Glengary Elementary
Parent/Student Handbook
On behalf of our entire staff at Glengary Elementary, welcome to our educational family. Our community is composed of parents and staff committed to providing all children a quality education. With your support and involvement, together, we can make your child’s school experience more meaningful and valuable. Our staff is dedicated to providing excellent instruction in all areas. Our primary purpose at Glengary is defined by our Mission Statement.

The mission of Glengary Elementary is to ensure high levels of learning for our school community.

This handbook is created to be a reference document about our general operating practices. It is not our intent to list every conceivable practice or policy, and we have tried to include topics that we most frequently receive questions about. Please become familiar with its contents and discuss them with your children. If you have any questions, please contact your child’s teacher or the school office.
ABSENCES

Michigan School Attendance Law provides that children must attend school between the ages of 6 and 16. Only illness or family emergency constitutes an excused absence. When your child is ill, he/she should not be permitted to attend school. We ask to be notified by the parent or guardian when pupils are absent or tardy. Please call the school office absence phone line at (248) 956-3190 before 8:55 a.m. (This absence phone line is available 24 hours). The office checks on unreported absences and your cooperation saves valuable office time. Please call each day your child is absent, unless you have previously indicated he/she will not be in school.

ATTENDANCE AND TARDINESS POLICY FOR WLCSD ELEMENTARY SCHOOLS

Good attendance and punctuality are necessary for students to be successful in school. Students are required to be in school on a daily basis, and they should only be absent in the case of illness or extenuating circumstances. Students are expected to be on time to school each day and ready for class to begin at 8:55 a.m. When your student is absent, please call the school office before school starts to verify his or her absence. We have a call back program in effect in order to ensure the safety of all our students. The Attendance and Tardiness Policy for Elementary School includes four progressive steps for both attendance and tardiness which are designed to be informative and to lend assistance whenever possible.

The four steps of the attendance policy are as follows:

- 5 or more absences or tardies - 1st parent contact by mail and doctor’s notes need to be provided.
- 10 or more absences or tardies - 2nd parent contact by mail. A meeting will be scheduled with the classroom teacher and/or Mrs. Timlin unless the school is aware of extenuating circumstances.
- 15 absences or tardies - Legal “Notice to Parents or Guardians of Non-Attendance of Children in School” sent to parent by certified mail and referral to local agency.
- 16 or more absences or tardies - Truancy referral is made to Oakland County Truancy office.

Parents play an important role in ensuring that their child maintains a good record for attendance and punctuality. Thank you for your continued support as we work together to provide a successful educational experience for your child.

ARRIVAL

Our first bell rings at 8:50 a.m. Students will be supervised from that point until the start of the school day at 8:55 a.m. If you drive your child to school, your child must be dropped off along the sidewalk in the South parking lot. School buses ONLY are permitted in the front drive of the school. Do not drop students off in the North parking lot. Students are expected to be in school by the 8:55 a.m. second bell. Please say goodbye to your child at the main door. Our goal is to help children develop a sense of independence from parents and this is a perfect opportunity to allow your child to do this. Teachers are not available to converse with parents at the classroom door. Please call or email to schedule an appointment with the teacher.
ART

The Visual Arts program at Glengary Elementary is well developed and includes much more than Production (the making of art). It includes Art History (what we can learn from art and its context), Aesthetics, (how to look and value it) and Art Criticism (how to judge and evaluate art). Through the exploration of different artistic medium from clay to crafts and from fibers to fine arts, our students learn how to create drawings and objects that convey thoughts, ideas and emotions.

They use critical thinking skills and talents that empower them to be creative problem solvers, cooperative workers, and knowledgeable citizens. If we are able to open your children’s eyes to the visual arts, they will enjoy benefits of enhanced vision throughout their whole life.

BIRTHDAY TREATS

Each classroom teacher has his/her policy on how to celebrate birthdays. If you choose to send in birthday treats in celebration of your child’s birthday, we request that you provide non-food items such as pencils, erasers or a special book for the classroom. Please only send enough for the class and their teacher. These treats will be passed out to students according to the classroom teacher’s schedule for the day. Children will not be delivering snacks to other classrooms as it disrupts our educational process and creates a safety concern.

BOOKS AND SUPPLIES

Textbooks and library books are provided for students use without charge. Students are responsible for the care of these books and will be asked to pay for them if the books are abused or lost. This includes books and personal classroom items loaned by teachers. At the beginning of the year, suggested school supply lists are sent home. The school will furnish the basic supplies your child needs on a scheduled basis. Notes may be sent home, from time to time, requesting donations of items like facial tissues or reward items to be shared with the entire class.

