

GLENWOOD

Parent/Student Handbook

2020-2021



OAK RIDGE SCHOOLS

125 Audubon Road
Oak Ridge, TN 37830
865-425-9401
www.ortn.edu/glenwood

School Contact Information

Glenwood Elementary School
125 Audubon Road
Oak Ridge, TN 37830

Office: (865)425-9401

FAX: (865)425-9360

Website: www.ortn.edu/glenwood

Principal: Ginny Boles
vrboles@ortn.edu

Asst. Administrator: Amelia Bell
abell@ortn.edu

School Counselor: Amber Ashworth
asashworth@ortn.edu

Please feel free to contact the school if we can be of assistance.

School Hours

- 8:15- Doors open, Students go directly to class
- 8:30- Instruction begins
 - ❖ For the 2020-2021 school year tardies will not be counted until 8:45
- 3:30- Dismissal (M, TU, TH, F)
- 1:30- Dismissal (every Wednesday)

TABLE OF CONTENTS

School Overview

Glenwood Motto.....	3
Mission Statement.....	3
History of Glenwood Elementary School.....	3

General Procedural Information

Attendance Procedures.....	4
Absenteeism Policy.....	4
Late Arrivals/Tardiness.....	4
Early Dismissals.....	5
Perfect Attendance Award.....	5
Arrival/Dismissal Procedures	5
Car Riders.....	5
Bicycles	6
Bus Information.....	6
Walkers.....	6
Creating a Safe Environment.....	7
Behavior Expectations.....	8
Conduct/School Rules	8
Dress Code.....	8
Electronic Devices/Cell Phones	9
General Information	9
Cafeteria	9
Cafeteria Manners.....	9
Cafeteria Guests	9
Fingerprint Scanners.....	9
EFunds	10
Communication/School E-Calendar	10
Cross Boundary/Tuition.....	11
Extended Childcare (ECC)	11
Field Trips	11
Insufficient Funds	11
Lost and Found	11
Lost or Damaged Books.....	11
Parties and Treats.....	11
School Hours.....	11
Skyward Family Access	12
Telephone Use.....	13
Valuables	13

Health/Clinic	13
Medication Policy	13
Illness/Injury	13
Parental Involvement.....	14
Parent Teacher Organization (PTO).....	14
Volunteering	14
Visitors Policy.....	14
School Safety	14
Campus Safety	14
Emergency Drills	14
School Closings.....	15

Instructional Information

Grading	16
Homework	16
Parent/Teacher Conferences	16

Calendars and Schedules

School Hours	Front Cover
District Calendar.....	17

Glenwood Motto:

Glenwood Elementary is a learning place where everyone can be their best!

Glenwood Mission Statement:

- Our school provides a safe supportive environment where all students can learn.
- Our school teaches the basic skills and concepts of reading, math, and language as well as science, social studies, wellness and the fine arts which will empower students to be lifelong learners with inquiring minds.
- Our school promotes character development through respect, responsibility, caring, fairness, trustworthiness and citizenship.
- Our school teaches students to be accountable for their learning and actions.
- Our school builds community connections to enhance student involvement, learning and growth.
- Our school uses the data collected to guide the educational decisions developed and implemented at Glenwood Elementary through shared-decision making processes.
- Our school's staff uses research-based instructional strategies to provide opportunities for all students to learn.
- Our school embraces cultural diversity and individuality.
- Our school recognizes that the parent/teacher/student partnership is essential for success.



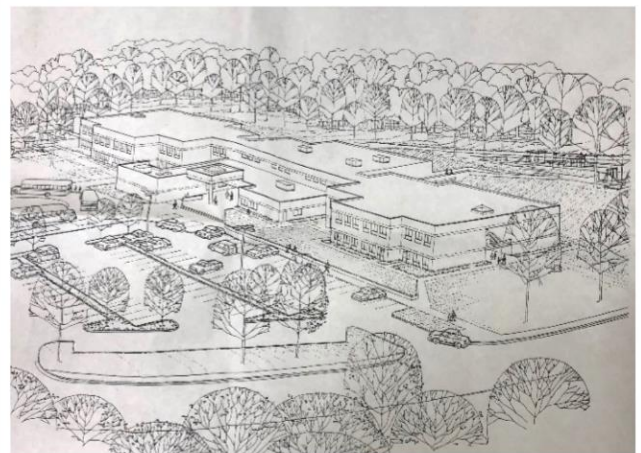
Glenwood: Past and Present

Original Building: 1944 - 1991

New Building: October 6, 1991 - Present

In the fall of 1944, Glenwood Elementary school became a "Learning place where everyone can be their best."

