

Glen Carbon Elementary School Handbook 2018-2019



Kindergarten through 2nd Grade

Kiersten Saenz, Principal
141 Birger Avenue
Glen Carbon, Illinois 62034
Phone: 692-7460

Welcome to Glen Carbon Elementary School!

We are very happy to welcome you as a member of our Glen Carbon family. The faculty has been busy this summer preparing our school for the arrival of students for the 2018-2019 school year.

Mission Statement

The Glen Carbon Elementary School family provides a safe and enjoyable learning environment where each child is encouraged to reach his/her potential.

Glen Carbon School Motto

I pledge today to do my best
In reading, math, and all the rest.
I promise to obey the rules
In my class and in our school.
I'll respect myself and others too.
Learning at our school is what I'm here to do.

**Glen Carbon School
141 Birger Avenue
Glen Carbon, Illinois 62034**

School Phone: 692-7460
School Day: 9:15 a.m.-3:30 p.m.
Office Hours: 8:00 a.m.-4:30 p.m.

To ensure a safe environment, attention to the following school policies will be appreciated.

Morning Supervision:

Supervision begins at 8:45 a.m. Students should not arrive before this time.

Arrival Procedures 8:45 a.m.:

Students may arrive at school beginning at 8:45 a.m. each morning with adult supervision in the gym beginning at that time. Students should enter the gym and sit quietly in the class lines. Students are allowed to bring a book to read or talk quietly with their friends. Students should not move around in their lines. Students need to get an adult's permission to leave the gym for any reason. We will begin our morning assembly at 9:05 a.m., and students will be picked up from the gym by their teachers between 9:10 a.m. and 9:15 a.m. On special occasions, the morning meeting will take place on the playground, weather permitting.

Students Arriving Late:

Students arriving after 9:15 a.m. are considered late and need to be signed in with the office by a parent/guardian before the student can proceed to class. A tardy is issued for late students. The student will be given a tardy slip to present to the teacher to enter class. Parents **should not** walk their child to his/her locker upon arriving to school.

Absences:

If a child is absent, parents are asked to notify the school by phone between 8:00 a.m. and 9:30 a.m. If it is a prearranged absence, notification can be made in writing to the office and the teacher. Teachers may or may not be able to supply homework for prearranged absences. Every opportunity will be given for students to make up work upon their return.

Student Early Dismissal:

Students leaving school at any time other than regular dismissal time must be signed out in the office. The adult picking up the student needs to come to the office, and the child will be called to the office for dismissal. Students will not be dismissed from the classroom.

Students will not be dismissed to anyone other than parents unless parents have made arrangements through the office. Adults picking up a child will wait in the office for their child to arrive. A note should be sent if you know your child is going to be signed out early.

Attendance:

Parents have the LEGAL responsibility of ensuring that their child attends school regularly. This responsibility requires that parents actively monitor their child's school attendance.

A parent who knowingly permits a child to miss school without valid reason or who gives false information regarding the child's absence may be in violation of the law.

Excused and Unexcused Absences

1. Excused Absences
 - Illness of the student
 - Doctor or dental appointment for student
 - Death in the student's immediate family
 - Certain religious days
 - Court appearance
 - College visits for high school juniors and seniors
 - Family trip, provided the following guidelines are followed:
 1. School is notified in advance of the absence
 2. Student obtains assignments in advance of the absence
 3. All assigned work is turned in upon returning to school
 4. All assigned work is made up at direction of individual teachers
2. Unexcused Absences - All absences not classified as excused will be considered unexcused or truant.

Compliance with Attendance Requirements:

1. All students who leave school for a doctor's appointment must provide written documentation from their health care provider as evidence of attending the appointment for the absence to be considered an excused absence.
2. All students who are absent for five or more consecutive days must provide written documentation from a healthcare provider for the absences to be considered excused absences.
3. Any student who has been absent for 10% or more of the days of student attendance in a semester must provide written documentation from their health care provider stating the cause of the absence for each subsequent day of non-attendance for the absence to be considered an excused absence.
4. Students who suffer from documented chronic or severe acute health issues may seek a waiver of these requirements from the Building Principal.
5. Students whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting may be granted additional excused absences at the discretion of the Superintendent or his designee. The parent or legal guardian should submit written requests related to such absences related to deployment or leave for military service to the Building Principal.

