



# PROUD PANTHERS!

**THIS STUDENT AGENDA BELONGS TO:**

Name \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

*It is the responsibility of each family to read, understand,  
and abide by the guidelines in this handbook.*

GLENALLEN ELEMENTARY SCHOOL  
2021-22



“NORTH PORT’S FIRST AND FINEST”

Rebecca Drum, Principal

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North Port, FL 34287

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Office Hours: 7:45-3:45  
School Day: 8:15-3:00

Glenallen Elementary Web Address: <http://sarasotacountyschools.net/schools/glenallen/>  
Sarasota County Public Schools Web Address: [www.sarasotacountyschools.net](http://www.sarasotacountyschools.net)

**MISSION STATEMENT**

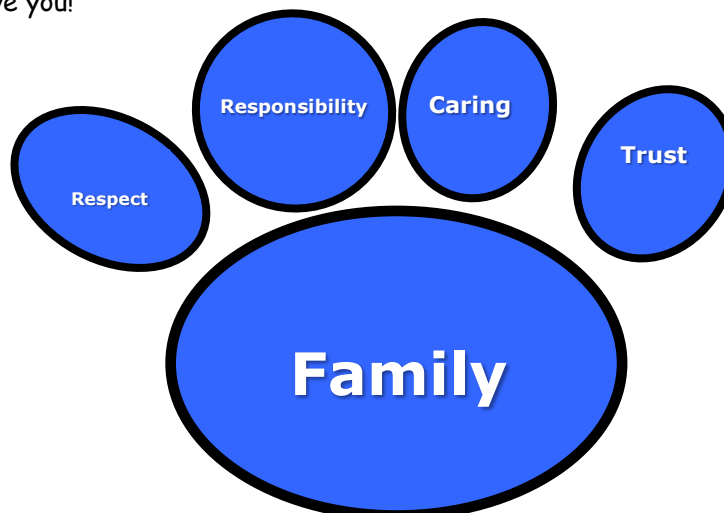
The Mission of Glenallen Elementary School is to ensure successful learning experiences for all students by providing an academically challenging environment which is both caring and supportive.

**SCHOOL SONG**

We are the Panthers and we're glad we are.  
We have the best school in the land by far.  
We pull together in our work and play.  
We help one another every day.  
Good friends and teachers,  
lots of things to do.  
NORTH PORT, NORTH PORT,  
it's the place for you.  
All for one and one for all.  
North Port, we love you!

**PANTHER PROMISE**

I promise today to do my best  
in reading, math and all the rest.  
I promise to obey the rules  
in my classroom and at school.  
I'll respect myself and others too.  
I'll expect the best in all I do.  
I am here to learn all I can,  
to try my best and be all I am.  
-Unknown Author-



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## **AGENDA BOOK**

The agenda book is part of Glenallen's instructional program for grades 1 - 5. It is expected that all students and their parents will use it as a tool to plan for academic success. The agenda book should accompany students to school each day to be reviewed daily by teachers, students, and signed by parents every night. It is intended to help students develop the life skills of planning ahead, managing time, and meeting deadlines.

## **ARRIVAL**

Bus riders will arrive on campus each morning between 7:45 a.m. - 8:00 a.m. Students that eat breakfast will report to the cafeteria upon arrival. Students not needing to eat will be released at 8:00 a.m. to walk to class.

Students may be dropped off in our car loop starting at 7:45 a.m. each morning. Students that eat breakfast will report to the cafeteria upon arrival. Please pull forward to the front of the line to keep the line moving. Students should have their personal belongings in hand and be ready to exit the car at the designated area. For safety reasons, students may not be on campus any earlier than 7:45 a.m. Students who are dropped off prior to 7:45 a.m. will be taken to our fee-based before care program. Parents will be responsible for paying any cost associated with the use of this program.

Bike riders and walkers that eat breakfast are able to enter the campus at 7:45 a.m. Students eating breakfast should report directly to the cafeteria. All other bike riders and walkers are able to enter the campus at 8:00 a.m. Bike riders will need to place their bikes in the bike rack near the P.E. area before reporting to the cafeteria or classroom.

The Before Care Program is a fee-based program that operates on all regular school days. The Before Care Program opens at 6:15 a.m. and ends when students are dismissed to breakfast or their classrooms. For more information about our morning care program, please contact 941-426-8334.

