



Chino Valley Unified School District

# **Glenmeade**

## **Elementary School**

*2023-2024 Parent Handbook*

15000 Whirlaway Lane

Chino Hills, CA 91709

Phone (909) 393-4087

Fax (909) 548-6068

<http://chino.k12.ca.us/Glenmeade>

## School Calendar/Important Dates 2023-2024

Month	Event	Date	Information
<b>August</b>	First Day of School	August 7	<i>First Day of School</i>
	Back to School Night	August 24	<i>5:00 pm to 6:30 pm</i>
<b>September</b>	Labor Day	September 4	<i>No School</i>
	Parent Conferences	Sept 25 – 29	<i>Minimum Day Schedule</i>
<b>October</b>	Parent Conference	Oct. 27 & 31	<i>Minimum Day Schedule</i>
<b>November</b>	Veteran's Day	Nov. 10	<i>No School</i>
	Thanksgiving Break	Nov. 20-24	<i>No School</i>
<b>December</b>	Winter Break	Dec 15 – Jan 2	<i>No School</i>
<b>January</b>	MLK Holiday	January 15	<i>No School</i>
<b>February</b>	Lincoln's Birthday	February 12	<i>No School</i>
	Parent Conference	February 16	<i>Minimum Day Schedule</i>
	Washington's Birthday	February 19	<i>No School</i>
<b>March</b>	Spring Break	March 25-29	<i>No School</i>
<b>April</b>	School Closed	April 1	<i>No School</i>
	Open House	May 9	<i>5:00 pm to 6:15 pm</i>
<b>May</b>	Parent Conference	May 13	<i>Minimum Day Schedule</i>
	Last Day of School	May 23	<i>Min. Day Schedule Report Cards Distributed</i>

\* Shaded days only apply to Glenmeade and are not listed on district calendar \*

# *Glenmeade Elementary School*

*15000 Whirlaway Lane Chino Hills, CA 91709  
(909) 393-4087*

Dear Parents,

Welcome to Glenmeade Elementary School, the home of the ROARDUNNERS. You are part of a school tradition that has provided over 50 years of educational excellence. Our staff looks forward to partnering with you to provide the best possible education for our students. We encourage your involvement, your questions, and your active participation in all aspects of the school environment.

This handbook will provide you with important information about Glenmeade Elementary School. It will answer many questions you might have concerning school procedures and programs. Please keep it for reference throughout the year. The handbook is also available on our website.

Glenmeade Elementary School is a place where the giftedness of every child will be discovered, valued, and shared. We are committed to the belief that every child can succeed and learn, and our outstanding Glenmeade teachers will work to make sure each student is challenged and successful.

Thank you for allowing us to be a part of your child's educational experience. Together we can make this year the best year ever for your child.

If you have any questions, please call the school at (909) 393-4087.

Sincerely,

*Mrs. Lisa Madera*

Principal

## Chino Valley Unified School District

Student Achievement  Safe Schools  Positive School Climate

# *Glenmeade Elementary School*

### **Motto-** *Champions of the R.A.C.E.*

We are the Glenmeade Roadrunners.

We will demonstrate **R**esponsibility through our actions.

We will focus on academic **A**chievement.

We will exemplify **C**haracter by following the 3 B's.

We will show **E**mpathy by listening for understanding.

Roadrunners, we are *Champions of the R.A.C.E.*

**Vision** – Through a positive and safe school environment, Glenmeade guarantees every child a rigorous curriculum that allows all Roadrunners to become collaborators, problem solvers, and critical thinkers who persevere in the face of challenges and become citizens of the highest character.

**Core Beliefs** – Glenmeade Elementary School is staffed with exemplary educators who work together to provide each child with a quality education. We value and are committed to the belief that within our school:

- All children can achieve our guaranteed and viable curriculum when provided with the interventions and/or extensions they need.
- Teachers are professionals who consistently work to develop the lessons and activities to teach the standards.
- Students are expected to be respectful, responsible, and safe.
- Staff is committed to providing social-emotional teaching and intervention to all students.
- Discipline is fair, developmentally appropriate, and administered with a caring attitude for the well-being of all.
- Student diversity is welcomed, and differences are valued.
- Parent and community participation is essential and encouraged.



ACADEMIC HONESTY: Teachers, administration, and parents/guardians shall be responsible for creating and maintaining a positive school climate that encourages honesty. The Board of Education believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The expectation is that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules (Education Code; 35291-35291.5).

ARRIVAL: Students are not to arrive before 10 minutes prior to school, as there is no supervision before that time. Breakfast begins being served at 7:20 am. Students eating breakfast at school need to walk to the cafeteria and will remain in the cafeteria until they are escorted to the blacktop area when the first bell rings.

Before the first bell, students must wait in the quad area in front of the office and remain inside the fenced area. Students not eating breakfast who arrive early are to wait with their parent or guardian inside the gate in front of the office. There is no eating, playing with toys or balls, running, or playing in the quad or front of the school before or after school.

ASSESSMENT INFORMATION: Each teacher will inform parents how they assess student progress as part of the Back-to-School Night information. At the fall parent/teacher conference, the teacher will review grade level standards, show student work samples, and share progress on district assessments (Essential Standards Assessment and Writing Performance Task).

English Learners will be assessed annually through the use of the English Language Proficiency Assessment of California (ELPAC). The results of this assessment are available in the Aeries Parent Portal.

All students in Grades 3-6 will participate in the California Assessment of Student Performance and Progress (CAASPP) in English Language Arts and Mathematics. In addition, students in Grade 5 will also participate in the California Science Test

(CAST) and the Physical Fitness Test. Assessment results are available in the Aeries Parent Portal.

ATTENDANCE: To learn and achieve success, students are needed and expected to attend school on a regular basis. Please call the school office at (909) 393-4087 or send an email/hand-written explanation with notes of your child's absence(s) to the office, upon returning. We need your help to reach our attendance goal. Learning is interrupted when a child is absent from school for any reason. Please do not send him/her to school when ill (i.e. running a fever, vomiting).

According to state law, the parent(s) or legal guardian(s) of students are responsible for a student's school attendance until he or she attains the age of 18 or graduates from high school. Any student absent from school without valid excuse 3 days or tardy in excess of 30 minutes on each of 3 days in one school year shall be reported truant (Education Code 48260ff). Students should be in school every day for the full instructional day. Please plan medical appointments and family outings after the school day.

Legally, students must be in school unless one of the four valid excuses (illness, medical appointment, attending a funeral of a family member, quarantine by health officer) applies. **Parents must give reasons for all absences. Please call or email the school on the day of the absence or write a note and send it with your child when he/she returns to school.**

Students shall be punctual in their class attendance (Education Code Sections 48200). If your child is tardy, they must come to the office for a tardy slip before going to class. Early withdrawals will also appear as a tardy under the student attendance record. A tardy can only be excused with a note from the doctor or a court. **We will be strongly discouraging all early pick-ups 30 minutes before dismissal. We understand the need to be on time to appointments, but disruption at the end of the day is difficult for both the student and class.**

In some cases when students must be absent from school, short-term independent study is available to avoid the truancy declaration and to help return funding. If a student is going to be out of school for 5 school days or more, please request **Independent Study** at the front office for the period the student will be out.