BUS TRANSPORTATION

The majority of students attending Glengary Elementary are transported to school by bus. The Transportation Code of Conduct is available on the district website at www.wlcsd.org. Please review these rules with your child. Students should arrive at the bus stop no earlier than five minutes before scheduled pick up and should behave in a manner which ensures their own safety and that of their fellow students. Students are not allowed to ride to or from school on any bus other than their own scheduled bus, except when after school childcare is an issue, and space is available to accommodate the extra student. The office will issue a bus pass upon receipt of a note from the student’s parent and a note from the parent whose home the student is going to for supervision. If you need to change your child’s transportation plan, please contact the office early in the day. While we understand that there may be last minute changes beyond your control, we may not be able to honor your request. Bus routes and times are established by the Transportation Office. Call (248) 956-3090 if you have concerns about bus transportation. For information on late buses (more than 10 minutes) call the Hot Line at 956-5199.
CLASSROOM PLACEMENT

Placement of students for the next school year is a team process. The classroom teachers, together with the principal, and special area teachers meet to consider the best placement for every student. Many aspects of a child’s development, including the academic, social, and emotional needs of all our students are carefully considered. In addition to individual needs, we must also consider the balance of each classroom, so that optimal learning environments are created for all students. The lists are created with no teacher assignment. When staffing is completed by the district, the principal will assign a teacher to the list. The final decision for placement rests with the principal. Requests for specific teachers can not be honored due to the complexities of the placement process and staffing. Please be respectful and do not put your child’s current teacher in an uncomfortable position of having specific requests to them. If you have specific concerns about your child, please share these with the principal, in writing, on or before the publicized date (communicated in the Tuesday Tidbits in April). Once class lists are developed, changes are not made unless class sizes become unbalanced.

CONFERENCES

Parents are encouraged to participate in all school conferences. We schedule conferences in the fall so that families may discuss the progress and growth of their child with the teacher. Parents receive their child’s report card at the fall conference. Parent Teacher Conferences are intended for you to see how your child is progressing individually within the grade.

We encourage parents to make appointments with the classroom teacher. Appointments may be made through a note to your child’s teacher, email, or phone call. Appointments should not be requested during instructional time but may take place during the school day when the teacher has prep time available. Please do not drop in at the beginning or the end of the day to talk with a teacher at the classroom door. These are busy times, and the teacher’s attention needs to be directed to the safety and well-being of his/her students.

CURRICULUM NIGHT

At Curriculum Night, your child’s teacher will give a detailed explanation of the curriculum. Classroom routines, responsibilities and daily schedules are also covered. This meeting is intended to give you complete information about what is taught in your child’s classroom. This event is for parents only.

DISMISSAL

Regular school dismissal is 4:02 p.m.

Keeping in mind the importance of daily instructional time, parents are encouraged to use discretion when scheduling appointments for their children that require early release from school. If necessity requires that your child be released from school at a time other than regular dismissal, a note from the parent to the teacher, or office, is required and your child must be signed out and picked up from the office. Your child will only be released to you or to a person authorized by you. Children are not released to anyone at the classroom door. When there is doubt as to where the student is to go after school – the student will be checked into Prime Time Care. The parent will be responsible for any applicable fees.

When picking your child up from school, at the regular dismissal time, parents will be using the parent vehicle pick up loop in the south parking lot. You will not be required to sign your child out at the office. Please be sure to complete an “Apple” Pick-up Form if you will be picking your child up on a regular basis by vehicle. Children will not be released in the drive-thru unless a Pick-up Form from a parent is on file in the office. Parents need their number sign when picking up the student. Parents should remain in their vehicle at all times.
DIVORCED FAMILIES

We request a copy of your most current custodial arrangement for your child(ren). This copy will be kept in the child’s school record folder. Specifically, if you are a parent that has sole physical and legal custody, we need to know who you authorize us to release your child to. In addition, our staff will politely decline becoming involved in court procedures for parents going through a divorce.

DRESS CODE

Students are expected to dress in a manner which meets reasonable standards of health, cleanliness, and safety. This includes hats, mittens, and boots during the winter months. In addition, our physical education teacher has requested that a pair of tennis shoes be kept at school for P.E. class. Flip flops, clogs, crocs and sandals are not allowed on the playground as they invite injury.

