

GLENMAR ELEMENTARY SCHOOL
9700 Community Drive
Baltimore, MD 21220

“CHILDREN FIRST”



A MESSAGE FROM THE PRINCIPAL

Glenmar Elementary is a school dedicated to student achievement. The teaching staff is committed to providing the best education possible for your children. We continue to welcome and encourage parents to take an active role in the education of their children. Together we can make the 2004-2005 school year both exciting and rewarding.

This handbook contains general information which will be helpful to you as a parent of a student at Glenmar Elementary School. Many policies, regulations, and services are explained; please keep this handbook available for ready reference throughout the school year. Close cooperation between home and school is essential to promote the best interests of the child. We hope this handbook assists in beginning, or continuing this cooperation. We ask that you discuss the contents of our handbook with your child to show your support of Glenmar Elementary. If you have questions about the material contained in the handbook, please feel free to call the office for clarification.

In addition to the handbook, the Glenmar Elementary School's Parent Newsletter contains important up-to-date information. Please make it a habit to read this Parent Newsletter when your child brings it home. It is distributed monthly. Much of the material is crucial information for parents. The Parent Newsletter contains information on school closings, meeting dates, information about special events and school policy. Any change in policy or procedure will be explained in the Parent Newsletter. The Glenmar Elementary School's Parent Newsletter will assist you in being an informed parent.

I look forward to meeting and interacting with you this year. Remember, at Glenmar, we put children first!

Susan Wilken

Susan Wilken,
Principal

SCHOOL POLICIES AND PROCEDURES

MISSION:

The mission of Glenmar Elementary is to provide a quality education for all students, one that develops the content knowledge, skills, and attitudes that will enable them to reach their maximum potential as responsible, productive citizens and life-long learners.

BELIEF STATEMENTS:

- We believe all students will learn and achieve.
- We believe a quality education requires:
 - An effective teacher in every classroom
 - An effective principal in every school
 - A standardized, challenging curriculum
 - A results-oriented, data-driven focus which is based on continuous growth
 - Shared accountability among teachers, principals and central office personnel.
- We believe that improved student achievement requires families and communities to be partners in the educational process.
- We believe every employee has the responsibility to model ethical behavior, to exhibit a strong work ethic, and to achieve high performance.
- We believe in respecting the dignity and worth of every individual.

GOALS:

- To provide each student with meaningful and challenging instruction based on their strengths and needs.
- To engage students in instruction based on their learning styles by implementing a variety of teaching strategies.
- To encourage the development of life-long learning skills so that students will become productive members of society.
- To provide a safe and orderly learning environment which consistently requires high expectations of student behavior.

SCHOOL IMPROVEMENT GOALS

Glenmar's goals are to increase reading, writing and academic achievement of all students.

Long Range Goals:

Goal 1: By 2007, 100% of all students in the third and fifth grades at Glenmar will score at or above the satisfactory standard for reading on the MSA.

Goal 2: By 2007, 100% of all students in the third and fifth grade at Glenmar will score at or above the satisfactory standard for mathematics on the MSA.

ATTENDANCE

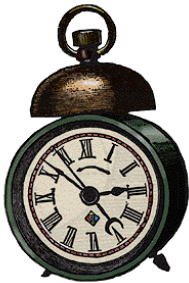
It is vitally important that all students come to school each day and arrive on time. Remember, attendance is mandatory.

Letters will be mailed to parents, each quarter, whose child's/children's attendance or arrival time does not meet satisfactory standards.

Any child who is absent from school shall bring, on the first day of return, a written statement from his/her parent giving dates of absence and the cause.

Parents of children persistently absent or tardy will be summoned to a Parent Advisory Board for assistance in correcting the problem.

SCHOOL HOURS



The school day begins at 9:10 a.m. with dismissal at 3:40 p.m. for students in kindergarten through fifth grade. The prekindergarten will have a morning session (9:10 to 11:40) and an afternoon session (1:10 to 3:40).