As students arrive, they are to travel directly to the appropriate area. Staff members will be positioned strategically around campus to help students, as parents will be dropping students off in the front office area.

## **ATTENDANCE**

### Attendance Expectations

School is students first and most important job. Students are expected to be in school every day, all day, and on time, to maximize their learning. School hours are from 8:15 am - 3:00 pm. Supervision is available on campus beginning at 7:45. Students are expected to be unpacked and, in their seats, no later than 8:15 am.

### Tardies

Students are expected to be unpacked and, in their seats, no later than 8:15 am. Students entering their classrooms after 8:15, will be marked tardy. Students arriving to campus after 8:15, will need to be escorted by their parent/guardian to the Main Office to sign-in. Student will be given a tardy slip and will walk or be escorted to class, depending on their age. Please make every effort for your child to be in their class and unpacked by 8:15. Students coming in tardy not only lose instruction, they also disrupt the learning environment.

### Absences

Should an illness prevent your child from attending school, please provide your child's teacher with a written absence note within three days of the child's return to school. Students are expected to make up any work missed due to an absence. Students are permitted the amount of time equivalent to the duration of the absence to make up assignments (1 day of absence = 1 day to make up assignments). Students with high numbers of absences due to illness may be required to provide medical documentation for absences to be considered excused.

Absences relating to funerals and special and unique situations must be pre-approved by the principal in order to be considered as an excused absence.

When patterns of non-attendance, frequent tardies, and/or early dismissals develop, parents/guardians will be requested to attend a conference with school staff in order to remediate the situation. Should patterns continue, truancy procedures may be initiated. We encourage that if you are facing tough challenges related to access to health care, unstable housing, poor transportation or lack of food, that are impacting your child(ren)'s attendance, you can and should seek out support from the school and community.

## **BEFORE/AFTER SCHOOL PROGRAM**

The Before School Program is available from 6:15 a.m. until 8:00 a.m. The After School Program is available from 3:00 p.m. until 6:00 p.m. These programs are available at a nominal fee to children attending Glenallen Elementary School. Additional information for the Glenallen Before Care and After School Care Program can be obtained, by calling 941-426-8334 or on the school's website: <http://sarasotacountyschools.net/schools/glenallen/>

There is an annual non refundable registration fee of \$25.00 per student.

Prices are a DAILY rate per child as follows:

- Before Care: \$4.00 per child
- After Care: 1st Child \$8.00, 2nd Child \$7.00, 3rd Child \$5.00
- If eligible for reduced lunch: 1st Child \$7.00, 2nd Child \$6.00, 3rd Child \$4.00
- If eligible for free lunch: 1st Child \$6.00, 2nd Child \$5.00, 3rd Child \$3.00
- Late Fees: \$1.00 per minute

Any account that becomes more than \$20.00 past due will result in dismissal from the program until balance and 10 days in advance are paid in full. Unused funds will not roll over to the next school year. A refund may be requested in writing by indicating the amount you wish to be refunded and attaching the white copy of your receipt.

### **BICYCLES/SKATEBOARDS/ROLLERBLADES/HEELYS SAFETY**

Students riding their bikes to school must wear a safety helmet, as required by law. Student without a helmet will not be allowed to leave the school with their bike. Parents should be contacted if their student arrives at school without a helmet. The parent may bring the helmet to school or they will have to pick up their student at dismissal, if the student does not have a helmet. For safety reasons, bicycles are never to be ridden on school grounds. Bikes should be parked in designated areas. Students are encouraged to lock their bike, as the School District will not be responsible for lost or stolen bikes. Skateboards and roller blades are not permitted on campus. Heelys are not to be worn at school with or without wheels.

### **BIRTHDAY CELEBRATIONS**

Parents are asked to please make prior arrangements with the homeroom teacher before arriving at school with treats. **Treats must be store-purchased items – homemade items are not permitted.** Healthy treats are encouraged. Student birthdays are acknowledged daily on the morning announcements. Invitations to student parties may not be passed out in class unless everyone in the class receives an invitation.

### **BREAKFAST**

Breakfast is available each day from 7:45-8:10 am. Breakfast is available for all students at no cost. Students arriving between 7:45-8:05 am, will be served a hot breakfast, which will be consumed in the cafeteria. Seating arrangements are at the discretion of the supervising staff members. Students arriving between 8:05-8:10 am, will be provided with a bagged breakfast to be taken to their classrooms. Breakfast will not be served after 8:10 am.