Clothing should be worn in a manner which will convey self-respect and will not disrupt the educational process. Strapless shirts, short shorts/skirts, clothing that expose the midriff are not appropriate. Straps on tops should be three adult fingers wide and fingertips should be able to touch the bottom of shorts/skirts when arms are hanging down. Shirts displaying negative, profane or suggestive messages are not permitted. We kindly ask that parents refrain from dying their child’s hair or styling it in an unusual manner. The use of make-up is not permitted. If a student is inappropriately dressed, the child’s parent will be called to bring a change of clothing so their child may remain in school. We will attempt to provide an alternative clothing item if the school has something available. Please refer to the Walled Lake Consolidated School’s Code of Conduct handbook on the district website at www.wlcisd.org for more explicit information.

EMERGENCY DOCUMENTS

Parents are required to complete the online Emergency form. This form must be completed before the start of school. Please update the online Emergency form with current phone numbers and emergency contacts. Students are only released to authorized parties listed on the Green Emergency form, unless a note from a parent is submitted to authorize release to another party. This form will also be given to paramedics or police in an emergency situation requiring their assistance.

At home, please discuss and designate “safe houses” where your child could go should unusual circumstances occur. Such situations may include emergency school closing, no one at the bus stop, when students arrive home to find no one there, or if students have lost their house key.

EVENING ACTIVITIES

Please remember that evening activities at Glengary Elementary, such as the Fun Fest, Holiday Shop, and Camp Night are family events. Children of any age should not be dropped off or permitted to attend a school event without adult supervision. This policy also applies to middle and high school students. Unattended students will either be asked to leave, or parents will be contacted and the child will wait in the school office until a responsible adult arrives.
FIELD TRIPS

Field trips are planned to enhance or support learning. Most field trips are self-supporting activities of which students are asked to pay for costs (bus charges, entrance fees, etc.). Glengary’s PTA generously provides monies to offset the costs of field trips. Parents may be asked to help chaperone and ride on the bus. Some field trips allow for parents to drive their own vehicle to the site. However, all students must ride the bus to and from the field trip location. District policy does not permit younger siblings (non school age) to ride on Walled Lake buses. Students and families are given appropriate prior notice of field trips and deadlines for permission slips. Students not turning in permission slips will not attend the field trip and will spend the day in an alternative classroom or the office. It may not be possible to accommodate all interested parents who want to chaperone. Classroom teachers will implement a fair and unbiased selection process in these situations.

HOMEWORK

The District’s Homework Guidelines state that the amount of homework will vary from week to week depending on the units being studied and students’ grasp of concepts. Please see your child’s teacher for their homework schedule and expectations. We kindly ask that parents provide a place to study and help your child get organized for homework completion. If there is a long term, or extensive project to be completed, it is recommended that you review a calendar with your child to break the assignment into smaller tasks and plan for necessary items. This models good work habits for your child and prevents the last minute rush of trying to complete an assignment.

The Student Planner is used to facilitate home to school communications in grades 3-5 and to update parents on school and classroom events. In the event that it seems that your child is taking too much time to complete his/her assignments, is having a lot of difficulty with content assignments, please contact your child’s teacher to discuss ways to support your child.

ILLNESS / COMMUNICABLE DISEASE

We make every effort to keep communicable diseases out of our school. Please help us by keeping your child home when the following symptoms appear: coughing, fever, sore throat, sores, chills, significant runny nose, ear and/or eye discharge, rash, upset stomach, and swollen glands. We ask that your child be fever free for 24 hours before returning to school. Communicable diseases that result in exclusion from school are: German Measles, Measles, Mumps, Chicken Pox, Scarlet Fever, Scabies, Pediculosis (Head Lice), Pink Eye, Impetigo, and Ringworm. Please contact your doctor for evaluation, treatment, and to determine if your child is ready to return to school.

IMMUNIZATION

Immunizations are required by law. Student immunization records must be up-to-date. Routine inoculations may be obtained through Oakland County Health Department at no charge. Children not up-to-date on their immunizations will be excluded from school.

INSTRUMENTAL MUSIC

The Instrumental Music Program is a middle school level class with daily instruction available to students. Traveling instrumental music staff will meet with 5th grade students during the school year. During these meetings they will conduct the “Introduction to Instruments” sessions.
KINDERGARTEN ORIENTATION/VISITATION

In the early spring of the school year, incoming Kindergarten parents are invited to join us for a presentation. Parents will learn about the Kindergarten curriculum and Glengary Elementary. Towards the end of the school year, students and parents will be invited back for a visitation. This is a fun-filled time for our prospective Kindergarten students to visit a classroom, participate in activities, and ride a bus.