The U.S. Government built the Glenwood facility, funded through the Atomic Energy Commission, during the rapid upstart of a unique, vital and secret community of Oak Ridge. Oak Ridge took its place in the world during WWII. Superintendent Dr. A.H. Blankenship, Glenwood Principal W. Ross McGehee, the teaching staff, and the equipment were secured with the goal of establishing a first rate school system, and it has remained a priority goal since the beginning.



Attendance Procedures

Absenteeism Policy

Regular attendance greatly assists your child in attaining academic success. We ask for parent support in encouraging regular student attendance. Please read over the ORS Attendance Policy carefully as legal ramifications are now in place for non-compliance.

Absences may be classified as either excused or unexcused as determined by the principal or his/her designee. Absences will only be excused for the following reasons:

- 1) Personal Illness
 - a) Only seven (7) days, whether consecutive or not can be excused by a parent note.
 - b) After a child has seven (7) days, not necessarily consecutive, of illness related absences excused by a parent note, any future illness related absence must have a doctor's note stating that the absence is medically necessary.
 - c) All parent and doctor notes must be turned into the school within three (3) days of the child returning to school. *Always send in a written parent or doctor note upon student's return to school.*
- 2) Death in the family
- 3) Religious observations
- 4) *Extreme* weather conditions
- 5) Court appearance or legal mandates
- 6) Verifiable family emergency
- 7) School sponsored events
- 8) Principal has discretion to excuse absences based on the following:
 - a) The absence must be prearranged (forms available in office)
 - b) The absence must not have an adverse effect on the child's academic standing
 - c) The child must have a good attendance history
 - d) The child must have a good behavior record
 - e) The Superintendent must agree

Absences, Tardies or Early Dismissals that do not meet any of the criteria listed above will be considered unexcused.

Students who are absent five (5) days without adequate excuse will be reported to the superintendent of schools or his designee. Parents/Guardians will receive written notification of the student's absences. Upon the next unexcused absence, a referral may be made to the Anderson County Juvenile Court and a Truancy petition may be issued.

The legal consequences issued by the Court for unlawful absences can range from zero to the child being placed in the custody of the Tennessee Department of Children's Services with the parents paying child support to the State. Parents can also be fined up to \$50.00 per day, given community service or be ordered to serve time in the county jail.

Students participating in school-sponsored activities whether on or off campus may not be counted absent. In order to qualify as "school sponsored", the activity must be school planned, school directed and teacher-supervised or approved by the Superintendent.

Late Arrivals/Tardiness

Students arriving after 8:45 must check in through the school office and obtain a tardy pass. Students not in their classroom at 8:45 will be marked tardy. Please refer to the Oak Ridge Schools Discipline Code Handbook for further details.

Early Dismissals/Check-Out

Glenwood Elementary is a closed campus. Students will be released only to parents or guardians unless written or phone authorization has been made with the school office. Students are to check in and out through the office in order to insure correct attendance reporting. A picture ID is required when checking a student out of school. In order to further protect your child, please provide the office with a copy of any court orders, protection orders, divorce decree and child custody agreements, etc. Without copies of these legal documents, the school is legally bound to release the child to any biological or adoptive parent. **Any check out before 3:30 will be counted as a half day early dismissal.**

Perfect Attendance Award:

The Perfect Attendance Award will be given to students that have 100% attendance with no absences, tardies or early dismissals.

Please refer to the Oak Ridge Schools Discipline Code Handbook for further information.

Arrival/Dismissal Procedures

If a change needs to be made to a student's dismissal mode of transportation, a note must be submitted to the classroom teacher or office before the start of day. During the school day, if transportation plans change, parents must call the school office before 2:45 pm (12:45 pm on Wednesdays).

TRANSPORTATION CHANGES CALLED IN AFTER 2:45 WILL NOT BE HONORED.