### **BULLYING AND HARRASSMENT**

Typical attributes for Bullying:

Repeated

Intent of Harm

Imbalance of Power (either real or perceived – physical, social, authoritative)

Anyone can report bullying or harassment by talking to the School Counselor or an administrator.

### **BUS DISCIPLINE PROCEDURES**

All children must follow safety policies established by the Transportation Department. Disruptive children on a school bus can cause a very unsafe situation. When a child cannot follow the rules on the bus, administration may suspend him/her from riding the bus. It then becomes the obligation of the parent to transport the child to and from school. The following action will be taken for misbehavior on the bus:

- 1<sup>st</sup> Referral            3 day bus suspension (Both AM and PM)
- 2<sup>nd</sup> Referral            5 days bus suspension (Both AM and PM)
- 3<sup>rd</sup> Referral            10 days bus suspension (Both AM and PM)
- 4<sup>th</sup> Referral            May result in bus privileges being revoked for remainder of school year.

### **CELEBRATING STUDENT SUCCESS**

Establishing and nurturing positive relationships are essential to maintaining a successful learning environment. To that end, Glenallen Elementary continually recognizes and encourages academic excellence and positive behavior. Rewards and recognition certificates will be issued quarterly.

### **CHOICE OF CLASSROOM TEACHER**

Placement of students in their academic classrooms is of the utmost importance. A tremendous amount of time is spent matching students with teachers, attempting to keep the boy/girl ratio as even as possible, all the while keeping the size of the class in compliance. Specific teacher requests will not be accepted.

Student placement is considered tentative for the first ten days of school. On occasion, our classes may grow in student population beyond expected or state mandated student-teacher ratio. In such cases, an additional class may be formed with a new teacher. This will require moving students from the overcrowded classes to the new class. The administration will ensure a fair procedure by which this is accomplished. Parents will be notified if a change in class assignment is made. Every effort will be made to help your child make the transfer as comfortable as possible.

**Please note:** All classroom assignments are subject to change pending the results of the 5-day student enrollment count in August.

## CLINIC/MEDICATIONS

The Clinic is available to those students who become ill, need medication, or are injured at school. A yellow clinic slip will be sent to the parents at the end of the day informing them that their child was seen in the Clinic. **Parents/guardians will be notified and requested to remove students with head lice, extreme sickness, or serious injury.** In the event a parent/guardian cannot be located, every attempt will be made to reach the listed emergency contact(s). Students will not be sent to the Clinic for minor symptoms. All prescriptions and over the counter medications must be brought to the Clinic Aide by the parent/guardian and will be kept locked in the Health Room. Students are not permitted to possess or drop off medications including over the counter medications (vitamins, cough medicine, cough drops, Tylenol, etc.) Medications must be in the appropriately labeled container and administered only if the school has a copy of the Sarasota County Medication Permission Form on file. These forms are available in the Clinic. All medicines (prescribed, over the counter, and even cough drops) must be administered by the Clinic Aide only. Students that require an adaptive device, such as crutches or a wheelchair, must have a doctor's note on file in the clinic.

If you think that your child will need to change clothes while at school, please send a change for them to keep in their backpack. This will help in eliminating parents being called at work etc. to bring clean clothes.

## CODE OF STUDENT CONDUCT

The Code of Student Conduct can be found in the Student and Family Handbook on the School Board web site:

<http://www.sarasotacountyschools.net/departments/dop/handbook.aspx?id=63363>. Behavior which is inconsistent with the Code of Student Conduct will be corrected as needed. The disciplinary actions are described and explained in the Code of Student Conduct.

## CONFERENCES

It is imperative that families, faculty and staff communicate throughout the school year. Parents/guardians are requested to attend at least one conference during the school year to discuss student progress and accomplishments. Mutually convenient meetings will be scheduled when families prefer to meet personally with faculty and/or staff members. Please be sure to make arrangements for dismissal for conferences scheduled after school, if needed. Parents, teachers and students will conference and sign Glenallen's Home/School Compact at the start of each school year.