LOST AND FOUND

Articles of clothing and other items that are lost by students may be found, in most cases, in the lost and found located around the corner from the office. Please put your child’s name inside his/her coat, hat, boots, shoes, etc. Other children may have similar styles and colors of clothing. Lost and found articles not retrieved each marking period will be donated to a charitable organization. Smaller items such as glasses, wallets and jewelry may be found in the office.

LUNCH

Students in grades K-5 remain at school for lunch and are expected to bring a lunch or money to purchase lunch. Snack items (fruit roll-ups, chips, ice cream) and milk are also on sale. Reduced or free lunches are available for students who qualify for these federally supported programs. If a student has forgotten a lunch, they will be provided with crackers and cheese. Students are reminded to not share their lunch with other students due to possible allergy exposure. Students have 40 minutes total for lunch and recess. At least fifteen minutes of this time must be spent in the cafeteria and all students are encouraged to eat their healthy food first. Students may have additional time to eat and need to let lunchroom paraeducator know they need more time. Parents are not allowed to enter the cafeteria during lunch periods. If you need your child, the office staff will get your child for you. If you would like to eat lunch with your child, we will provide a separate space for you and your child to eat.

MEDICATION

It is the policy of Walled Lake Schools to cooperate with parents when medication needs to be administered during the school day according to physician’s orders. Appropriate precautions are taken regarding medication and all information regarding medication is confidential.

No prescription medication or over-the-counter medication (cough syrup, cough drops, aspirin, vitamins, etc.) will be administered without the written permission of a physician. Please obtain a Medication Form from the office for you and your physician to complete. The staff is not permitted to allow students to self-administer non-prescription drugs while at school. Please do not put medication in lunchboxes and instruct your child to take medications during lunch. This policy protects the students taking the medication and also protects other students from inadvertently acquiring medication intended for someone else.

Whenever possible, please ask your physician to prescribe a dosage or frequency that will not require medication to be administered during school hours. We make every effort to remind students to come down at their prescribed times. The building principal may refuse to honor a request to administer medication when in his/her opinion the nature of the situation dictates that a parent or guardian may be better suited to the task.
MEDIA CENTER

Students are allowed to check out books from the Media Center for a one-week period. All books must either be returned or renewed at the end of that time. After the first week, any book not returned or renewed, is considered to be overdue. No further books may be checked out until overdue books are returned. After two weeks a reminder will be sent home. After three weeks, the Media Center staff will contact parents by phone. After four weeks, the students will be expected to pay for the lost book.

Computers in the Media Center have internet connection. These will be used for educational purposes and only under the supervision of the teachers and Media Center staff. There will be no unsupervised browsing of the internet.

MUSIC

The music program consists of many different activities: singing, playing, dancing, listening, and moving to music. The Orff instruments encourage students improvise, compose and create their own rhythmic accompaniments. They are played by all students, kindergarten through fifth grade. The recorder is a melody instrument. It is introduced in 3rd grade and developed in 4th and 5th grades. Music is an important part of your child’s education. It follows the classroom curriculum, and enforces and enhances basic education goals.

NEWSLETTER

The Tuesday Tidbits, the school newsletter, is published and emailed to parents via Schoolmessenger. This database draws from the email addresses in Skyward. In the event that you do not have internet access, please notify the office and a paper copy will be sent to the youngest child or only child in your family. This weekly publication is a major means of regular communication from both the school and the PTA.

OUTDOOR EDUCATION CENTER

All fifth grade students participate in the Walled Lake Outdoor Education Program. Fifth grade students spend two and one-half days at the Outdoor Center with each child exposed to different areas of study such as orienteering, forest succession, wildlife, evergreens, and pond life. Outdoor Education Camp is an important part of the Walled Lake Schools science curriculum.

PARKING AT SCHOOL

Parents and visitors park their cars in the lot on the south side of the building. Parking or dropping children off in the bus loop in front of the school during normal school hours is prohibited. This interferes with the bus traffic and emergency vehicles. Our parking areas are limited. During special events, we kindly ask parents to consider carpooling. Please park only on the east side of Woodbury. Emergency vehicles must be able to come down Woodbury and parking on both sides of the street blocks the emergency vehicles. We will open the playground, for major school events, to allow for additional parking as long as the ground and weather conditions are favorable.
PARTIES

School parties are typically planned for Halloween, Winter Holiday, and Valentine’s Day. Classroom teachers and room parents work together to plan and coordinate efforts. These parties are to be less than an hour. Please remember that these celebrations are not intended disrupt our instructional day and parents are not required to attend. Also, be sensitive to children’s feelings when scheduling parties outside school. Party invitations may not be distributed at school, and if possible, please avoid picking up groups of students from school to attend an out of school party.