ARRIVAL

All students enter through the front door. The front doors open at 8:50 a.m. with the ringing of the bell. Children who are brought to school by parents are asked to arrive at school no earlier than 8:45 a.m. We expect children to be ready for the instructional day at 9:10 a.m. with pencils sharpened and materials ready. Announcements are made at 9:10 a.m.

All p.m. prekindergarten students are to line up outside the prekg door no earlier than 1:00 p.m. and wait for the teacher to meet them for the 1:10 session.

DISMISSAL

A bell rings at 3:30 p.m. Final announcements are made at 3:35 p.m. Walkers will be dismissed at 3:40 p.m. and must exit through the outside classroom doors, where parents may wait. The room numbers are displayed on large signs in the windows. Bus riders will be called to the foyer when their buses arrive.

PARKING

Parking is prohibited in the circle during arrival between 8:45 a.m. and 9:20 a.m., and dismissal between 3:15 p.m. and 3:45 p.m., except in the designated parking spaces. If you need to walk your child into school, please park your car in the parking lots or on the street leading to the fields.

When dropping off your child, please pull up as far as possible to allow cars behind to drop students off safely. You will need to wait patiently and then discharge your child. Please follow all stop and one-way signs to ensure the safety of all students and parents. It is crucial that we all work together to make this smooth entrance to school.

RELEASE OF CHILDREN

During the course of the school year, we are often asked for various reasons to excuse children early. For your protection, we do not excuse any student unless a parent comes into school and signs them out from the office. If such an occasion does arise, please stop at the office and we will arrange to have your child meet you there. If someone else other than a parent will be signing out your child, please send a note to the office. We will ask for appropriate identification. This is for your child's safety and protection.

SECURED DOORS

The Baltimore County Public Schools system has installed a security system at Glenmar Elementary that enables use to be aware of all visitors to the building. All doors are locked at all times. When you wish to come into the school, just ring the bell to the right of the front door and wait for instructions. Thank you for your cooperation as we make every effort to ensure the safety of our students and staff.

REPORTING TO THE OFFICE

If you find it necessary to bring something to your child or to contact your child for any reason, please stop in the office upon arriving at school. Do not proceed to the classroom. We make every effort to avoid classroom interruptions.

TELEPHONING TO SCHOOL/TELEPHONING FROM SCHOOL



(410-887-0127)

Parents sometimes find that emergencies arise requiring a telephone message to the school. The secretary will deliver messages of this kind. However, parents are urged to make arrangements for lunches, transportation home, dental appointments, meetings, etc. before school and to confine requests to **EMERGENCIES ONLY**.

CAFETERIA SERVICE



The cafeteria provides a good, well-balanced meal each day. A universal breakfast program is provided at our school for all students free of charge. Breakfast is served in the classroom between 8:50 a.m. and 9:00 a.m. The price for lunch is \$2.60 per meal, including milk.

Those who bring lunch to school may purchase milk, juice, ice cream and snacks separately.

Occasionally, the purchase of daily lunch places a financial strain on the family budget. Free and reduced price lunch eligibility forms are sent home the first day of school. Please complete these forms to determine eligibility. If at any time during the school year you find your financial status changes, please contact the school for forms.

CAFETERIA PROCEDURES

Students are scheduled for 30 minute lunch periods. The following positive cafeteria routines have been established and agreed upon by students.

CAFETERIA RULES

1. Students should maintain quiet while going through the serving line.
2. Talk only when the lights are on.
3. Raise my hand if I need something.
4. Eat my own food.
5. Walk when entering and leaving the cafeteria.
6. Sit on the bench correctly.
7. Pick up all trash around my eating area.

It is extremely important that students follow these regulations so that we can have an orderly lunch session. Three hired assistants serve as hostesses in the cafeteria. All students need to be considerate to these ladies and treat them in a respectful fashion. Please reinforce these cafeteria rules at home with your child.

We do not lend money for forgotten or lost money. However, if a child does not have lunch, we have peanut butter sandwiches and milk for emergencies. If any student chronically needs the emergency lunches, parents will be notified.