## CONNECT ED™/BLACKBOARD (COMMUNITY ENGAGEMENT PARENT LINK)

The Connect Ed™ service enables the school to keep parents/guardians informed in a timely manner of safety and educational issues through personalized telephone messages. Types of messages will include school or district emergencies, your child's absences, school news, Stormy Weather Dismissal or special events. It is important to keep all telephone numbers (home, work and cell) and e-mail address up to date with the school registrar and in the parent portal.

## DISMISSAL

Before children leave home each morning, they should know how they will be going home that afternoon. The office must be notified in writing by a parent/guardian before 2:30pm when dismissal or after school arrangements are changed. Written requests and administrative permission must be granted for students to be released to anyone other than the parent/guardian on record. Students are not to be on campus later than 3:15 p.m. unless enrolled in the After School Care Program or a school sponsored activity. Please be sure to make dismissal plans for afterschool teacher conferences, if needed.

## Car-Riders

Students traveling via automobile are to be met in the car rider loop. Parents/guardians may enter the car rider loop using the Narramore entrance at approximately 2:45 p.m., when the gates are opened for dismissal.

Upon your arrival in the car loop, staff members will be collecting names of your children from your car tag. Then teachers will release students to the car loop. It is our hope that they will be walking up to the car loop as you pull up. Parents/guardians will still use the alphabet signs in the car loop and meet their children at the sign with the letter of their last name. Car loop dismissal will start approximately 2:55pm.

Students will **only** be permitted to get into vehicles that have a Glenallen car tag. Cars that do not have a Glenallen car tag will be directed to the office to provide ID. Once the adult is verified as being on the pick-up list, the parent/guardian will be directed to return to the car rider loop to pick up the student(s).

Parents/guardians are to remain in vehicles and pull into line in an orderly fashion. Please be mindful of the volume of your music. All motorists are to remain in their cars, adhere to the 5 mph speed limit and drive with extreme caution. Glenallen is a tobacco free campus.

<u>First Letter of Last Name:</u>	<u>Car Rider Sign Color</u>
A B C	Green
D E F	Purple
G H I J	Pink
K L M	Blue
N O P Q	Orange
R S T U	Yellow
V W X Y Z	White

Walkers/Bike Riders

Students that are walkers or bike riders will exit classrooms when dismissed and walk to the back gate closest to the Narramore Soccer Complex where they will be released to walk or bike ride home. This is NOT A PARENT WAIT/MEET UP AREA. Teachers will not be matching students to families. If you would prefer to have your child be a car rider, please change your dismissal with your homeroom teacher. All future changes do need to occur in writing. Students must walk bikes/scooters on the sidewalk until they reach the corner of Glenallen Boulevard are required by law to wear helmets. Students without helmets will be dismissed as a walker.

Riding the Bus

Students traveling home on school buses will be escorted to the bus loop by homeroom teachers. It is important that students know which bus they are to board. Due to county insurance regulations and restrictions, students may not ride any bus other than the one that has been assigned without written permission. Please refer to the Sarasota County School Bus Registration Information Pamphlet for additional information.

Stormy Weather Dismissal

In the event that stormy weather is occurring during our dismissal procedures, Glenallen will implement the following dismissal procedures to help ensure the safety of our students.

- When our stormy weather dismissal is being implemented, parents will be notified by our Community Engagement System that buses may be late, and all walkers and bike riders must be picked up.
- As per our usual dismissal, students will remain in their classrooms with their teacher (including safety patrols) until they are called for dismissal.
- Staff members who typically help with supervision for walkers and bike riders will report to the car loop to provide additional supervision.
- We will dismiss students as follows using our normal dismissal process:
  - Car Riders (includes walkers and bike riders): As parents arrive
  - Buses: As bus arrives
- At 3:10, teachers should escort any student left, including staff children, to the following areas:
  - K and 1<sup>st</sup>: Room 501
  - 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>: Media Center
- Staff with children should pick them up from the above noted areas (dependent on grade level) promptly after they have dropped all their students off.
- All students that are not picked up by 3:45 p.m. will be taken to our After-Care Program located in the cafeteria. Please note: all students must be picked up by 6:00 p.m. For more information, please contact Theresa Tatko at 426-8334.

**DRESS CODE**

School is a professional learning environment. The dress of students should be modest, tasteful and neat. When dressing for school, students must follow these guidelines:

Grooming:

- Students should arrive at school physically clean and wearing clean clothing.
- Hair should be clean and neatly combed so that vision is not blocked.