PHONES

Students calling home about forgotten items (lunches, homework, permission slips, or after school activities) is discouraged. It is important for students to learn responsibility for bringing what they need to school each day. Parents can be most helpful by assisting students to be responsible for organizing their materials the night before. Students are given permission to phone home if ill or upset.

PHYSICAL EDUCATION

The physical education program tries to heighten the physical abilities of each child. Our program deals with the development of skills and the importance of physical fitness for each individual. Children are expected to participate in physical education unless they have a written doctor's request to be excused.

All children in grades K through 5 have scheduled physical education classes and require a pair of Gym Only shoes. Please do not purchase black soled tennis shoes for this purpose.

PICTURES

Individual portraits are usually taken during fall and spring of each school year. You will receive information regarding the procedure prior to scheduled dates. Every child will have his/her picture taken, even if they do not desire to purchase a package. These pictures are used for school records and for the class composite in the yearbook.

POSITIVE BEHAVIOR SUPPORT

At Glengary, we have 3 main guiding rules: Be Safe, Be Respectful, and Be Responsible. We have attempted to define behaviors we should see, in various areas of the building, to support these key ideas. Our teachers will be reviewing our expectations and modeling the expected appropriate behavior at school. You can help by reinforcing these expectations at home and reviewing the documents with your child. We recognize our students for demonstrating these positive behaviors with “Greater Gator” awards. We hold weekly drawings, announced on the PA, and our Student Council also gives monthly recognition. You may also hear the term “DeBug”. It is a problem solving strategy that is taught to your children. Lastly, we also have promoted being a “bucket filler” and not a “bucket dipper”. These terms are based on a book and assembly we had two years ago. The books are available at bookstores and online.

We are dedicated in helping our students to develop and maintain proper behavior in all situations. Communication with parents is important, and we use Student Behavior Reports to inform you when your child has made a poor decision. In the case of major infractions, parents will be directly contacted through the office and appropriate action will be taken. (Refer to the Walled Lake Schools Code of Conduct online at www.wlcisd.org.)
PRIME TIME CARE

Prime Time Care is a state licensed service operated by the Walled Lake School District. It is open from 6:30 a.m. to 8:02 a.m. before school, and from 3:10 p.m. until 6:00 p.m. To reach Mary Guiles, Glengary’s Prime Time Care supervisor, please call (248) 956-3136 or the school office at (248) 956-3100. For more information regarding the Elementary Prime Time Care Program, call the Main District Prime Time Care office at (248) 956-5110. If there is no school, or if school is closed early due to an emergency, there will be no Prime Time Care.

PROHIBITED ITEMS

Students should come to school ready for their instructional day. Any items that distract from this goal should be left at home. This includes dangerous, valuable or sentimental, or electronic devices items, large sums of money, or invitations to outside of school parties. Candy and gum may not be consumed on the playground due to danger of choking. Dangerous items will be confiscated and returned only to a parent. Possession of these and other prohibited items is cause for action due to a violation of the Walled Lake Consolidated Schools Student Code of Conduct. This document is available on-line at www.wlcso.org.

PTA

The PTA is an organization that consists of local, council, state, and national levels. There are five objectives of the PTA that span all of the organizational levels:

1. To promote the welfare of all children.
2. To help raise the standards of home life.
3. To pass laws for the care and protection of children.
4. To promote cooperation between the home and school.
5. To unite educators and the public in a way that can provide our children with the highest advantages.

With these objectives in mind, the Glengary Elementary PTA seeks to increase and improve parent involvement in our school. Statistics prove that the greater the parent involvement, the better the school and the greater the students achievement. Parent involvement, has a positive affect on student attitudes toward school and their social behavior while at school.