AWARDS PROGRAMS: One of the most important aspects of our school is the recognition of positive student effort, behavior, and achievement. Glenmeade

holds Roadrunner Awards Assemblies each trimester to recognize students in the areas of academic progress, character, and citizenship.

# B

BICYCLE AND SCOOTER RIDERS – Students in Grades 4 and above may ride bicycles or scooters to school with parent permission, and if they follow safety rules including the use of protective helmets (CVUSD Board Policy 5142.3).

Bicycle riders are to follow bicycle safety rules on the way to and from school. They are to walk their bicycles in the crosswalk, on the sidewalk, and on campus at all times. Students must lock bikes to the bicycle racks.

Failure to follow safety and/or procedural rules will result in loss of bicycle riding privileges. On an occasional basis, bicycles will be inspected to make sure riders are bringing helmets and locking up their bicycles. Students without helmets will have their bicycles or scooters confiscated until they can have someone pick up the bike or bring a helmet. The school, legally, can assume NO RESPONSIBILITY OR LIABILITY in connection with the child's bicycle if it becomes lost, stolen, or damaged. Also, please remember that **skateboards, roller skates, and shoes with skate wheels are NOT allowed at school**. If your child comes to school with these items, you will receive a phone call from the school office.

BIRTHDAYS – Birthdays can be an exciting time for students, and we want to recognize their special day; our teachers will do their best to verbally recognize birthdays. However, in order to minimize loss of instructional time, and to follow our wellness policy, treats and goodie bags are not to be brought to school. We ask that you do not place a teacher in an awkward position by asking them if you can have a party or bring in cupcakes, cakes, goodie bags, etc.

Gifts/balloons/flowers should not be sent to the school. If these items are brought to school, they will remain in the office until the end of the day.

**BREAKFAST** – Breakfast is served every morning before school. Students may enter the breakfast area through the multipurpose room and must remain in the lunch area until they are dismissed to the playground. Students should not be dropped off before supervision is provided.

Students who receive free and reduced lunch can eat breakfast for free. Parents may accompany children, if they sign in at the office and wear a visitor's badge. Non-school age children cannot go into the lunch area. No food can be taken out of the area, and breakfast cannot be shared with other family members. Lunch rules apply to all students (i.e. sitting quietly, throwing away trash).

**BULLYING** – Glenmeade parents and teachers recognize the harmful effects of bullying on student learning and school attendance and desire to provide safe school environments that protect students from physical and emotional harm. Student safety at Glenmeade is a high priority. Bullying of any student will not be tolerated. Please report all suspected bullying to a teacher or administrator.

Horseplay vs Bullying	
<ul style="list-style-type: none"><li>• Equal power between peers</li><li>• Individuals often play together</li><li>• Actions are accidental</li><li>• Actions are not serious</li><li>• Equal emotional reactions</li><li>• Not seeking power or attention</li><li>• Not trying to get something</li><li>• Remorse; willing to take responsibility</li><li>• Effort to solve the problem</li></ul>	<ul style="list-style-type: none"><li>• Imbalanced of power between peers</li><li>• Individuals rarely play together</li><li>• Actions are purposeful</li><li>• Actions are serious with threat of physical or emotional harm</li><li>• Strong emotional reaction from the complainant; little to no emotional reaction from the bully</li><li>• Seeking power, control, or material things</li><li>• No remorse; blames the complainant</li><li>• No effort to solve the problem</li></ul>

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.



Glenmeade will focus on prevention of bullying by establishing clear expectations for student conduct and strategies to establish a positive, collaborative school climate.

Any student who engages in bullying on school premises or off campus, in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline. This may include suspension or expulsion in accordance with district policies and regulations.

BUS RIDERS - District bus transportation is available at a cost for students living in certain residential areas, based on distance or safety concerns. Parents can obtain the applications for transportation by calling (909) 628-1201 Ext. 1525. Students are required to wear their bus passes at all times. The district provides a bus handbook and students must adhere to the bus rules. Students who are bus riders should always ride the bus unless parents transport them or provide a note stating that the child can walk home. If students miss the bus, the office staff will call parents to come pick up their child from the office.

Only those students who live in the bus service areas may ride the bus to and from school. Students may not ride the bus to visit friends, for childcare, or any other reason. Bus riders are expected to enter and exit the bus at their designated stop.

## C

CELL PHONES, SMART WATCHES, ELECTRONICS – Glenmeade is proud to announce that we provide student access to Chromebooks in all of our classrooms. Students should only use electronic devices under the direct supervision of the teacher, so there is no need for students to bring their own devices from home. This includes cell phones, smart watches, iPads, and tablets.

It is recommended that all electronics be left at home and not brought to school. If a student brings electronics to school, they must be off and put away once they arrive on campus. Privacy rights must not be violated. Cell phones can be brought to school if they are turned off and left in the student's backpack until after school. **First Offense:** teacher confiscates item, parent is notified, item given to administration. Item will be returned to the student at the end of the day.

**Second offense:** teacher confiscates item, parent is notified, item given to administration. Item will be given back to the parent.

**Third offense:** office referral and repeat second offense.

**Please note that the school is not responsible for the loss of personal electronic property and is unable to investigate the loss of personal electronic property.**

CAMPUS CLEANLINESS - We are all responsible for keeping our campus clean. Our custodians do a great job keeping our campus looking great. It is up to all of us - students, staff, parents, and visitors- to keep it this way. If you see someone littering, remind him or her not to do so. If you have any concerns about the cleanliness of the campus, please advise administration.

CITATION POLICY – Citations are given to students who show disregard for playground expectations. Citations may be given for playground or lunchroom behavior. The signature does not signify agreement with the citation, only parent acknowledgement that their child received it. When a citation is issued, all play privilege ceases. Student is corrected by teacher/supervisor and sent to the wall (lower playground) or fence (upper playground) for a time out for the remainder of that recess. Additional consequences may follow depending on the severity of the infraction.

CLASSROOM INTERRUPTIONS - We make every effort to minimize classroom interruptions. Parents are required to sign in at the office during the school day before being on campus for safety reasons. Please do not go to the classroom to drop off items. If students are expecting parents to drop off items at the office, they may check at recess and/or lunch.

CLASS PARTIES - PTA/Room parents work with the teachers to provide parties for the classroom. The number of parties is limited to 3 to 5 a year. Suggested times include Fall (November), before Winter break, Valentine's Day, before Spring break, and at the end of the year.

Guidelines for parties:

1. Room parents are responsible for parties designated in the school calendar, and may be asked to help coordinate parent activities associated with PTA events, teacher appreciation week, Jog-A-Thon, etc.
2. All parties, including food and activities are to be planned with the teacher and follow the district wellness guidelines (see Wellness Policy).

Unplanned/surprise parties for students or staff will be denied by administration if district policies were not followed.

3. Money is not to be collected from students to fund these parties or events. With the teacher's approval, parents can request money to be donated for a class lunch up to the price of the lunch. The letter must state that if a student cannot or does not wish to donate money, the student is to remain anonymous and may still fully participate. Letters sent home to ask for donations of food or money must be approved by the teachers and the principal.

CLASS PLACEMENT - Annual classroom placement is carefully determined prior to the start of school for each student returning to Glenmeade Elementary School. Placement is determined by the student's current teacher, grade level team, and administration. Newly enrolled students are added to the classes as they register, with classroom decisions based on the information that is available. Combination classes, while not preferred, are necessary at times. A variety of factors are looked at when students are placed in a combo class.