DRUGS AND MEDICINE



Teachers are not permitted to administer drugs or medicine to pupils. Therefore, if your child must be on medication for a prolonged period of time, arrangements should be made, if at all possible, for the medication to be administered to the child either before he/she comes to school or after he/she returns home.

There are occasions, however, when it is deemed necessary by a physician that a child receive medication during the school day, either on a daily basis or in the event of an emergency (such as a bee sting, asthma, or diabetes). Below are some guidelines for these situations.

1. It is necessary before giving any medication that the school nurse or principal have complete written instructions from the **prescribing physician**, including date of

order, identification of drug by name, length of time medication is to be continued, reason for prescription, and possible side effects. There is a form available at the school for this.

2. We must have written permission from the parent before any medication can be administered.
3. Medicine must be brought to school in proper prescription bottles with child's name, instructions and name of medication. In addition, non-prescription drugs may not be administered without a physician's written instructions.
4. Medicine must be brought to school by the parent. Students are not allowed to bring medicine of any kind to school. Please do not put medication in your child's lunch box.

The nurse may dispense "approved discretionary" medications with your consent. The following medications are available free of charge and will be administered by the nurse if you complete the necessary forms: Anti-itching lotion, Tylenol, throat lozenges, Tums, cough drops, and Benedryl. Forms will be sent home in early September.

WELLNESS CENTER

Our Wellness Center operates on Wednesdays from 9:00 a.m. to 12:00 Noon and Thursdays from 1:00 p.m. to 4:00 p.m. A nurse practitioner is available to see children ages 0-11 who live in the Glenmar School area. Registration forms will be sent home. Billing information is included in the registration packets.

BUS REGULATIONS



The Board of Education has established the policy that school buses are for the regular transportation of pupils to and from home only. **Pupils desiring to go home with friends or to attend special functions must make private arrangements for transportation.** Bus drivers are instructed not to permit a child to leave the bus at a destination other than his/her regular stop. This is for your child's protection.

If a student has a need to ride a different bus for regular daycare purposes, a written request from parents must be on file in the office. Requests must be specific with exact times and days for regular transportation.

It will be extremely important for students to follow transportation department regulations whether they are daily riders or only ride occasionally for field trips.

BALTIMORE COUNTY TRANSPORTATION RULES FOR PUPILS

1. Be at your bus stop in the morning when your bus arrives. If you must cross the road, look in both directions and make sure it is safe before crossing.
2. At your stop, remain in an orderly group or stand in line at least five feet back from the position of the bus when it stoops. Move forward to get on the bus after it has stopped and the bus door has been opened.
3. Ride only that bus to which you are assigned.
4. Once on the bus, move to a seat promptly.
5. Keep the bus aisle clear of all objects. Keep head, hands, arms and any part of the body and all objects inside of bus.
6. Help the driver keep the inside of the bus clean and free of any damage.
7. Remain in your seat while the bus is in motion or delayed on the road. After the bus stops, move forward to get off at your stop.
8. Good behavior on the bus is necessary at all times for your safety, the driver's and other motorists' safety.
9. The driver has absolute control of the bus and of the conduct of those on it, except in the presence of a teacher or principal.
10. The rear emergency door is to be opened or used only in an emergency.
11. Be absolutely quiet when the bus is approaching railroad crossings.
12. Talk in a low, gentle voice so that the bus driver may hear any emergency equipment such as a fire engine, police car or ambulance.
13. After getting off the bus, move five or six steps away from the side of the bus. Do not cross the road until the bus has pulled far enough down the road for you to see any approaching traffic. Look in both directions and then cross when it is safe to do so.
14. Smoking is not permitted on school buses.

The Board of Education of Baltimore County has established mandatory referral and suspension policies which shall be put into effect if pupils fail to abide by the transportation rules. Parents and children must understand that these transportation policies will be consistently enforced.