Opportunities for parents to participate at Glengary Elementary are numerous. A PTA membership drive is held early in the school year. We encourage everyone to join! Please attend our monthly meetings and watch our newsletter for requests concerning needs for volunteers. Become involved and stay involved in your child’s education through your Glengary Elementary PTA.
RECESS

Children are expected to be dressed appropriately to go outside everyday unless we have inclement weather. As a general rule, it is recommended that children be kept inside if the temperature or wind chill drops below 0°. Adult supervisors, Mrs. Dullack and Mrs. Torosian, monitor the playground activities. Children are prohibited to re-enter the building at any time without permission from a supervisor. The decision to remain inside is left to the discretion of the playground supervisors and/or principal. If children have inside recess, they must be seated and engaged in an activity in the classroom (board game, drawing, reading, assignment completion, etc.).

If your child is not able to participate in recess due to illness or injury, a note from you will allow them to stay in for one day. A note from your physician is required for your child to remain inside for more than one day. If your child has an injury, we also need to know what the Physical Education restrictions are.

REPORT CARDS

Report cards are issued four times a year and are available through Skyward Family Access. Fine Arts and Physical Education (music, physical education, and art) complete a report card twice a year. You should expect the end of the year report card to be available in Skyward Family Access approximately two weeks after the last day of school. If you don’t have Internet access, you may use a building computer or request a printed copy of the report card.

REPRODUCTIVE HEALTH EDUCATION

All fifth graders are involved in our Reproductive Health Education Program. This program is based upon the guidelines by the Michigan State Board of Education. A district wide committee reviews all materials used in this program. Teachers are trained through Oakland Schools. Parents are encouraged to preview the classroom materials, and they are available prior to this instruction taking place. Parents may “opt out” their child out of these lessons after previewing them.

RETURNING AFTER HOURS

Our goal is to foster responsible behavior in our students. Generally, when a child is brought back to school to pick up forgotten items, you are unintentionally undermining an opportunity to build responsible behavior in our students. This is true because it keeps the child from experiencing both the natural consequences of being unprepared and the responsibility for solving the problem for him or herself. Experiencing natural non-life threatening consequences is how children learn responsibility.

An occasional item forgotten is reasonable, but if you are bringing your child back frequently, please contact the classroom teacher. Also, please be sensitive to our evening custodians’ work responsibilities and do not ask them to unlock classroom doors. If the classroom is locked, that signals that the teacher has gone home for the evening and the student will need to accept the possible consequences and do further problem solving. You may wish to contact your child’s teacher for his/her specific preferences in this matter.
SCHOOL CLOSINGS

All unscheduled school closings will be given to the radio stations listed below.

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A district Schoolmessenger message will be sent to all families in the event of a school closing prior to school starting. We ask that you listen to the local morning news or one of the stations listed for this important information, too. Please do not call the Transportation Department directly as that telephone line must be used by drivers and other employees of the department.

If it becomes necessary to send children home early due to deteriorating weather conditions or equipment failure, the school office will make every attempt to notify parents by use of the Schoolmessenger system. Be sure to listen to the voicemail message. Too often, parents call back to the office without listening to the message. During school emergencies, as we need to keep our phone lines available and support staff working on the issue. Parents should review their family plan for emergencies with their children several times each year.

SIPP MEETINGS

SIPP is our Student Instructional Planning Process. The primary purpose of SIPP meeting is to provide an organized way for teachers and parents to support each other in resolving student academic or behavior concerns. The basic premise of the SIPP process is that we all share responsibility for the successful education of all students in the building. This includes teachers, support staff, and parents. Many students’ instructional and behavioral problems can be resolved faster, and more directly, if teachers have access to their colleagues’ knowledge and support, in collaboration with parents. If you have concerns about your child, please contact your child’s teacher. We also use this process when considering grade skipping a child.

SCHOOL IMPROVEMENT

Glengary Elementary is accredited by AdvancEd and the Walled Lake Consolidated School district is presently following the District/Systems Accreditation Process with AdvancEd. At Glengary, our staff has analyzed student achievement data to determine a focus of increasing students’ achievement in non-fiction writing across the curriculum. For information on our current school improvement goals, please read our annual report. The annual report is presented to parents at the October PTA meeting. Copies are always available in the school office.

SELLING / TRADING AT SCHOOL

There is no selling, trading, betting, gambling, at school or on the playground. Consequently, there is no need for children to bring money to school unless it is specifically for a lunch, school-related project, or activity. If your child brings money to school, it should be in a clearly labeled envelope.
SPECIAL SERVICES

Glengary Elementary is serviced by specialists from the Walled Lake School District, the Oakland County Health Department, and Oakland Schools. If you have any questions regarding these services or a student’s eligibility for Special Services, please contact the principal.