Student Pick-up:

Report to your child's teacher by note any time he/she is to go home other than by regular means. IF NO PRIOR NOTICE IS RECEIVED FROM THE PARENT, THE CHILD WILL BE SENT HOME BY REGULAR MEANS. **Adults are not to go to the classroom or main lobby to wait for dismissal.**

All parents should use the drive directly off Main Street to access the circle pick-up area. Parents should begin arriving for pick up as close to 3:25 p.m. as possible. This will allow staff to begin to load cars immediately as students are being dismissed. Students are not allowed to walk through the parking lot without an adult.

If parents are arriving early for pick-up, they should fill in any available parking spots in the circle drive. Parents can walk to the

platform area and pick up their child. This will help alleviate the backup if parents need to arrive early. Remember to watch for cars that are circling around to pick up their children when backing out of a parking spot.

When inclement weather is a concern, including severe winter weather and storms, students will be kept in the gym. Parents should park in all available parking spaces and come to the gym to pick up their children. If there is any question about the weather, an adult will be outside to inform parents where student pick-up will be that day.

Bus Riders:

Students are not permitted to ride a bus that is not his/her assigned bus number without the principal's permission. A note should be sent to the office if your child needs to ride another bus home. The note must be signed by the principal, and the student will give the note to the bus driver.

Visitors:

All visitors to Glen Carbon School should report to the School Safety Officer, who is stationed at the entrance of the building. Visitors must show a valid photo ID and sign in. The School Safety Officer will issue a visitor badge. Visitors must then proceed to the main office before going to any other location in the school.

Message/Phone Usage:

Children or staff members are not called out of class to take phone calls except in an emergency. We ask that messages be limited. Parents are to make necessary arrangements about transportation, after-school activities, etc., before their child leaves for school in the morning. Children are not to call home for forgotten items.

Medication Policy

Edwardsville Community Unit School District 7 has adopted a policy regarding administration of medication (including non-prescription medications such as aspirin and Tylenol) during school hours and at school-related events. A student who needs medication to be administered during school hours or school-related events must have submitted a completed request for Medication to be Administered at School form. A student

may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has authorized the student to carry and self administer the medication and has completed and signed the form entitled "Request for Medication to be Administered at School." If authorized by the student's physician and the student's parent/guardian and physician have completed the form entitled "Request for Medication to be Administered at School," a student may carry and self administer an epinephrine auto-injector. If authorized by the student's physician and the student's parent/guardian and physician have completed the form entitled "Request for Medication to be Administered at School," a student may also possess the supplies and equipment necessary to manage their diabetes pursuant to a physician approved Diabetes Care Plan. Please see the building principal or nurse regarding the District's medication policy and to obtain required forms.

The STUDENT INFORMATION FORM is the **only source** for school personnel to know **whom** to contact in the event of a serious injury or illness, and exactly **how** to contact these persons. It is **imperative** that the information on this form **be kept current** at all times.

Students with Diabetes

A diabetes care plan will be developed for any student who seeks assistance with diabetes care in the school setting. It is the responsibility of the student's parent or guardian to share information regarding the student's diagnosis, recommended treatment and required medication upon the initial diagnosis or any change to the treatment plan. Parents must provide the student's health care provider's instructions concerning the student's diabetes management in writing to school staff. The diabetes care plan shall include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

Students with Life Threatening Food Allergies

The District has implemented a life threatening food allergy management program which identifies students with life threatening food allergies, prevents exposure to known life-threatening food allergens, responds to life-threatening allergic

reactions to food, and educates and trains school personnel who interact with students with life-threatening food allergies on the management of students with life-threatening food allergies. Parents of students with life threatening allergies must provide the District with written documentation from the student's health care provider which identifies the allergy upon diagnosis and annually thereafter.

Illness:

Students are not to be sent to school with a fever. Students are to be fever-free for 24 hours before they return to school after an illness. Children will be sent home if they run a fever at or over 100. If a student goes home sick during the school day, he/she is not allowed to return to school for evening events. Students must be in attendance at school the day of an after-school event in order to attend that event. ***It is very important to keep your emergency card current in case we need to contact you during school hours.***

SAFETY ALERT PROGRAM

District 7's safety and weather alert system consists of three components: an email safety alert system, a telephone broadcast system, and a web alert system.