#### Accessories:

- Hats/caps/sunglasses are not allowed inside the school building.
- Dangling chains or bandanas may not be worn on campus.

#### Footwear:

- For student safety, closed-toe athletic shoes must be worn at all times (crocs, slides, flipflops and boots are not permitted).

#### Clothing:

- Clothing that exposes the mid part of the body is not permitted.
- Mesh tops & tank tops are prohibited as are t-shirts with offensive language or pictures. They should not advertise alcohol, tobacco or other inappropriate substances.
- Oversized pants and shorts are prohibited.
- Students should wear shorts or pants on days when P.E. and/or outdoor recess is scheduled.
- Shorts/skirts should be no shorter than 5" above the middle of the knee.

Clothing, make-up and/or hairstyles deemed to be inappropriate or disruptive to the learning environment will be handled individually and discreetly.

#### **DRILLS**

Safety is a top priority at Glenallen Elementary. Drills are conducted throughout the year so that students and staff are better prepared to respond in the event that an emergency occurs on our campus. If you should arrive on campus during a critical incident response drill, please report directly to the office.

#### **EARLY DISMISSAL**

No student shall be permitted to leave the school grounds during the school day for school business/activities without the principal's prior approval or written consent from the student's parent(s)/guardian, as defined by Florida Statutes, provided an acceptable reason is established. In order to keep dismissal calm and the campus secure, early dismissals after 2:30 will not be permitted.

#### **ELECTRONIC DEVICES/TOYS POLICY**

Toys, games, sports equipment, trading cards and electronic games/tablets should not be brought to school by any student. Students who bring cell phones to school must keep them silenced and put away at all times. Glenallen Elementary will not be liable for any items brought to school. Please review board policy 5.38 for more information.

#### **E-MAIL NEWSLETTER**

Newsletters will be sent electronically to families based on email address on file into the Parent Portal. Families are encouraged to review the e-mail to learn about upcoming events, parental involvement activities, and more!

#### **EQUITY POLICY & PROCEDURES**

School District Equity Policies and Procedures can be found on the district website under Human Resources/Equity.

#### **FIELD TRIPS**

Field trips are a part of the curriculum and support the instructional process. Each student must have a completed Emergency Medical Treatment Field Trip Consent Form on file and return a signed permission slip to attend a field trip. **A phone call giving verbal permission is not acceptable.** A faxed permission slip will be accepted. Each student must travel to and from the field trip destination with the rest of the class unless a prior written request has been made by the parent/guardian and approved by the administration. Any adult wishing to chaperone a day field trip must be a district volunteer. **Please allow a minimum of three weeks for the approval process.**

#### **FOOD SERVICE**

Health reasons prohibit the exchange of food by students. **\*\*If a child is allergic to milk and must have another beverage in lieu of milk, we must have a written doctor's excuse on file.** Should any questions arise throughout the year, please feel free to contact Food Services at 426-1055.

We ask that all of our families complete an application for free or reduced price lunch which can be filled out online at: [http://scsfr.Online Meal Application](http://scsfr.OnlineMealApplication)



**A new application form must be submitted online each year.** (Internet access is available in our Parent Resource Room.)

Breakfast	Universal Free Breakfast for All Students
Student Lunch	\$2.50
Adult lunch	\$4.00
Milk	\$ .50

Each student is given a PIN (Personal Identification Number) to access their lunch account.

Payment for school meals can be made by cash, check or online at: [www.myschoolbucks.com](http://www.myschoolbucks.com). The MySchoolBucks.com account will give you information about your child's account such as account balance and what has been purchased. Please note if you fund your child's account online there is a \$1.95 charge per transaction and may take up to 24 hours to post to the school's computer. All payments made at the school should be placed in a sealed envelope and marked with the student name, PIN number and homeroom teacher's name. All payments must be delivered in the morning to the cafeterium by the student prior to reporting to class. It is suggested to make payments either weekly or monthly.

Cafeteria **CHAMPS** Expectations:

- C** - Level 2
- H** - Raise Your Hand
- A** - Eating Lunch
- M** - Remain Seated, Bathroom with Permission from an Adult
- P** - Eating Lunch
- S** = Success and Safety! ☺

### **GUIDANCE PROGRAMS**

The guidance staff organizes and offers a wide variety of family/student support programs. The Glenallen community is encouraged to contact guidance for assistance whenever a need arises.