The primary purpose of the placement process is to create classroom environments that meet academic, social, and emotional needs of every student. Requests for specific teachers are discouraged as it would be highly unlikely that the staff could successfully build the most productive, balanced class groups based on parent requests. A child's attitude towards their new class and school are highly influenced by the statements and strategies of their parents. We can all provide our children with a successful beginning of the year experience by responding to their classroom assignments with positive enthusiasm.

COMMUNICATION - We believe that communication between home and school is necessary to guarantee the best possible education for our children. We make every effort to inform parents of matters relating to district and school wide policies, procedures, and events through this Parent Handbook, the Parent Information Packet at the beginning of school, the weekly newsletter, Back-to-School Night, Open House, special notices, phone calls, and our social media accounts. You can visit our website at [www.chino.k12.ca.us/Page/29](http://www.chino.k12.ca.us/Page/29) for additional information.

School staff will communicate information about your child through progress reports, report cards, parent conferences, behavior or homework notices,

citations, awards, letters, or phone calls. Many teachers send regular notices home outlining classroom events. Most teachers use homework packets or agendas. Teachers will communicate basic classroom information the first week of school and/or Back-to-School Night.

Emphasize to your child the importance of bringing home all communication from school and of remembering to show it to you. Be certain to read all notices from school and to follow up appropriately. Monitor progress on projects or reports, look over homework or test papers, discuss school events and activities, and attend conferences and events that involve your child. Please listen to all phone messages and read weekly emails.

We also strongly encourage parents to communicate with teachers and other school personnel. Inform teachers of specific interests, strengths, or needs of your child. Tell teachers when your child has difficulty with an assignment or finds one especially interesting or meaningful. When you have concerns about classroom incidents, assignments, workload (too little, too much, or no homework), please talk with your child's teacher. Of course, if something is going well, please be sure to communicate that to the school as well.

**CUSTODY** - In most cases, divorced or separated parents continue to have equal educational rights (such as access to information) where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody, visitation, access, etc. please provide a copy for the school. Unless your court order is on file in the office, we must provide equal rights and access to both natural parents. If both parents wish copies of student reports, discipline information, etc. please notify the office at the beginning of the school year.

# D

**DISCIPLINE** - (also see **PBIS**) Successful discipline is designed to teach acceptable/appropriate behaviors, and must be firm, fair, and consistent, without discrimination. High expectations for student behavior, effective classroom management, and parent involvement can minimize the need for discipline. Staff will use preventative measures and positive conflict resolution techniques whenever possible.

The Glenmeade Discipline Plan has as its foundation the following premises:

1. No student shall keep a teacher from teaching or another student from learning.
2. Students will not be permitted to harm themselves or others.
3. Students shall mature emotionally by learning to take responsibility for their actions.
4. Students shall treat others how they themselves would want to be treated.

Our school has a policy of progressive discipline. The first infraction may consist of a warning, counseling, reteaching, etc. Continued infractions of the rule apply progressive consequences such as a note, parent conference or phone call home. An office referral will be made when the teacher has reached the end of their progressive discipline plan. Some severe acts of disobedience or serious misbehavior earn an immediate office referral (Discipline Ladder on website).

Serious offenses include:

1. Defiance of or disrespect for authority
2. Fighting
3. Habitual Profanity
4. Vandalism
5. Theft or cheating
6. Harassment, including sexual harassment, or any discrimination based on age, gender, race or handicap.
7. Possession of any weapon (including look-alikes), tobacco, controlled substance or explosive device.
8. Intimidation or Bullying – Acts of verbal or physical aggression targeted toward other students.

Severe acts of disobedience may result in suspension or a recommendation for expulsion in accordance with the District Behavior Code that was included in the Parent Information Packet (copies are also available in the school office).

DETENTION POLICY - After school detention is permitted by law, and by Board Policy with prior notice to the parent. If staff elects to use after school detention, parents will be notified at least one day in advance. The parent is responsible for providing transportation home after the detention. Recess detention may also be used for students who receive a citation or behavior referral. Students will attend recess detention during the day and will be allowed to eat snack and use the restroom during detention.

DISMISSAL - At dismissal, all students are to walk directly to the bus area, off campus in the back of the school, or to the front of the school. For supervision and safety reasons, younger siblings should not wait by classrooms. All students should come to where there is supervision and wait to meet siblings/friends.

Please remind students that the only approved drop off/pick up point is the drop off lane in front of the school. Lack of supervision and potential safety concerns make this the only acceptable pickup point. Do not encourage your child to cross the street at any point but the crosswalk.

DRESS CODE - Students should wear comfortable casual clothing that permits running, freedom of movement, and is washable so it will not be ruined by participation in Art or P.E. Comfort and good taste are the guiding principles in clothing selection. Student dress should be neat and clean. Students should be dressed and groomed in a manner which will not interfere with or detract from a school environment conducive to academic learning or study, or which disrupt or threaten to disrupt the educational or instructional process or create an unnecessary or unreasonable risk of injury or harm to any student.

Students may wear sun-protective clothing, including but not limited to, hats as approved by the principal, for outdoor use during the school day. (Education Code 35183.5). Hats must be worn with brim forward and removed in the classroom.

AR 5132 of the CVUSD Board Policies addresses Student Dress Code. This policy information is also a part of the beginning of the year packet and on the district website. Please note that these are minimum guidelines for students K-6:

1. Shoes must be worn at all times. Sandals must have a heel strap. Thongs, thong-type, or backless shoes or sandals are not permitted. Platform shoes above 2 inches are not permitted. Roller shoes or cleats are not permitted.
2. Clothing shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
3. Hats, caps and other head coverings shall not be worn indoors unless they are for religious or medical reasons.
4. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia

which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol, or tobacco company advertising, promotions and likenesses of weapons, or which advocate racial, ethnic or religious prejudice.

5. Nail polish may be worn.
6. Make-up is not permitted.
7. Jewelry which creates a health or safety hazard is not permitted.
8. Clothes and belts must be the appropriate size and length when worn.
9. Hair shall be clean and neatly groomed.
10. College logo apparel is permitted as designated by school's policy.

All of these dress code restrictions will be enforced. For dress code violations, parents will be contacted and asked to bring appropriate attire to the school. The site administrator will review and determine any dress or grooming that violates district guidelines but is not expressly delineated by district or school policies.

## **E**

EARLY RELEASE – Please make every attempt to schedule your child's medical appointments AFTER school hours. If this is not possible, you must come to the office and show a picture ID to sign your child out. If someone other than a parent signs their child out, they must be on the Aeries emergency contact list. We discourage sign-outs 30 minutes prior to dismissal due to the disruption caused so close to the end of the school day.

EMERGENCIES - The staff at Glenmeade Elementary School is trained to provide care for all students in the event of an emergency, e.g., a severe earthquake. Both the District and the school site have comprehensive emergency plans with each staff member assigned specific duties. Our primary responsibility is to account for the whereabouts and ensure the safety of all students.

Each year, a committee works together to update Glenmeade's Comprehensive School Safety Plan. The plan is approved every year by the School Site Council and the CVUSD Board of Education. Should a major emergency occur, we would be releasing students only at the back gate on the top playground. Parents are to avoid parking near the emergency vehicle gate in the parking lot.