NO CHILD WILL BE CALLED FOR EARLY DISMISSAL BETWEEN 3:00 AND 3:30.

Car Riders

Adults dropping off and picking up children to and from school are responsible for the rules established by the school to maintain the safety of all children.

Arrival

Adults bringing children to school in the morning should:

- Stay in drop-off line
 - Do not pass on left
 - Have children ready for temperature checks
 - Drive slowly through parking lot
 - Watch for children crossing in front of or behind cars
 - Do not park and get out of the vehicle
 - No parking is allowed along the curb.
 - Staff will check temp, and student will then exit the vehicle
- Parents are not to walk children to their classrooms in the morning.

Dismissal

Adults picking up children from school must have the official Glenwood Student Pick-Up Sign in the car. If the person picking up a student does not have the official sign displayed, they must park and come in to the school office with identification and be on the student's authorized contact list to be able to sign the student out.

Parents that pick their children up from school in the afternoon should:

- Stay in pick up line; do not park and walk to the front of the school building
- One way traffic, one lane only – Do not pull around other cars in the pickup line, do not pass on the left.
- Display student's name in large dark letters on the official Glenwood Student Pick-Up Sign, extra signs are available in the office.

- Drive slowly through parking lot
- Watch for children crossing in front of or behind cars
- No parking is allowed along the curb. Do not pull into the bus loop for any reason.

Bicycles

Any student riding a bicycle to school must have a letter of permission from their parent or legal guardian on file in the office. Due to the heavy traffic congestion at dismissal times, only students in grades 3 and 4 are permitted to ride bicycles to school.

All bicycle riders are required to wear helmets. Bicycle racks are available at the east end of the building. Bicycles should be locked. Glenwood School is not responsible for bicycle security.

Bus Information

To apply for bus service, parents must complete a First Student Request for Bus Service Application. The applications are available in the school office. The First Student Transportation Department can be reached at 425-3191.

Bus Rules

1. For your own safety, do not distract the driver through misbehavior.
2. Keep your hands and head inside the bus.
3. Violence is prohibited
4. Be courteous
5. No profanity
6. Do not eat or drink on the bus; keep the bus clean
7. Remain seated
8. No smoking
9. Do not destroy property
10. Mask are mandatory on the bus
11. Families are expected to sit together on the bus

Bus Conduct Report

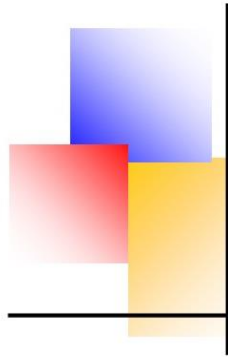
Parents are encouraged to discuss proper bus conduct with their children. Bus drivers may assign seats. Those who misbehave on the bus and receive a bus conduct report will be subject to the following:

- First Offense: Verbal warning by Principal
- Second Offense: Parent is notified by U.S. mail.
- Third Offense: Bus privileges denied for two days
- Fourth Offense: Bus privileges denied for one week
- Fifth Offense: Bus privileges denied for one month
- Sixth Offense: Bus privileges for the remainder of the year

*There are violations that can occur that may warrant immediate suspension from riding the bus.
Please refer to the Oak Ridge Schools Discipline Code Handbook for more details.

Walkers

Independent walkers must have a signed note or completed Transportation Survey by the parent or guardian on file to be permitted to leave the campus at dismissal. Students sign out and are released through the front of the building at dismissal.