FIELD TRIPS

Classes at Glenmar are eligible for field trips at various times during the school year. Permission forms are sent home prior to these field trips and are required by Baltimore County Public Schools. Forms must be filled out and returned to the teacher before a student may participate. If a student does not receive permission, he/she will stay at school and complete assigned work in another classroom. Parents are frequently asked to accompany students on field trips as chaperons. Unfortunately, we cannot accommodate younger siblings on field trips.

PUPIL REPORTING

Reporting pupil progress to parents is a continuous process which occurs throughout the year. A combination of scheduled conferences, general newsletters, and progress reports comprise the report to parents. The school year is divided into four reporting

periods at which time teachers prepare the progress report. In addition, during the first quarter, teachers schedule a parent/teacher conference for each pupil. The philosophy of the reporting program supports the idea that teachers contact parents at any time during the year to ensure that parents are aware of their child's progress and needs. All aspects of communicating pupil progress to parents focus on a child's growth in the school environment related to the areas of :

Reading	Music
Mathematics	Art
Written/Language Usage	Physical Education
Social Studies	Library Media
Health Education	Self Development
Science	Effort
Technology	

CONFERENCE WITH TEACHERS

Parent teacher conferences are encouraged to maintain open communication between school and home.

Teachers will notify parents if there is a need to discuss academic and/or social progress of their child. Parents are encouraged to request a conference if they have questions, concerns or need clarifications.

GLENMAR PTA

The Glenmar Elementary Parent/Teacher Association function is to encourage parents to become involved in their child's school life.

Administration of PTA business is handled by the Executive Board elected by Glenmar PTA members as well as chairmen of standing committees and the Principal, Assistant Principal, and at least one Glenmar faculty member. All Executive Board meetings throughout the year are open to all Glenmar PTA members. For Glenmar to have an effective PTA, the Executive Board encourages and desires the support and ideas of everyone in the Glenmar School family.

EXECUTIVE BOARD OF GLENMAR PTA **2004-2005**

Tia Abell	President
Karen Grambill	Vice-Presidents
Amanda Coleman	Secretary
Karen Warren	Treasurer

These following standing committees organize events and activities at Glenmar. If you are interested in participating on any of the committees, or any of the events, please

contact the PTA President by sending in a note to school that will be placed in the PTA mailbox. Address it to Tia Abell, PTA President by sending a note to school that will be placed in the PTA mailbox.

Membership	Teacher Appreciation
Fall Fundraiser	Winter Wonderland
Yearbook	Parent Education
Flower Sale	Publicity
Book Fair	

VOLUNTEER PROGRAM

Our children are our most valuable resource. Together, we share a common investment in educating them. Your help is vital to our volunteer program.

In September, we will be extending an invitation to volunteer in our school. If you have time to donate, please complete the surveys and return them to your child's teacher.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

All public schools in Baltimore County will be closed on days when roads are considered to be unsafe for school bus transportation. At other times, inclement weather may cause delayed openings or early closing. ANY CHANGE FROM THE NORMAL SCHOOL SCHEDULE AS A RESULT OF INCLEMENT WEATHER – SNOW, ICE, HEAT, ETC. – WILL BE COMMUNICATED TO RADIO AND TELEVISION STATIONS AND BROADCAST TO THE PUBLIC. **PLEASE DO NOT CALL THE SCHOOL.**

Should it be necessary to close schools early due to inclement weather, the procedures outlined will apply as indicated for one, two and three-hour early dismissals.

ONE HOUR EARLY CLOSING

Student Dismissal: Students, grades prekindergarten through 1 & 5 in all schools, will be dismissed one hour earlier than normal. Afternoon prekindergarten will be dismissed with students in grades K-5 and will travel home on the same buses with these students.

Lunches: Lunches will be served to students as usual.

Media Announcements: The following message will be given to television and radio stations – “All Baltimore **County** Public Schools will close one hour earlier than their normal closing time.” – THIS MEANS 2:45 P.M. FOR GLENMAR.

Timing: If possible, the decision to close schools one hour early will be made by 11:30 a.m.