EMERGENCY CONTACTS - We maintain emergency contact information for each student in the Aeries Parent Portal. The emergency contacts in Aeries are used for day-to-day student release, and for emergency contact in the event of injury or illness. The accompanying Health History Form lists allergies, pre-existing medical conditions, authorizes first aid, and in an extreme emergency, treatment by emergency medical personnel and/or transport to a medical facility.

It is extremely important emergency contacts are updated yearly in the Aeries Parent Portal. The information should contain the full name of each person authorized to pick up the student (both parents, any stepparents, older siblings, relatives, friends, baby-sitters, and neighbors). Someone should be available to pick up your child within 15 minutes of a call from school and provide current proper identification.

It is imperative that we be notified immediately if any information changes. Please do not jeopardize the health and safety of your child by forgetting to update his/her emergency contact information, or by failing to provide complete information.

ENGLISH LEARNERS - English Learners (EL) are identified by district English proficiency testing based on responses to the Home Language Survey. English Learners (EL) will be clustered by ability levels and placed in regular classrooms with an authorized ELD teacher. Parents and teachers will be informed of a student's placement in the program at the beginning of the year. Teachers will also be informed of student's ability levels for lesson planning and grading purposes.

English Learners are provided with daily Designated English Language Development (DELD) as well as Integrated English Language Development instruction. EL levels are Level 1 – Beginning to Develop; Level 2 – Somewhat Developed; Level 3 – Moderately Developed; Level 4 – Well Developed. These levels are based on the English Language Proficiency Assessments for California (ELPAC) given each school year. The California English Language Development Standards are the expected curriculum for EL students. Students who meet district criteria will be reclassified to Fluent English Speaking (FEP).



# F

FIELD TRIPS - Field trips are an extension of the classroom and should provide experiences related to the curriculum. Dress for field trips should be appropriate to the activity but must still adhere to the district and school dress code.

FUNDRAISING - In accordance with California law, all fundraising activities must be approved by the Board of Education. Most fundraising activities at Glenmeade Elementary are handled through our PTA. Field trips, assemblies, library books, and instructional materials are just a few of the wonderful educational contributions these fundraisers bring to our school. We encourage you to support our PTA fundraisers, and in turn, our students. PTA's primary goal is to enhance the educational opportunity for all students.

# G

GATE - In accordance with CVUSD guidelines, our Gifted and Talented Education (GATE) students in grades 3-6 are clustered together in each grade level. This allows for students to work together with others who possess similar abilities and needs. It also provides an atmosphere that is academically rigorous and is designed to enhance the output of such students. By differentiating the curriculum, GATE students are given work that varies in depth and complexity. CVUSD utilizes a universal screening process for all 2<sup>nd</sup> graders in the Fall. Staff and parents can request GATE screening for students in grades 3-6.

GRADING POLICY - Grades/achievement marks indicate a child's progress toward meeting specific grade-level standards. Students' proficiency is reported separately from their efforts to participate, be resourceful, cooperative, etc. will be based on displays of mastery of Common Core Standards. Students will have several opportunities to demonstrate mastery through classroom participation, homework, tests, and other assigned tasks. Teachers will communicate their grading criteria at the beginning of the year to the site principal, parents/guardians, and students at the beginning of the year.

The evaluation of each student's progress and achievement in each course will be the responsibility of the teacher for that course. Performance standards towards mastery shall be reported each grading period as follows:

### **Kindergarten through 6<sup>th</sup> Grade**

#### **Course Content and District Writing Prompts**

Performance Standard	Description
<b>4</b> Excelling	Consistently performs at grade level, demonstrates independence, and extends grade level standards, when applicable.
<b>3</b> Achieving	Adequate understanding of and ability to apply skills to meet grade level standards.
<b>2</b> Progressing	Partially meets grade level standards.
<b>1</b> Beginning/Not Met	Not yet meets grade level standards.

If the student makes no attempt to show their ability to master a standard due to absences/suspension, or chooses not submit work, then the performance standard score will reflect the student's inability to produce evidence of meeting the standard.

# **H**

~~HEALTH SERVICES~~ - Our school has the part-time services of a Health Technician. When on duty, it is her job to see to the physical well-being of our students. The Health Technician is on campus 5.5 hours each day. These are the most desirable times to communicate with her concerning medical/health information. The Office Staff provides coverage for student health needs at other times during the school day when the Nurse or Health Technician is not on duty. Emergency Contacts and Health History Forms are maintained in the Health Office. Please ensure you have updated emergency contact information in the Aeries Parent Portal.

The Health Office is open to students who are injured at school or become too sick to continue class. Our nurse is on campus twice weekly to supervise hearing and vision tests, maintain records, and can be called in for emergencies.

**Medications** of any kind should be brought to the Office for dispensing. They must be in the original container and must be accompanied by a Parent/Physician Medication Permission Form. These forms are available from the Health Office. No medication can be administered at school without proper authorization. Students may not have any medication, including aspirin or cough drops, on their person except when a written waiver has been established. In certain circumstances where students require immediate medication for treatment of emergency or unusual medical conditions, students may be granted a waiver to carry the medication on their person at school. Please see the health office for the specific requirements and the waiver.

## HOMEWORK

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. Homework is a routine and important part of student's daily lives. At Glenmeade, the student is responsible to keep an accurate record of assignments, have the necessary materials, and complete the assignments on time. Agendas are provided for students in 1<sup>st</sup> through 6<sup>th</sup> grade to write down assignments for parent review. Parents can help by checking the agenda and homework assignments each evening for accuracy, completeness, and neatness.

Homework shall be assigned Monday-Thursday according to the district-adopted guidelines listed below.

- Grade 1                      10-20 minutes,
- Grade 2                      20-30 minutes
- Grade 3                      30-45 minutes
- Grades 4-6                  60-90 minutes

Homework assignments are designed to reinforce skills learned in class and develop good personal study habits. This may include special projects. Students are required to read 15-20 minutes every day, in addition to regularly assigned homework.

Parents can help by checking assignments each evening for accuracy, neatness, and completeness. It is also important to communicate any concerns or questions to the teacher, and to read, discuss, and respond to (as applicable) all notes from the teacher or school. In some cases, class work that was not completed during the school day will be added to the regular homework assignment. Please contact the teacher if your child is spending too little or too much time on homework each night. Students who fail to complete and return assigned homework will receive appropriate consequences.

# I

INDEPENDENT STUDY - SHORT TERM - If your child must be absent from school for 5 days or more, you may request a Short-Term Independent Study Contract. This request must be made **at least one week** before the absences and should be directed to the Office. The teacher will provide 4 hours of work for each school day of the absence. All work must be completed and turned in the first day the student returns to school. A student will be credited with one day of attendance for every 4 hours of quality work that is accepted by the teacher.

Although there is no way for independent study to provide the full educational benefit your child has in school, Independent Study Contracts can help keep your child from getting behind and may prevent him/her from being declared truant. Please use this option judiciously and make every effort to plan vacations and out of town trips during school holidays. There is a yearly cut-off date for independent study. Please check with the office for that date. Even though students will no longer be considered truant if the independent study is completed, students who are absent will not be able to earn a perfect attendance trophy.

