanced meal. Milk is served with each platter or can be purchased separately. Ice cream, additional meal food, or side dishes may also be purchased. Most items cost from $.50-$0.75. A menu will be sent home monthly.
LUNCH NUMBERS

Every student will receive an identification number to be used when purchasing lunch. Please make sure that these numbers are practiced and memorized by children. This will really help with the speed and flow of students moving through the lines.

CAFETERIA EXPECTATIONS

- Good table manners are to be displayed at all times.
- Conversations will be conducted quietly.
- Students are to sit in assigned areas and move through the serving line in an orderly manner.
- Students are responsible for the cleanliness of their areas and should place all trash in the receptacles provided.
- Students should raise their hands and ask permission to get up from their seat.
- Sodas and glass containers are not permitted.

PLAYGROUND EXPECTATIONS

Weather permitting; students enjoy a time to release the energy of youth on our school playground each day. Teachers monitor this free play time, and enforce the playground rules which are reviewed with the students during the first month of school and periodically throughout the year.

BEHAVIOR EXPECTATIONS:

- Good sportsmanship must be displayed in all game activities.
- Body contact games (wrestling, karate, tackle football, etc.) are prohibited.
- Climbing on the backstop, swing support, and sliding support is prohibited.
- Playing with or throwing sticks, stones, or dirt is prohibited.
- There should be no playing in water puddles or wet areas.

EQUIPMENT SAFETY:

Swings - The following behaviors are prohibited:

- Pushing people in swings
- Swinging on the tummy or standing.
- Swinging sideways or twisting around.
- Standing too close to the swings when they are in use.
- More than one person on the swing.

Sliding Board – Practice the following behaviors:

- Only one person may slide at a time.
- Sliding in a sitting position is expected.
- Use the steps for climbing up the sliding board.
BE THE BEST PERSON
YOU CAN BE!
GLEN GATORS ARE
PROUD AND KIND!
PRIDE IN SELF
PRIDE IN SCHOOL
PRIDE IN COUNTRY

Every day we strive to be

**STAR Gators...**

- S: I will start my day with a positive attitude.
- T: I will tolerate others' actions and ideas.
- A: I will accept responsibility for my actions.
- R: I will respect myself and others.

Because I am proud to be a Glen Avenue STAR Gator!

**HALLWAY GATOR BEHAVIOR**

- Respect personal space
- Hold doors for others
- Wipe feet on door mats
- Keep all body parts off wall
- Go directly to your destination
- Keep a straight line
- Greet adults with silent signals
- Walk at all times
- Keep halls trash free
- Exhibit self-control
- Be a role model
- Help classmates follow the rules