### **HOMEWORK**

Homework is a regular part of the instruction process. Teachers, under the directions of a principal, are responsible for assigning homework that is appropriate for the subject being taught and the maturity level and needs of individual students. To meet the guidelines set by the district, homework must:

- Meet the needs of the individual student
- Be thoroughly explained to the student
- Result in learning and not be busywork or a repetition of what the student already knows.
- Be assigned with sufficient time for a student to obtain any resource that is needed or required
- Not be assigned as a punishment or disciplinary measure
- Be able to be completed within a reasonable length of time in order to meet the deadline for the assignment
- Not be assigned or be due on the day of a religious holiday. Students or parents may request an alternative deadline

### **HOURS OF OPERATION**

Before School Care*	6:15 a.m. – 8:00 a.m. (*Registration and Nominal Fee)
Office	7:45 a.m. – 3:45 p.m.
Breakfast**	7:45 a.m. – 8:10 a.m. (Free for all students)
School Day	8:15 a.m. – 3:00 p.m.
Lunch**	10:30 a.m. – 1:30 p.m. (**Free, Reduced and/or Nominal Fee)
After School Care*	3:00 p.m. – 6:00 p.m. (*Registration and Nominal Fee)

### **LOST AND FOUND**

The school will keep a lost and found area in the cafeteria. Students are urged to look through this area from time to time. Unclaimed articles will be donated to charity at the end of each quarter. Marking of jackets, sweaters, and other items of clothing will aid your child in identifying a lost item. Please check with your child's teacher before an item of personal value is taken to the school for educational purposes.

### **PANTHER VOLUNTEER PROGRAM**

People of all ages and talents are invited to become a part of the Glenallen Elementary School community. Volunteers are welcome in all areas of the school setting to do tasks that assist students and teachers. Volunteers must complete an online application and go through a background check every year before they begin volunteering and/or chaperoning. **This process could take up to three weeks.** Volunteers

must sign in and out in the main office at the Volunteer Count area before and after volunteering. Each volunteer must wear a volunteer sticker. Please call 426-9517 to speak to our Volunteer Count coordinator to find out more information about volunteering.

### **PARENT RESOURCE ROOM**

The Parent Resource Room is located in the front office. There is a computer with internet access, children's books, informative pamphlets, and other resources for parents. A copy of the School Improvement Plan (SIP) is available for review in the Parent Resource Room.

### **PHYSICAL EDUCATION**

All students are required to participate in physical education and expected to wear appropriate clothing (including shoes) on scheduled P.E. days. If, for medical reasons, a student is unable to participate, a written explanation from parent/guardian is required. A parental request may be honored for a maximum of 5 days. If a student must be excused for a longer period of time, a written explanation from a physician is required. Students excused from P.E. classes for longer than 5 days must present a written physician's release before being readmitted to class.

### **PLAYGROUND EQUIPMENT RULES**

- Contact sports are not permitted.
- Chasing games such as tag are not permitted.
- Only one student down the slide at a time.
- Students should abstain from climbing up the slides.
- Mulch around the play area should remain on the ground.
- Students crossing the monkey bars should go in one direction only.
- Students using swings should swing backwards and forwards. Students should refrain from jumping out of swings. Use caution and remain at a distance from other students swinging and using playground equipment.
- Students should avoid the outer portables and remain on the designated play area only.
- Footballs and other equipment may be used with permission and direct supervision of the teacher.

### **PLEDGE OF ALLEGIANCE**

Florida law requires that the Pledge of Allegiance must be recited at the beginning of the day in every Florida public elementary, middle and high school. The law also grants students the right not to participate in reciting the pledge. Upon written request by a parent or guardian, a student must be excused from reciting the pledge, including being excused from standing and placing the right hand over his or her heart.

### **POSITIVE BEHAVIOR SUPPORT PHILOSOPHY**

The Glenallen Elementary School Staff believes everyone has the right and responsibility to achieve his or her educational best. To make this happen, we are committed to providing a safe and positive environment for all students.

A positive, pro-active approach to addressing behavior concerns is most effective. The focus is on the teaching and reinforcing of appropriate behavior and the prevention of problem behaviors before they occur. A concerted effort to accentuate the positive in all students will be employed school-wide by all Glenallen staff members. School-wide and grade-level expectations are posted in each classroom and are carefully explained to students along with consequences for failure to follow these rules.