INSTRUCTIONAL TIME - Time on task is the single most important controllable factor in learning. We are committed to preserving our instructional minutes for academic purposes. This means that we must keep classroom interruptions to a minimum. We will not call classrooms for forgotten homework, lunches, band instruments, or other items. Students are instructed to check at the Office prior to lunch or band. Homework or other small items will be placed in the teacher's mailbox.

Please do not ask a teacher to talk with you for "just a minute" at the beginning of the day, end of a recess, or any other instructional time. Every minute lost is multiplied by the number of children in the class.

INTERVENTION - The purpose of the Academic Intervention Program is to focus on the *basic skills* needed to access the Common Core standards. Students are considered for Academic Intervention through data-based evidence. A variety of assessments, evidence, and progress monitoring will determine the level of tiered support a student receives.

# K

KINDERGARTEN AND TK SCHEDULE CHANGES - To enable our Kindergarten and TK teachers to have some time to participate in school wide staff development, the schedule for afternoon Kindergarten and TK will change on several days throughout the year. On Thursday, PM Kindergarten and TK students will attend with the morning session. They will also attend at this time on all other scheduled minimum days. These days are noted in the school calendar at the beginning of this booklet.

# L

LIBRARY - Our school library is a valuable resource for our students. Students generally visit the library once a week. If they forget their book(s) on library day, they will not be allowed to check out another book. Library bound books are very expensive.

They often cost twice as much as regular bookstore editions. Parents will be charged the repair/replacement cost for lost or damaged books. It is very important that students take care of all school and library books.

We also encourage you to take your child to the public library on a regular basis. The public library is one of our most valuable community resources. Reading is a very important habit to foster in our children.

LOST AND FOUND - Please label all your child's belongings to help prevent loss. Items of clothing that are found are to be placed in the lost and found box located near the office. Small items of value such (watches, glasses, jewelry, etc.) found are to be brought to the office where they are kept in a safe place until claimed by their owner. Please encourage your students to periodically check the Lost and Found clothing to claim their items. The custodian will roll this out each day. Several times a year we donate all unclaimed items to local charities.

LOST BOOKS - All students are responsible for school property that they use or checkout. If a child misplaces or destroys school property, the parents will be notified so that they can reimburse the school. Please check with the office for cost of items.

LUNCH – All students are expected to eat lunch every day. Children learn better and have more energy if they eat regular meals and maintain a constant level of nourishment. Be sure to send a nourishing lunch or purchase a lunch every day. Students who bring lunches may purchase milk in the cafeteria.

Breakfast and lunch are available daily at our school. Lunches can be purchased online or in the cafeteria during first recess or before school. Menus are also available in the office or online. There is also a dropbox in the office to receive payments.

Free and reduced-price student lunches are available for families who qualify. Applications are processed through the District Food Services Department. Please call Nutrition Services at (909) 628-1201 Ext. 1500. You can also apply for free or reduced lunch or pay for lunches online at [www.chino.k12.ca.us](http://www.chino.k12.ca.us)

Food from home cannot be shared with other students due to food allergies. Please DO NOT purchase food to shared. Food can be brought in for your child ONLY.

If parents go to the breakfast or lunch table area, they must sign in at the Office before going to the lunch area and wear a visitor sticker at all times. We request that parents keep lunch visitations to a minimum as this is an opportunity for students to develop social skills with friends. Younger siblings/children who do not attend Glenmeade are not allowed in the lunch area at any time.

In order to preserve the instructional time for all students, we will not interrupt classrooms for forgotten lunches. Children who do not have lunches, or expect a parent to bring a lunch, are instructed to check at the lunch drop-off table at lunchtime.

LUNCH EXPECTATIONS: Please review with your child so that all students have a pleasant lunch experience every day.

1. Use good manners at all times. Stand quietly in the lunch line.
2. Use only a low, 'inside' voice in the lunch line or eating area and limit conversation to non-offensive topics.
3. Keep hands, feet, objects, and food to yourself. Never throw food.
4. Keep your area clean. When you are dismissed, check on, under and around your area for trash. Pick up any trash - **even if it's not yours.**

5. Raise your hand, look toward the supervisors and wait to be excused.  
Do not call out, make noise or stand.
6. Put all litter in a trashcan, stack trays neatly for recycling and walk quietly to the playground.
7. Sit only by grade level and do not wait for friends to go through the line.
8. Do not move once you are seated unless given permission to do so by an adult.

As a general rule, students are expected to eat lunch every day. When students are not eating lunch, parents will be contacted to find out why. Please send a note if you want to give your child permission to skip lunch on a regular basis. Please remember that children learn better when they have sufficient fuel and water for their brains.

# M

MINIMUM DAYS - Our regular minimum day is Thursday. Please check the calendar for additional minimum days for Parent Conferences and Staff Development.

# N

NEWSLETTERS/NOTICES/WEBSITE - The weekly school newsletter is published on the website and sent home via Aeries Communication. This provides valuable information, parenting help, news of school and PTA events, and a calendar of activities. Other notices come home as needed to keep our school community informed. These include assignment sheets, homework or project assignments, PTA and class newsletters, and other important information. Please emphasize to your child that it is important that all notices from school be given to you. Additionally, please regularly access the Glenmeade website for links to important information.

NURSE/HEALTH SERVICES - See Health Services

# O

OBSERVATIONS IN THE CLASSROOM – Any classroom observations must be cleared through the teacher and the principal with at least 48-hour notice. It is always the mission of the school to accommodate parent requests for classroom observations. However, there are some factors that may exclude a classroom observation. It is within the capacity of the principal or administrative designee to decline a request by a parent for a classroom observation based on testing or assessments, an on-going disruption to the campus, or any other issue that is not deemed in the best interests of all of the students within the classroom environment. If you would like to visit the classroom during class time, please follow these steps:

- Request a visitation with the teacher in advance (48 hours)
- Work out a convenient time with the teacher
- Sign in and out at the office
- Do not interrupt the teacher or students
- Do not bring any other children with you

OFF LIMITS AREAS FOR STUDENTS - Students are not to play in the lunch area, between or behind the classroom buildings or the covered walkways. Solid yellow and blue lines mark the playground area. The lounge, workroom, adult restrooms, copy machine and other equipment are off limits to children.

# P

PARENT-TEACHER CONFERENCES/COMMUNICATION - We encourage frequent communication between teachers and parents. Kindergarten Orientation, Back-to-School Night, and Open House offer overviews of the classroom programs.

Conferences are scheduled for all parents at the end of the first seven weeks of class. It is very important that all parents attend this conference. Your child's teacher will arrange a time for your conference. If you would like to meet with your child's teacher, please leave a message with the office staff or send an email to your teacher to make an appointment.



Effective parent conferences require planning and preparation by the parent(s) and the teacher. Please be sure to make an appointment. Write down any concerns, questions, or observations you wish to discuss. **The first, and usually best person to contact about any concern dealing with your child is the classroom teacher.**

PARENT ENGAGEMENT - We believe that successful schools result from parents and school personnel consistently working together. We encourage parent participation in many aspects of our school community. Several parent education programs are offered to all parents. Please watch newsletters, notes home and the website for important announcements about these valuable programs.

Many parents provide valuable assistance by **volunteering** to work in classrooms, or to do projects at home. **All parents can** provide support at home by stressing the importance of education, by ensuring that homework is a priority, by supporting the school's program and activities, and by making sure the child's busy schedule does not leave him/her too tired to effectively carry out the requirements of school.