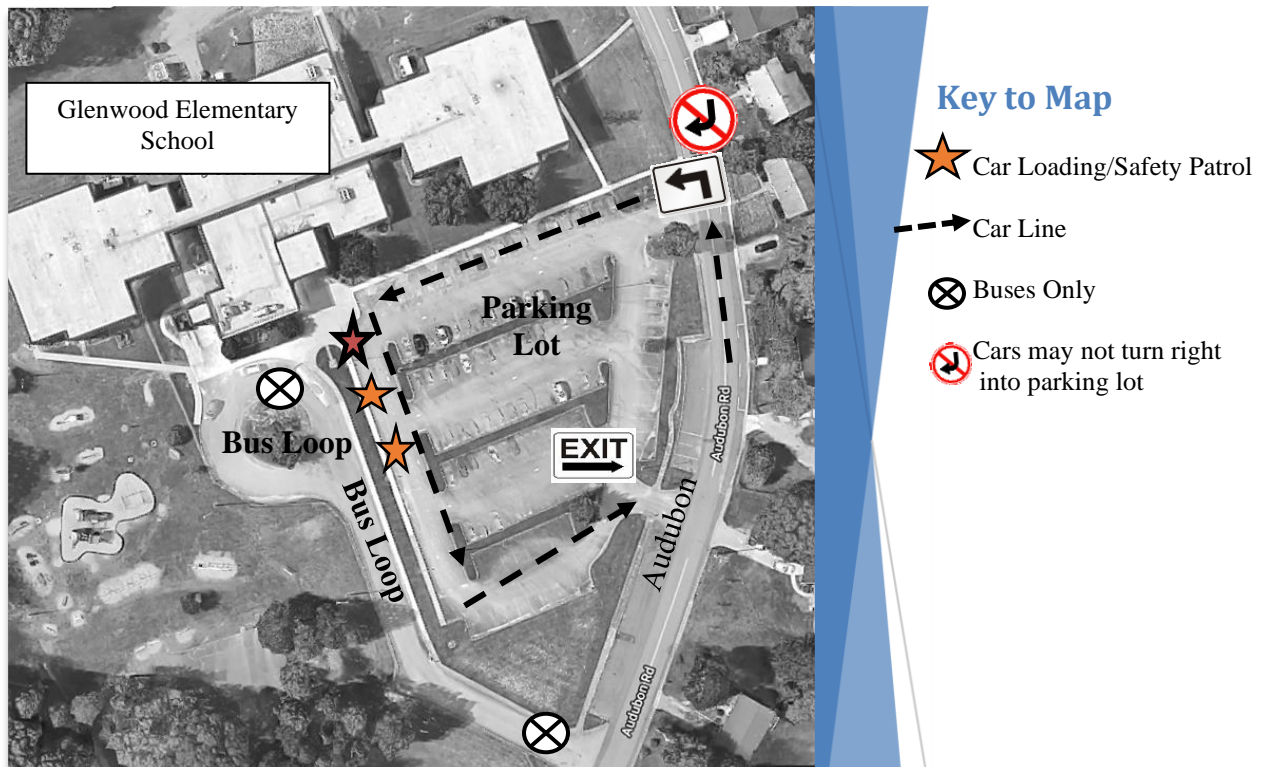
GLENWOOD ELEMENTARY SCHOOL

Creating a Safe Environment

For Arrival and Dismissal

Car Rider Rules:

- Car riders must be picked up in the car rider line. Parents should wait in their cars.
- Students should wait for safety patrol or adult to help them in and out of cars.
- All cars must have a GW car rider sign with student(s) names listed (obtain in office).
- Cars must come up Audubon Road and make a left turn into the parking lot.
- No cars will be allowed to turn right into the parking lot off Audubon Road. This lane is for buses only.
- Cars may not exit or enter the bus loop.
- All students will unload/load on passenger side of vehicle.
- Students may not be dropped off at school before 8:15 a.m.
- Students must be picked up by 3:40 p.m.



Behavior Expectations

Conduct/School Rules

We support parents in the setting of reasonable rules and expectation for student behavior in our school. Playground behavior expectations are outlined and explained to all students early in the school year by the physical education teacher and reinforced by the staff. Similarly, teachers review general school and classroom rules with the students in their classrooms, with the intent of having students take responsibility for their own actions.

Glenwood Elementary School follows disciplinary procedures adopted by the Oak Ridge Schools Board of Education and published in the Oak Ridge Schools Discipline Code Handbook.

Each certified staff member is responsible for maintaining discipline within his or her classroom. The classroom teacher will send behavior and discipline plans home and review them at parent orientation. However, should it be necessary for a student to come to the office for discipline action the following will occur:

- First Offense: Parent will be notified by phone by an administrator of the school.
- Second Offense: Student will be removed from the classroom and placed in In-school suspension for one day. Students are required to complete classroom work during this time. A behavior plan will be developed for the student.
- Third Offense: Student will be removed from the classroom and placed in Out-of-School suspension for three days. Students are required to complete classroom work during this time. A parent conference with administrators must occur before the student may return to school.