SAFETY ALERTS - VIOLENCE

The system is used to alert parents to *viable* threats and/or to dispel rumors. Students sometimes attempt to use fear to manipulate others around them—often because they think it's funny or just want to have a day off.

All threats will be treated seriously and will be investigated by the District and public safety officials. Anyone responsible for threats faces tough penalties, including possible expulsion from school and criminal prosecution.

SAFETY ALERTS - WEATHER

The system is used to alert parents to cancellation of school due to inclement weather.

SAFETY ALERT NOTIFICATION

A message will be posted on each alert system stating one of the following:

- There are no current safety alerts; please disregard rumors
- There is a viable threat
- School has been cancelled due to inclement weather

Parents can access safety alert information in three ways:

- Subscribe to the email alert system at www.ecusd7.org/alert/subscribe.asp
- Parents will receive messages by phone on the numbers listed on their child's Student Information Sheet
- Visit the District's website at www.ecusd7.org/alert

Subscribers to the Email Alert system will not be able to reply to the system.

Pick-up Procedures in the Event of the Evacuation of Students to an Alternate Facility

- 1. Prepare your child.** Children who are prepared experience less fear and hysteria. Let your child know who can make the pick-up at school if you are unable to do so. Reassure your child that he/she will be cared for until you arrive.
- 2. Keep your child's emergency contact information up-to-date.** The only people other than yourself who will be allowed to pick up your child are those whom you authorize on the Student Information Sheet. No student will be allowed to leave with another person, even a relative, unless the school has prior written permission from the parent/guardian.
- 3. Remain calm.** It is imperative that you do not strain resources that are attempting to direct and maintain emergency responses. Follow all instructions given by School and Emergency Response Officials to facilitate an orderly process.
- 4. Do not call school and tie up the school phone.** Information will be disseminated to parents through the school district's Telephone Broadcast System, Email Alerts, Web Alerts (www.ecusd7.org), the District's Alert Hotline (618-655-6090).
- 5. If possible, walk from your home.** Parent parking areas will be congested. Ride with another parent if possible.
- 6. Park only in areas designated for parents.** Do not park in other areas that may be designated for emergency response vehicles or areas that may block an orderly flow of traffic.
- 7. Do not attempt to pick up your child directly from the student assembly area.** Parents and authorized adults must first report to the Student Request Table.

- 8. Bring a government-issued, photo ID with you to the Student Request Table and Student Release Table.**
Students will only be released to their parents or to an adult designated on the child's Student Information Sheet.
- 9. Talk to the Parent Information Officer if you have any questions.** This will help the Student Release Team avoid bottlenecks at the Student Request and Student Release Tables.
- 10. Pick up all students for whom you are authorized.**
- 11. Sign out at the Student Release Table. The staff will locate and bring your child to you.** No student will be released without a parent signature, noting time of release, destination, and phone number.
- 12. Leave the campus immediately after being reunited with the student.**
- 13. Information from the school district on retrieving student property that may still be left on school property will be forthcoming.**

Closing of School:

Parents will be notified in the event of early school closings. You may obtain school closing announcements from the following TV stations: ECTV Channel 993 (local cable), and KMOV-TV CHANNEL 4 NEWS, KSDK-TV CHANNEL 5 NEWS, FOX 2 NEWS.

Please check these sources instead of trying to call the school office. Parents may also check the District website www.ecusd7.org for closing information. Parents also have the option to receive the information by email and/or text message.

Instructional Materials Fee:

The instructional materials fee is \$80.00 yearly. This should be paid at the beginning of school or as soon as possible thereafter. Tuition waiver forms are available through the school office if needed.

Lost and Found:

Please send your child to the lost and found area on the lower level if he/she loses any belongings. All items not claimed at the end of the year are donated to a charity.

Toys, Radios, Games, Pets, Etc.:

To minimize interruptions to the educational setting, students are discouraged from bringing cellular/digital devices to school, including cell phones, audio, video or photographic devices.

As a general rule, toys, should not be brought to school, except when a teacher has specific instructions for sharing. This includes trading cards. We have found that frequently these items lead to disputes over ownership, trading, breakage, and theft.