Our **School Site Council (SSC)** is elected by parents and staff to help set priorities and goals for school improvement. Our **English Language Advisory Committee (ELAC)** is elected by parents to help support those students learning to read, write, and speak English. The Glenmeade Parent Engagement Policy can be found on our website. <https://www.chino.k12.ca.us/domain/3309>

PARENT-TEACHER CONFERENCES - Parent/Teacher conferences will be scheduled for all students at the time of the first trimester progress report. The second trimester conferences are only for those students deemed necessary by the teacher or requested by parents. See calendar for specific dates.

PARENT-TEACHER-ASSOCIATION (PTA) - Please show school pride and join Glenmeade's PTA. The volunteer members of our PTA are a very welcome and valuable support for our efforts on behalf of the children of Glenmeade. They provide valuable program support by paying for field trips, assemblies, instructional materials, library books, computers, software, and other school gifts. They also give thousands of volunteer hours for all students. If you wish to get involved, please contact a PTA member or visit the PTA website for further information.

PARKING LOT SAFETY – Students and adults are to use sidewalks and cross only in crosswalks. The left-hand lane of the parking lot is for moving cars only. For the safety of your child, please do not have your child exit the car from the left lane. Traffic is very heavy during drop off and pick up times. Please adhere to the following traffic safety rules:

1. Students should not be dropped off early or picked up late. There is no supervision until 10 minutes before school and 10 minutes after school.
2. Students may be dropped off from the right lane only. There is no stopping, waiting, or passenger loading or unloading in the left lane.
3. If you need to leave your vehicle it must be parked in a parking space (in the parking lot) or along the curb on the street. Be careful not to park in the street on street sweeping days.
4. During heavy traffic times, parents may wait in their vehicles along the curb in the right hand drop off lane. Do not leave a car in the drop off lane. There is no double-parking or waiting in the left hand (no stopping) lane.
5. The drop off lane is for quick loading and unloading of passengers only. If your child needs to put on her shoes, comb his hair, finish eating breakfast, etc., please park in a parking space to avoid impeding the flow of traffic.
6. Please pull as far forward as possible in the drop off lane.
7. Do not go around waiting cars to fill an opening in the drop off lane. The other cars will move up. Please stay in line and wait your turn.
8. Always have children enter your vehicle on the curbside. Do not allow them to go into the traffic lane to enter the car.
9. Do not drive into the handicapped parking areas to drop off children. These spaces are legally reserved for cars with handicap placards or license plates.
10. Please be courteous to cars attempting to leave a parking space or a parking lot exit.
11. Double parking, jaywalking, U-turns, and impeding the flow of traffic all create extreme and unnecessary hazards for our children. Please refrain from these unsafe (and illegal) acts.
12. Never ask your child to run or walk across the street to meet you. Cross streets at crosswalks ONLY.

The traffic flows very quickly and smoothly through our drop-off lane when these rules are followed. Please allow enough time for proper drop off/pick up, be

patient, wait in line for your turn, and drop off or pick up your children in a manner and place that will help to ensure their safety and the safety of others. Thank you very much for consistently adhering to these procedures to help create a safer environment for all our children.

PARENTS PICKING UP CHILDREN DURING SCHOOL HOURS - Teachers may not release any child to any person who comes to the room to pick up a child. Please come to the office to first sign out your child. The office will then call for your child to come to the office. For safety and instructional reasons, students will not be called out of class until an adult with a valid ID, who is on the emergency card, is present in the office.

PARTY INVITATIONS FOR OUTSIDE EVENTS - We request that party/social invitations for birthday parties, etc. NOT be handed out at school. We want to prevent incidents of hurt feelings, lost invitations, miscommunication, and other issues that are disruptive to the learning environment. These private social events are important to your children; but they are not a school function, and all aspects of the event should be handled off campus.

PERSONAL BELONGINGS - Students should not bring personal items to school, especially those with value (personal or monetary). Personal toys are not permitted on the school playground; this includes footballs, frisbees, baseballs, softballs, stuffed animals, cards, and games. The school is not responsible for the loss of any personal items brought to the school.

#### POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS) –

A successful PBIS program is designed to teach acceptable/appropriate behaviors, not merely punish unacceptable behavior. PBIS is predicated upon the sustained application of school-wide expectations that are fair, firm, and consistent.

REWARDS - We believe that students who choose to follow expectations should be recognized for exhibiting responsible behavior. Students may earn a Ro-Ward for following the 3 B's: Be Respectful, Be Responsible, Be Safe. Ro-Wards are placed in the class bucket and two students are selected to participate in Wheel Spin Friday. The more tickets they have in the bucket, the more likely they are to be selected. We also award certificates, rewards, and other recognitions. Please refer to the Awards Program section for an explanation of the various Glenmeade awards.

CONSEQUENCES – We like to work as often as possible on the positive

side of discipline, using compliments and praise for students that are doing the right thing – the “catch them demonstrating expectations” attitude – which goes a long way towards positive classroom environment and good behavior. However, we believe that negative consequences are necessary for some students to ensure that expectations are followed. We utilize a school-wide discipline ladder to determine interventions and consequences. This is available on our website.

PETS – Dogs and other animals are not permitted on school grounds for safety and health reasons. Parents should not walk or bring their dogs or pets to school when dropping off or picking up their children. For the safety of children and adults, family pets should not be brought onto school grounds or into the school office, except for registered service dogs. California Penal Code Section 653g, 626.8 prohibits dogs (along with other items) on campus.

PLAYGROUND EXPECTATIONS - Conduct and behavior are to be of the highest caliber. School rules are reviewed at the beginning and throughout the school year.

- Fighting, foul language, chase games (on the blacktop) and “rough-housing” are prohibited.
- Games of catch (any ball-throwing except basketball, four-square or ball wall activities) are to be played on the grass, not the blacktop.
- There is no tackle football. Touch or Flag football may be played at recesses and lunch. If rough play becomes a problem, football will be suspended for a week or more.
- Dodge ball, Nation ball, or games that involve purposely hitting another student with a ball are not allowed during recess.
- Softball bats should not be on the playground at recess. Metal bats and regulation softballs are prohibited. Only the school’s “super-soft” balls and bats may be used, and only under the direct supervision of a certificated person.
- Students are to line up quietly without playing when the signal to line up is given.
- There is no playing or running in hallways or between classrooms.
- Students must walk on the blacktop except in organized games (basketball).
- Hard plastic Frisbees should not be on the playground. The soft foam (“Nerf type”) may be permitted at teacher discretion.
- There is absolutely no throwing of rocks, dirt, sand, grass, or any

other dangerous object.

- Students are not to climb fences, backstops, or tetherball poles.
- Playing cards, trading cards, electronic games are prohibited.
- Students are not to buy, sell, or trade any items on campus.
- There is no gum chewing or eating sunflower seeds at school.
- There is no food on the playground. At snack time, food is to be eaten in designated areas. All trash is to be thrown away before playing.

PLAYGROUND EQUIPMENT - Playground equipment is available to each classroom for student development of basic muscular strength, physical agility, worthwhile physical and recreational skills, and the inner qualities of courage, initiative, alertness, self-control, cooperation, and sportsmanship within group activities. All Playground Expectations can be found in the Student Agenda.