In order to help achieve this goal, Glenallen staff will be implementing the **CHAMPS** Behavior Management Program.

**C- Conversation** (*Under what circumstances can students talk to each other during an activity?*)

**H- Help** (*How do students get their questions answered during the activity? How do they get teacher attention?*)

**A- Activity** (*What is the activity's intended objective/product?*)

**M- Movement** (*Under what circumstances can students move about during the activity?*)

**P- Participation** (*What does appropriate student's work behavior look/sound like?*)

**S- Success and Safety** (*If students follow the CHAMPS expectations, they will be successful.*)

### **RECESS**

All student schedules will include a minimum of 20 minutes of daily recess. Recess may be conducted indoors or outdoors.

### **RELIGIOUS BELIEFS**

It is the parents' responsibility to inform the teacher that they desire their child's religious beliefs to be respected in the classroom.

## REPORT CARDS

Report cards are generated four times during the school year on the Parent Portal. Report cards will not be printed by the district. The Parent Portal can be accessed to print a report card for your child.

## SCHOOL ADVISORY COUNCIL

Made up of parents, community members and staff members, this group acts as an advisory panel to the principal. Members participate in the development of educational priorities, school needs assessments and identification of local resources.

## SCHOOL INSURANCE

School insurance is available to parents/guardians as an option through an independent company. Information is sent home the first week of school and is also available in the school office.

## SCHOOL PICTURES

Individual and class pictures are taken by a professional photographer in the fall and again in the spring. The purchasing of these pictures is optional. Information will be sent home as the dates for pictures nears.

## STUDENT INFORMATION

Vital student information is kept on file in both the school office and the health room. The school office must be notified immediately when changes are made to any of the following:

- Home address
- Telephone number
- Medical information
- Emergency contacts
- Family visitors
- Release of information
- Permission for student contact
- Custody information, if applicable

Registering parents must submit changes in writing as required by the Sarasota County School Board.

## TESTING

The testing calendar can be found on the district web page. Information will be shared with families in a timely manner.

## TEXTBOOKS AND SCHOOL SUPPLIES

Textbooks and library/media books are loaned to each student. Textbooks are furnished through state funds. Parents/guardians are responsible for all books loaned to children. Lost and damaged books will have to be paid for before another book can be issued to a student. The school will follow district procedures for collecting fines and issuing refunds on instructional materials.

## VISITING CAMPUS

Visitors are welcome on campus for prearranged meetings, conferences, and volunteer opportunities. For safety purposes and to minimize interruptions to the academic day, visitors for lunch are welcome to dine with their child only at the designated outdoor dining tables following a prescribed lunch visitation schedule. **After the first three weeks of school,** the lunch visitation schedule will be shared with families and posted on the school website.

- **ALL VISITORS MUST FIRST REPORT TO THE SCHOOL OFFICE BEFORE TRAVELING ANYWHERE ON CAMPUS.**
- **A VALID DRIVER'S LICENSE OR OFFICAL STATE PHOTO IDENTIFICATION CARD MUST BE PRESENTED FOR SCANNING INTO THE RAPTOR SYSTEM (SEXUAL OFFENDER/PREDATOR DATABASE.)**
- **NO VISITOR WILL BE PERMITTED ON CAMPUS WITHOUT WEARING A VISITOR STICKER.**
- **RAPTOR BADGES MUST BE RETURNED TO THE FRONT OFFICE UPON DEPARTURE FROM CAMPUS.**
- **VISITORS WILL NOT BE ALLOWED ON CAMPUS FOR ARRIVAL OR DISMISSAL.**

**Please note that all visitors must be listed in our school records. If your name does not appear on our school records, you will not have access to the child for any reason.**

## **WITHDRAWALS**

If it becomes necessary for a student to be withdrawn from Glenallen Elementary School, please:

1. Notify the school registrar of the date of withdrawal as soon as possible.
2. Return all textbooks to the homeroom teacher.
3. Return all media materials to the Media Center.
4. Be certain all lunch charges are paid.
5. Be sure all childcare fees are paid in full.
6. Be certain that all other charges for damage or loss have been settled.

After these steps have been completed, the registrar will issue a withdrawal slip to be taken to the new school. When a child enrolls in the new school, the enrolling school will request the student's records. Those records will then be sent by mail to the new school.