Services include:
- Special Education Services
- English Language Learners Services
- Oakland County Hearing and Vision Screening
- Oakland County Homebound/Hospital Teachers

TESTING

Each year, students at Glengary Elementary participate in state and local assessments. Students in grades 3, 4, and 5 participate in the Michigan Student Test of Educational Progress. Language Arts and Mathematics are assessed. Students in grade 4 will take a Science test, and students in grade 5 will take a Social Studies test. The M-Step is an online assessment, and the tests are administered according to the timelines established by the State of Michigan and Walled Lake Consolidated Schools. All students in grades K-5 will participate in the iReady assessment, three times during the course of the school year. This is also an online assessment.

VACATION ABSENCES

Children are expected to be in school every day except for illness or extenuating circumstances. The school district has scheduled vacation times and district calendars are available at the beginning of the year.

We know that occasionally an opportunity for a family vacation arises that does not correspond to a school holiday. While an absence of a day or two does not usually create major problems, extended vacation absences of a week or more are discouraged. It is important that you notify the classroom teacher at least 5 days before a pre-arranged absence.

It is almost impossible for the teacher to create homework packets that will match the classroom instruction for several days or more. Much of what happens in a classroom is based upon oral discussion, examples, and hands-on activities. Teachers are not required to re-create the missed classroom setting, but are urged to provide alternative methods of making up missed work, i.e., papers due, make-up papers, make-up exams, etc. Extended absences could result in loss of full credit for assignments because the student was unable to participate in the required class activities.

VISION / HEARING SCREENING

In order to register for school, all Kindergarten students must have proof of vision screening. In addition, children are screened for vision in grades 1, 3, and 5, and for hearing in grades K, 2, and 4. Staff may also refer a child for screening at any time if there is a concern about a students’ ability to see or hear.

Vision and hearing screening are available at the Oakland County Health Department free of charge. Phone (248) 926-3361 for more information.
VISITATIONS

After making prior arrangements with your child’s teacher, you are welcome to visit the classroom to see the regular, on-going instructional program. Please sign in at the office and request a visitor's badge before visiting the classroom. This helps the staff to monitor the presence of any unauthorized persons in the building. Parents should not go out on the playground or into the cafeteria. School staff will be happy to get your child for you.

Out of town student guests or relatives are not allowed to attend school with a Glengary student.

VOLUNTEERS

We encourage and welcome volunteers. Volunteers are a vital part of the success of Glengary Elementary. It is important for the safety of all our children to know who is in the building at all times. If you are a volunteer during school hours, please sign in at the office and request a volunteer badge.

Children are expected to treat our volunteers with the same respect offered the school staff. Any questions regarding behavior or appropriate consequences may be directed to the classroom teacher or the office. Many opportunities exist both in and out of the classrooms, either working with children or helping prepare classroom materials. PTA also sponsors many activities which provide opportunities for volunteers before and after school, as well as during the school day. There may be some opportunities that allow for younger siblings to accompany parents; however we encourage volunteers to leave young children at home. Please check with the classroom teacher as to the advisability of bringing non-school aged children with you for your volunteer activity. All volunteers must have a Criminal History/Reference form completed.
<table>
<thead>
<tr>
<th>Glengary Elementary School Rules and Behavioral Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Be Safe</strong></td>
</tr>
</tbody>
</table>
| All common areas at school | • Walk facing forward  
• Keep hands, feet, and objects to yourself  
• Get adult help for accidents and spills  
• Use all equipment and materials appropriately | • Use kind words and actions  
• Wait for your turn  
• Clean up after yourself  
• Follow adult directions | • Follow school rules  
• Remind others to follow school rules  
• Try to problem solve (ex. Debug)  
• Be honest  
• Take proper care of all belongings and school equipment |
| Cafeteria | • Keep all food to yourself  
- don’t share your food  
• Sit with feet on the floor, bottom on the bench, and face the table | • Allow anyone to sit next to you  
• Use quiet voices  
• Clean up after yourself | • Raise your hand and wait to be excused  
• Get all utensils, milk, condiments, etc. when going through the line first |
| Playground/Recess | • Stay within the boundaries  
• Be aware of activities or games around you  
• No playfighting  
• Line up promptly and silently  
• Use the equipment properly | • Play fairly  
• Include everyone  
• Use appropriate tone and language  
• Follow adult directions | • Ask permission to go inside  
• Try to problem solve with each other |
| Hallways/Sidewalks | • Stay to the right  
• Keep your hands, feet and objects to yourself  
• Walk in the hall and on the sidewalk | • Hold the door open for the person behind you  
• Use silent voices in the hallways | • Walk facing forward |
| Bathrooms | • Keep your feet on the floor  
• Keep water in the sink | • Use a whisper voice in the bathroom if you have to talk  
• Knock on the stall door before going in | • Flush the toilet after use  
• Wash your hands  
• Throw away your paper towels  
• Return to your classroom promptly |
| Assemblies | • Walk in silently and watch/listen for your teacher's directions | • Follow the "Give me Five" signal  
• Show your appreciation with laughter and hand clapping | • Stay seated on your bottom  
• Ignore your neighbors if they are trying to talk to you during the presentation |
Parents, please take some time to review our playground expectations with your child. It is not our intent to list every conceivable expectation of behavior on this list; however, we are defining our expectations more specifically in an attempt for all students to clearly understand what is expected of them.