The school provides playground equipment for all recess times. No playground toys should be brought to school. Animals are not to be brought to school.

Parents are asked to assist us by checking to make sure that toys and other like items are not brought to school in their child's book bag.

Student Dress:

Students should be dressed in clothing suitable for the weather conditions. This is especially important during outside recess time in the winter. Students are not permitted to wear hats or sunglasses in the building. Please refer to the District 7 Handbook for further descriptions of clothing that is not acceptable in the school setting, including clothing that may be excessively loose, small, or exposes the back, sides, or midriff of a student.

Parent Teacher Communication:

Parent Teacher Conferences are scheduled for November 19, 20, and 21 (other conferences may be set-up whenever necessary).

Parents can be informed of their child's progress by keeping in close contact with the teachers. Parents are urged to contact the teacher whenever a concern arises about their child's progress. Parents can contact the teachers through email on our building web site at www.ecusd7.org/gc. Teachers can be reached at school between 8:00 a.m. and 9:00 a.m.

Classroom Volunteers:

We encourage parent participation in their child's classroom. In the event that you want to volunteer in your child's classroom, we ask that you work with your child's teacher to coordinate a time

to volunteer. All volunteers must check in at the office after they check in with security before going to the classroom. For safety purposes, younger siblings cannot be at school during school hours.

Classroom Parties and Special Activities

During parties, parents must sign in with the School Safety Officer before going to the classroom. For safety purposes, younger siblings cannot attend classroom parties or other activities during school hours. Parents should not arrive earlier than 30 minutes prior to the scheduled party time.

Special Occasions and Snacks

It is at the teacher's discretion to determine if and when a snack is part of the daily schedule. Healthy snacks that do not require preparation are encouraged. ALL snacks must be commercially wrapped. For health and safety reasons, we do not accept home-made goods. This policy applies to all school celebrations.

Birthday treats for classrooms should be dropped off in the main office at the start of the day. All treats are checked for allergens prior to being sent to the classroom. Teachers will pause instruction for a short period of time toward the end of the school day to recognize birthdays and distribute treats.

Party Invitations

Please keep in mind that party invitations may only be distributed at school if ALL children in a classroom receive an invitation. To minimize the disruption to the school day, students may not distribute party invitations during instructional time. In addition, school staff will not be responsible for this distribution.

Volunteers:

At the beginning of the school year, the PTO will coordinate the recruiting of volunteers. If you are new to the school, or if you become interested in volunteering later in the year, you may call either your child's teacher or the school office.

Volunteers offer an invaluable service to our building. We encourage any interested adults to sign up in a variety of ways. All volunteers must complete a Volunteer Information Form.

School Meals Program:

The school offers a nutritious breakfast and lunch program. A menu calendar is sent out monthly. If a child forgets his/her lunch money, he/she may borrow from the cafeteria. All money that is borrowed is expected to be paid back the following day.

The Food Service Department utilizes *MySchoolBucks*, a service that allows parents to prepay for their child's school breakfast, lunch, and ala carte food items using their credit or debit card. If you are interested in the service, you may visit their website at www.MySchoolBucks.com to sign up. *The service is optional.*

Breakfast is served from 8:45 a.m. to 9:15 a.m. Various snack items are available for purchase after the main lunch line has closed.

There is a peanut-free table at all lunch hours.

Cost: Breakfast: \$1.25 Lunch: \$2.70 Milk: \$.60

Forms are available in the office for those who qualify for the free and reduced meal program.

Lunch Hour/Cafeteria Rules:

1. Children will walk in the cafeteria in orderly lines without pushing or cutting.
2. Talking should be in quiet voices with no yelling.
3. Students must stay seated during lunch and follow the directions of the cafeteria monitor as to when to get snacks, throw away trash, when to return trays to the windows, and when to line up. Children are responsible for clearing their places after eating, with no playing or throwing food.
4. Respect and consideration must be shown to others at all times.
5. If a student genuinely needs additional time to finish eating, the cafeteria monitor will allow time.
6. Snacks may be available for purchase daily as an option at the end of the lunch period. Please communicate your wishes regarding snack purchases with your child.

General School Behavior:

All students are expected to maintain appropriate school behavior at all times. This means following directions of all school staff and observing the school rules. Many teachers send home letters to explain their classroom rules and the possible consequences of misbehavior. Parents are encouraged to discuss the school rules with their children.