TWO HOUR EARLY CLOSING

NOTE: Every effort will be made to avoid this option; however, in situations where roads can be made safer for a two-hour early dismissal than for a three-hour early dismissal, this option will be utilized.

Lunches: Every effort will be made to serve lunches to all students who would normally eat at school; thus, some adjustment to lunch shift schedules will be necessary. Morning prekindergarten students will be fed a snack using the normal snack procedures and funding source.

Media Announcements: The following message will be given to television and radio stations - "All Baltimore **County** Public Schools will close two hours earlier than their normal closing time. There will be no afternoon prekindergarten or kindergarten. Morning prekindergarten and kindergarten students will be dismissed with other elementary school students." **THIS MEANS 1:45 P.M. FOR GLENMAR**

Timing: If possible, the decision to close schools two hours early will be made by 10:30 a.m.

THREE HOUR EARLY CLOSING

Student Dismissal: Students, grades K-12 in all schools will be dismissed three hours earlier than their normal closing times. There will be no afternoon prekindergarten. Morning prekindergarten students will remain in elementary schools until dismissal for students in grades K-5 and will travel home on the same buses with these students.

Lunches: **NO LUNCHES WILL BE SERVED TO STUDENTS.**

Media Announcements: "All Baltimore **County** Public Schools will close three hours earlier than their normal closing time. There will be no afternoon prekindergarten or kindergarten. Morning prekindergarten and kindergarten students will be dismissed with other elementary school students." – **THIS MEANS 12:45 P.M. FOR GLENMAR**

Timing: If possible, the decision to close schools three hours early will be made by 10:00 a.m.

PLEASE NOTE: In all cases of early closing due to inclement weather, all planned use of the school facilities for time subsequent to the early dismissal are automatically cancelled. In cases of a Friday early dismissal, planned use of the school facilities for Saturday and Sunday will be at the discretion of the school principal, who will consult with appropriate personnel in the Division of Physical Facilities.

RECREATION AND PARKS ACTIVITIES:

Baltimore County Recreation and Parks offer various school-based activities throughout the year. Notices about these activities are distributed through the school to the children informing you of appropriate registration information. If additional information is needed, Recreation and Parks offices may be contacted at 410-887-3817.



OUT-OF-CLASS LEARNING CENTER (O.C.L.C.)

Glenmar Elementary's goal is to create the most positive, safe, and productive learning environment for each student.

Occasionally, students demonstrate inappropriate, non-productive behavior in the classroom. The O.C.L.C.'s purpose is to accommodate those youngsters who need time to refocus, settle down, complete their assignment, and/or allow other classmates to participate in the classroom lesson without disruptions.

Disruptive students are given referral slips by their teacher and go to the Out-of-Class Learning Center for a short period of time. Ms. Judy Rollins is our O.C.L.C. leader.

A child who needs O.C.L.C. will either take an assignment from the classroom or will be given appropriate assignment once they arrive at the O.C.L.C. by Ms. Rollins. Part of Ms. Rollins' responsibilities includes assisting students with their assignments during their O.C.L.C. visit.

If your child should have a need to visit the O.C.L.C., you will be notified the same day by note. You need to sign the note and have your child return it the next day. These notes help us communicate with you and allow you to know what is happening at school immediately. If your child does not return the note after two school days, Ms. Rollins will call you to ask if you received the notice. Any questions can be directed to the teacher noted on the letter or to Mrs. Fagan.

Our goal is for every child to have an opportunity to take full advantage of the educational program.

GLENMAR AREA DAY CARE CENTERS

MARTIN BOULEVARD – 410-391-7489

MIDDLE RIVER CHILD DEVELOPMENT CENTER
410-682-6462

FRIENDSHIP DAYCARE – 410-686-8122

**SALVATION ARMY (DOES NOT PICK UP ON
HALF DAYS OR EARLY CLOSINGS)**
410-682-2450

LITTLE PEOPLE DAYCARE - 410-238-7070