<table>
<thead>
<tr>
<th>Behavior Expectations</th>
<th>Playground/Recess</th>
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<tbody>
<tr>
<td><strong>Be Safe</strong></td>
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</tr>
<tr>
<td>1. When coming out to recess, look for the recess supervisors first. They need to see you at all times on the playground.</td>
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<tr>
<td>2. Line up promptly when the recess bell rings and keep hands, feet and objects to yourself. Enter the school quietly.</td>
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<tr>
<td>3. Play structures are for <strong>climbing only</strong>. <strong>Never</strong> stand, play tag, jump off, flip off, sit on top, or hang upside down by feet. You may sit on the top of the Geo-dome (Spider).</td>
<td></td>
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<tr>
<td>4. Rockwall is for climbing up and back down the same side. <strong>Never</strong> climb over the top.</td>
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<tr>
<td>5. When playing on the slide, climb up stair side only, and go down the slide <strong>on your bottom</strong> with legs and feet out in front only.</td>
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<tr>
<td>6. When playing on the swings, sit on your bottom only, and swing forward and back only. <strong>Never</strong> twist chains, stand on, kneel on, or swing from side to side.</td>
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<tr>
<td>7. Jump ropes and hula hoops are to be used on the blacktop only. The jump ropes are used for jumping. The jump ropes should not be used to tie someone up, to drag someone or to be twirled around in the air.</td>
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<tr>
<td>8. Stay off of all fences.</td>
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<td>9. Stay out of the woods.</td>
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<tr>
<td>10. Stay away from animals on the playground.</td>
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<tr>
<td><strong>Be Responsible</strong></td>
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<tr>
<td>1. One hand tag may be played on the field only. <strong>Never</strong> tag a person with your feet (kicking).</td>
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<tr>
<td>2. After using playground equipment, please return it.</td>
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<tr>
<td>3. Go to the supervisors when you have questions or a problem that can’t be solved with your strategies. Always report to a supervisor unsafe behavior. Supervisors are there to help and want to help!</td>
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<tr>
<td>4. If you go inside to use the bathroom, return quickly and let the supervisor know that you are back.</td>
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<tr>
<td>5. Don’t forget your items that you will need outside (coat, hat, gloves, boots, and/or snowpants).</td>
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</tr>
<tr>
<td><strong>Be Respectful</strong></td>
<td></td>
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<tr>
<td>1. If you need to go inside, always get permission first from a playground supervisor.</td>
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<tr>
<td>2. Students can problem solve by making eye contact and talking to each other, rather than pushing/hitting/yelling. Use your DeBug strategies on the playground.</td>
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<tr>
<td>3. If you are upset with someone, use a respectful tone of voice.</td>
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<td>4. Follow adult directions, whether you agree with them or not.</td>
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<td>5. If someone falls when playing sports, extend a helping hand. <strong>Never</strong> kick them.</td>
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<tr>
<td>6. Students should be playing to have fun, not focused on just winning a game.</td>
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<tr>
<td>7. Always practice good sportsmanship! Do not use inappropriate language.</td>
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</tbody>
</table>
Recess – Wear Guidelines
Walled Lake Consolidated Schools

Coats/Jacket

50 degrees + Child/Parent discretion
40-49 degrees – Recommended
39 degrees and below – Required/Letter home

Hats/Gloves/Mittens

45 degrees + Child/Parent discretion
35-44 degrees – Recommended
32 degrees and below – Required/ Letter home

Boots and Snow Pants

Required when off the blacktop if there is slush or snow
Letter home

***Please note: Temperature degrees are based on wind-chill “feels like” temperatures.***