Students may not bring balls or other playground equipment from home. During softball season, students may bring mitts only when approved by the teacher: no bats, hardballs, racquetballs, etc.

PROBLEM SOLVING TECHNIQUE - for many of the minor disagreements that occur on the playground ("You stepped out", "The ball was on the line", etc.) the students have been taught to use Rock-Paper-Scissors to solve the dispute among them. This keeps all children from losing fun time at recess and helps them to be problem-solvers.

The following technique for solving interaction problems has been taught and reinforced with students.

1. TALK to the other person. Tell them, "Stop, I don't like that."
2. WALK away. If the other person persists, tell them again, "Stop, I don't like that," and walk away.
3. TELL an adult. If the child is followed or continues to have problems with the same student, he/she is to walk directly to an adult supervisor for help.

In the event of a severe problem, e.g., hitting, kicking, etc., the child is to go directly to an adult for help and skip steps 1 and 2. Children should never attempt to break up fights. They should go directly to an adult for help.

PROMOTION INFORMATION & REQUIREMENTS – In order for a student to be promoted to the seventh grade, he/she must have met the requirements established by the Chino Valley Unified School District Board of Education's Promotion and Retention Recommendation Policy. Students may be excluded from promotion activities for excessive unexcused absences and/or tardies. Student must pay for all lost or damaged books and any owed fundraising monies to be included in the ceremony.

PROMOTION DRESS CODE – Students should be dressed nice for promotion, making sure to follow dress code (cover shoulders and backs, straps no less than 2 fingers wide, appropriate length dresses). Shoes should be appropriate and comfortable; heels must be 2 inches or shorter. Makeup is not permitted.

PROGRESS REPORTS - Midterm progress reports provide an additional communication link with parents concerning the progress of their child in our instructional program. See calendar for dates.

# R

RAINY DAY SCHEDULE/LUNCH TIME - On rainy days the staff works especially hard to guard the health and safety of our students. On these days recesses are spent in the classroom or multipurpose room. Students are given a restroom break and either watch a movie in the MPR or play quiet games in the classroom during the recess time.

1. The principal or designee will call inclement weather schedule whenever the weather appears to be too harsh for the health and safety of children to observe a playground recess. Extreme heat or unhealthy air quality can also create a situation where students may need to be on an inclement weather schedule.
2. It is imperative that students understand they must talk softly and follow the directions of the supervisors in the MPR during those times.
3. Students will move into the MPR after being dismissed from lunch to watch a movie or video. Students who do not wish to see the movie may bring a book for silent reading.
4. The cafeteria supervisors, administrator and support staff will monitor students as necessary to maintain order and safety.

**RAINY MORNINGS** - When it is raining before school, all students grade TK-6 are to come directly to the MPR. Teachers will come to the MPR at to pick up their class. All students arriving after school begins should check into the office to receive a tardy slip before going to the classroom.

**RESTROOMS-STUDENT**- Children must not run, push, loiter or play in or near the restrooms. Students should try to use the restrooms at recess and only use the restroom during instructional time if it is an emergency. If there is a medical issue that requires your child to use the restroom frequently, please let the teacher know.

**REPORT CARDS** -\_The school year is divided into three trimesters. Students will receive an official report card at the end of each trimester. Parents should contact the school if they do not receive a report card and are encouraged to call the teacher should there be any questions/concerns regarding these reports. The district has updated all elementary report cards so that they are aligned to the California Content Standards. Report card information can be found on the Elementary Curriculum page on the CVUSD website.

**RETENTION IN GRADE** - Parents will be informed if a child is in danger of retention at a STEP team meeting. An intervention plan will be developed to increase your child's success during the year. At the end of the year, a STEP meeting will be held to determine if the student has made sufficient progress for promotion to the next higher grade. If the team decides that retention is in the best interest of the student, parents will be notified. For more information see AR 5123 under **Board Policies** on the district web site.

# S

**SCIENCE FAIR** - The science fair is available to all students in grades 4-6. Teachers may require projects or may make participation voluntary. Please ask your child's teacher for more information. Our Science Fair Coordinator will work with teachers to select the projects that will represent Glenmeade at the District Science Fair.

SIBLINGS – Only children regularly enrolled may be in school and on the playground during school hours. Younger siblings and children from other schools are not permitted to visit classrooms as it disrupts classroom routines, impacts behavior management, and creates liability concerns.

SPECIAL PROGRAMS - Glenmeade Elementary School is proud to offer many special programs to meet the diverse needs of our students.

We offer a variety of programs (Speech, RSP, SDC) for students who qualify for an IEP. These programs have specific criteria for qualification. Extensive testing is required, and there are several steps in the process. If you feel that your child might have a learning disability, or need speech and language assistance, please discuss it with the teacher or the principal.

All teachers in grades 1-6 have been provided copies of the District GATE curriculum for use with our GATE and high achieving students. We cluster our GATE students into one or two classes at each grade level.

English Learners (EL) receive instruction in English Language Development (ELD) Standards by teachers credentialed and trained to teach the EL student. EL students are clustered by language level.

SPIRIT DAYS – Every Friday is Glenmeade Spirit Day! All students and staff are encouraged to wear our school colors and/or a Glenmeade shirt. We will also have various Student Council and PTA spirit days throughout the school year. Students will be notified in our Monday Morning Announcements and the weekly Roadrunner Report.

STAFF LOUNGE - The lounge is reserved for staff only. Its purpose is to provide a positive, restful area in which staff members can relax and enjoy the company of their colleagues, or to quietly unwind and relax in solitude. There is a bathroom available in the office for visitors or volunteers.

STAFF - Glenmeade Elementary School has an excellent staff of teachers and support personnel. All teachers have credentials and are highly qualified to teach at the elementary level. They have certificates to teach English Language Learners. Many have advanced degrees and other credentials or certificates in addition to the basic teaching credentials.



Many teachers attend workshops during the summer or on weekends to learn new techniques to better serve our students. They are very willing to share new information and ideas with other staff.

All staff members are evaluated both formally and informally on a regular basis. This outstanding, highly qualified, professional staff is the main key to the excellent program at Glenmeade.

STANDARDS BASED EDUCATION – California Common Core state standards as prescribed by the California State Department of Education will be the basis for curricula taught to students in the classroom. State-adopted textbooks that align with these standards are used in each student's classroom. A complete copy of standards for your child's grade level can be found at the California State Department of Education website, [www.cde.ca.gov](http://www.cde.ca.gov) Also, a copy of standards is available at the beginning of the year at Back-to-School Night.

Each grade level has designated 10-12 Essential Standards in the areas of English Language Arts and Mathematics. These standards are assessed three times a year using CVUSD's Essential Standards Assessment (ESA) and the data is used to determine Tier 1-3 interventions for our students. You can find more information regarding the Essential Standards on the Elementary Curriculum tab on the CVUSD website.

STREET VENDORS – Occasionally, street vendors park near school campuses at dismissal time. Please instruct your children not to buy anything on the route to or from school to ensure student safety.

STUDENT DROP OFF AND PICK UP - Students should not arrive at school more than 10 minutes before the start of school (when campus supervision begins), unless they are eating breakfast. They should be picked up promptly at dismissal time. If you have parked your car on the street or in a parking space, please wait outside the gate or by the office until your child comes out. Younger siblings should not wait in the MPR or outside the classrooms for older siblings or friends. They need to wait in front of the school where there is supervision.