If problems occur with following school or classroom rules, a referral may be sent home. Please read and discuss this referral with your child. The referral will need to be signed and returned to the office or classroom teacher the following day.

Homework:

Homework is a very important part of the development of the skills taught in the classroom. Your child is expected to complete homework that is assigned in class. Please support your child in this process. Students may have consequences from the classroom teacher if homework is not completed on time.

Glen Carbon School Rules:

1. Keep hands, feet, and other objects to yourself
2. Always follow adult instructions
3. Use appropriate voice and language at all times
4. Be polite and respectful to others—both students and adults
5. Always try your best

Respect for Others:

Glen Carbon students are expected to behave in a manner that shows respect for themselves, fellow students, and adults school grounds. All students are expected to maintain appropriate school behavior at all times. They must respect the physical space and possessions of others. Courtesy and appropriate language are expected of all students.

Inappropriate or aggressive body contact is strictly prohibited. Fighting is never acceptable and may lead to a suspension. Theft and abuse of school property and/or the property of others are also considered serious offenses.

Glen Carbon School will have a quarterly theme with a school-wide emphasis to encourage students to work together and build a caring school community. The concepts emphasized are friendship, responsibility, cooperation, and respect.

Playground Behavior:

1. Children must follow the direction of the playground supervisor at all times.
2. Games that involve tackling or rough contact are not permitted.
3. Playground equipment should be used in a careful manner with students following the supervisor's directions regarding restrictions on equipment.
4. When the whistle blows, students should immediately stop their activity. If it is the end of recess, students should line up as directed and WALK in line to the building.
5. Students are to be silent when entering the building.
6. Playground safety rules are to be enforced at ALL times on the playground.

Rules:

1. No food on the playground.
2. No fighting, wrestling, or tag games.
3. Do not climb up slides. Only one child at a time is permitted on a slide. Children must sit on bottoms to slide down.
4. Do not sit or stand on the top of bars.
5. Do not jump off slides or equipment.
6. Do not pick up gravel, rocks, or sticks.
7. No rolling down hills and/or on the playground.

Hallways/Restroom Rules:

1. Students should not disturb the school by making noises, running, or using loud voices in the halls.
2. Students should not stand outside other classrooms trying to attract the attention of other students in the room.
3. Classes going from one to another should remain quiet in line.

4. Students should walk at all times.
5. Students must have permission from a staff member before proceeding to other parts of the school.

Possible Rewards for Good Behavior:

- Recognition during morning assembly
- Verbal praise
- Good notes home
- Special privileges
- A positive environment in which to learn

Consequences:

- Student in time-out
- Refer student to classroom teacher
- Loss of recess
- Refer student to the principal
- Loss of special events or field trips
- Parent meeting
- In-school suspension
- Suspension

School Calendar 2018-2019

August 14, 2018	First Day of School - Full Day Student Attendance
September 3, 2018	Labor Day - No Student Attendance
October 5, 2018	Madison County Teacher Institute Day - No Student Attendance
October 8, 2018	Columbus Day - No Student Attendance
October 12, 2018	First Quarter Ends - Half Day Teacher Inservice Half Day Attendance (A.M.)
November 12, 2018	Veterans Day Observed - No Student Attendance
Parent Conferences, November 19-21, 2018	
<ul style="list-style-type: none">Monday, November 19 (5:30 p.m. until 8:30 p.m.) Full Day Student AttendanceTuesday, November 20 (1:00 p.m. until 7:30 p.m.) No Student AttendanceWednesday, November 21 (8:00 a.m. until 12:00 Noon) No Student Attendance	
November 22-23, 2018	Thanksgiving Holiday - No Student Attendance
December 19, 2018	End of First Semester
December 20, 2018- January 1, 2019	Holiday Break - No Student Attendance
January 21, 2019	Martin Luther King, Jr. Holiday - No Student Attendance
February 18, 2019	Presidents Day - No Student Attendance
March 8, 2019	End of Third Quarter
March 22, 2019	District 7 Teacher Institute Day - No Student Attendance
April 15-22, 2019	Spring Break – No Student Attendance
May 20, 2019	Last Day of Student Attendance (If all seven [7] snow days are used, last day for students is May 30, 2019)