STEP TEAM - The purpose of a STEP Team meeting is to address any academic and/or behavior concerns from either the teacher or the parent. STEP stands for Student-Teacher Excellence Plan. The STEP Team (MTSS-A/B) is usually comprised

of the child's current teacher(s), parent(s), intervention teacher/counselor, administrator, and student (when appropriate). Any concerns should first be directed to the classroom teacher.

SUSPENSIONS – Suspensions are pursuant to Education Code 48900 (a-s), which can be found on the *Grounds for Suspension and Expulsion (K-Adult)* form, which is signed by parent/guardian and student during data confirmation/registration each year.

## **T**

TARDIES - See Attendance Procedures

TECHNOLOGY – We provide access to technology on campus in accordance with the CVUSD Responsible Use Policy. Glenmeade has Chromebooks for students to use during the school day. We also provide access to Accelerated Reader (AR), Prodigy for math enrichment & intervention, Lexia Core 5 for reading intervention, and Freckle. Other instructional technology may be added during the year as needed.

TEXTBOOKS, SCHOOL SUPPLIES - Textbooks, library books, and basic school supplies are provided free of charge to all students. In accordance with District policy and Education Code provisions, parents will be billed the cost of replacement or repair of lost or damaged school property.

No student will be charged a fee nor required to purchase any item for any project, activity, or supply needed for a class. Science projects do not require the purchased display boards but may be mounted on cardboard that has been covered with paper that is available at school.

TRANSPORTING STUDENTS - Parents/teachers may not transport children to or from field trips.

# U

UNIFORM COMPLAINT PROCEDURE - The Board of Education has established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan. If needed, please request a UCP form in the front office.

# V W X

VANDALISM AND THEFT - Although rare, if you spot anything that looks like vandalism, please report it to the office. Discourage theft by locking your car when visiting school.

VISITORS & VOLUNTEERS - All visitors & volunteers, including parents, must sign in with a valid ID at the office upon entering the campus. Volunteer/Visitor badges will be issued from our RAPTOR Visitor Management System. Under no circumstances may visitors go directly to classrooms or enter campus without office knowledge and a visitor badge. This includes before, during, and after school. Forgotten homework, lunches, etc. should be brought directly to the office. Volunteers must be scheduled with teachers ahead of time so they can provide the office with a list of expected volunteers for the day.

WALKING ROUTE TO SCHOOL - Crosswalks are located at Whirlaway Lane and Determined Way, at Whirlaway Lane and Aqueduct Lane, and at Aqueduct Lane and Jolon Court. Please instruct your children that they must cross at the crosswalks, even if it means walking a few extra feet to get there. **Never** have your child run across a street or between vehicles to enter or leave the school or to enter your vehicle.

Students are to walk directly to and from school as this creates a significant safety risk for your child. They should follow street routes only and should, whenever possible, walk with a sibling, friend, or neighbor. Students should always walk on sidewalks and not on private property when going to and from school. Parents

may be held liable for any damage caused by their children. Students are subject to school discipline while on the way to and from school. (Education Code 44807)

WELLNESS POLICY - Our district has implemented a wellness policy that complies with rules for acceptable foods and portions as mandated by the State of California. The Chino Valley Unified School District Board of Education recognizes the important connection between a healthy diet and a student's ability to learn effectively to meet high achievement standards in school. The board also recognizes the school's role in creating an environment that fosters healthy nutrition and quality physical activity.

Parents may not send food or treats to school to be given out to the class or other students on campus (ie, birthday). All treats provided at scheduled class parties must be approved by the teacher and administration before the party or distribution to the students.

The following excerpts from the wellness policy will guide snacks provided at parties by teachers or parents. Please check the district website (AR 5030e) for the complete details of the Wellness Policy.

1. All foods and beverages sold during school hours shall meet nutritional standards following the 35% - 10% - 35% guidelines:
  - a. 35% or less of its total calories from fat.
  - b. 10% or less of its total calories from saturated fat.
  - c. 35% or less of its total calories from sugar by weight.
2. The sale of soft drinks and candy are not allowed during the school day.
3. Classroom snacks will feature healthy choices.
4. Food items served and sold shall reflect the cultural diversity of the student body.
5. Students shall be encouraged to have a healthy breakfast each day.
6. Portion sizes will be observed.

# Glossary

DELAC – District English Learner Advisory Committee; this committee meets throughout the year, and the representative from Glenmeade is voted on by our ELAC committee.

EL – English Learner: These students did not speak English as their first language, and generally, do not speak English at home and are learning English at school.

ELA – English-Language Arts

ELAC – English Learner Advisory Committee; a school-level committee comprised of parents, staff, and community members designated to advise school officials on English learner programs and services.

LEA – Local Education Agency; school district.

LEP – Limited English Proficiency; a label applied to a student from a non-English speaking background that has not yet learned English.

MTSS – A Multi-Tiered System of Supports is a systemic, continuous-improvement framework in which data-based problem solving and decision-making is practiced across all levels of the educational system for supporting students.

NGSS – The Next Generation Science Standards (NGSS) are K–12 science content standards.

PBIS – Positive Behavioral Interventions and Supports; a schoolwide system that enacts a multi-tiered approach to social, emotional, and behavioral support. The evidence-based practices help schools implement a foundational framework to reward positive behavior, which is proven to lead to better student outcomes.

PD – Professional Development; activities and trainings intended to deepen a teacher's and/or administrator's knowledge and skills related to effective teaching practices.

PFLN – Partnership for Learning Network; each school has a team that consists of an administrator, community liaison, teacher, and parent who meet several times a year at the CVUSD Family Engagement Center to work on various parent engagement tasks.

PLC – Professional Learning Community; an identified group of teachers and other school staff that meet regularly to assess student work and determine student interventions.

RtI – Response to Intervention; RtI is a comprehensive problem-solving process in which school teams use data to assess students' individual needs and provide interventions to support students who are struggling. At Glenmeade, we call this WIN Time.

SEL – Social Emotional Learning is the process through which children understand and manage emotions set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions. SEL is a systematic, academic approach to teaching social and emotional intelligence, in which students acquire the knowledge and practice developing these skills.

SPSA – The School Plan for Student Achievement (SPSA) is a document that represents a school's cycle of continuous improvement of student achievement. The annual process of developing, reviewing, and updating the SPSA includes a comprehensive review of data and the development of actions necessary to achieve school goals.

SSC – A School Site Council (SSC) is group of teachers, parents, administrators, and interested community members who work together to develop and monitor a school's improvement plan. It is a legally required decision-making body for any school receiving federal funds.

STEM – Science, Technology, Engineering, and Math

STEP Team – Student Teacher Excellence Plan, also referred to as a Student Study Team (SST)

Title 1 – Provides financial assistance to schools with high percentages of children from low-income families to help ensure that all children meet state academic standards. Schools enrolling at least 35% of children from Socio-Economic Disadvantaged families are eligible to receive Title 1 funds. This number comes from free and reduced lunch applications.

WITN Time – (What I Need) Each class has 30-minute blocks of intervention time (RtI) for both ELA and Math built into their schedule to provide intervention or extension with the CVUSD Essential Standards. Tier 1 and 2 intervention is provided in the classroom with the teacher and Tier 3 intervention is provided by our Intervention Teacher.