*Extenuating circumstances such as violent outbursts and/or extreme physical violence toward another may result in bypassing the above steps in accordance with the Oak Ridge Schools Discipline Code.

Dress Code- For the 2020-2021 school year mask are required

We ask for your cooperation in ensuring that your child wears appropriate clothing and footwear to school. Appropriate clothing encourages a good working atmosphere. Clothing should be neat and clean and suitable for weather and school activities. Personal hygiene should also be stressed.

The following items of clothing and footwear ARE PROHIBITED:

- Flip-flops, backless sandals and wedge/high heels, and high heel boots (girls should wear flats)
- Miniskirts, mini dresses, and short shorts (all must be fingertip length)
- Halter tops, tube tops, spaghetti straps, bare midriffs.
- Tights/leggings without a fingertip length cover top
- Baggy/low rider pants
- Hats and other headgear
- Clothing with inappropriate language/sayings for elementary students

Parents will be called to bring a change of clothing or shoes should students arrive at school with inappropriate dress. Students are expected to dress in a clean, neat, modest, and safe manner at all times. Dress that tends to disrupt the class or contributes to a safety hazard in class will result in a referral to the principal for appropriate action. Parent's assistance in monitoring the clothing worn to school would be greatly appreciated.

*Students should wear tennis shoes every day they have physical education classes. Other shoes pose a safety hazard.

*All jackets, coats, hats, gloves, etc., should be labeled with child's name.

Please refer to the Oak Ridge Schools Discipline Code Handbook for further information.

Electronic Devices/Cell Phones

Should your child bring a cell phone to school, it must remain in their backpacks. Elementary children do not need to use cell phones as a one-to-one device during the instructional day. Unauthorized usage will result in the phone being sent to the office where parents will be contacted to pick them up.

For detailed policies pertaining to personal devices, please refer to the Oak Ridge Schools Discipline Code Handbook.

General Information

Cafeteria

Breakfast is served from 8:15 – 8:30 am in the classrooms. Lunch times are scheduled based on instructional needs. Students may either bring a lunch or get a lunch from the school cafeteria. Visiting adults purchasing a lunch may pay cash in the lunch line. Please do not send carbonated drinks to the cafeteria.

LUNCH TIMES:

K: 11:00 – 11:30
1: 11:45 – 12:15
2: 11:15 – 11:45
3: 12:35 – 1:05
4: 12:25 – 12:55

Please label lunch boxes
with your child's name.



Fingerprint Scanners

Students will now account for their lunch or purchase extras by having their fingerprint scanned instead of using their ID cards. This system is intended to help improve the efficiency, accuracy, speed, and cost effectiveness of this process. This technology will not store your student's fingerprint in our system. The software converts your student's fingerprint into a mathematical algorithm which will remain in the system after the fingerprint is initially scanned. There are **no fingerprint images** saved to the computer system. The biometric images cannot be used by law enforcement for identification purposes. This technology best to serve our students and families which also making sure we are protecting our student's information.

Cafeteria Manners

Appropriate cafeteria manners are expected from all students. The school has many children and must feed them within a very short amount of time.

Rules for behavior are as follows:

1. Keep hands, feet, and objects to yourself
2. Remain seated until dismissed
3. Use acceptable table manners
4. Use soft voice
5. Walk while in the cafeteria
6. Raise your hand if you need help

Cafeteria Guests & Party Rules

During the 2020-2021 school year we will not have visitors in our building for lunch. We hope to resume this process as soon as possible.

E-Funds-Cafeteria/Food Service

The Oak Ridge School District is pleased to introduce a new program call *e-Funds for Schools*. This program offers various options for parents/guardians who **choose** to make payments on-line and is extremely user friendly. You will have the ability to have lunch payments electronically withdrawn from your checking account or charged to your credit card, you also have the flexibility to make a payment at any time through the school's website.

The "*e-Funds For Schools*" electronic payment service is provided to the school by a third party service provider. The service provider has a nominal fee for their service. **There is a \$1.00 transaction convenience fee for each electronic checking payment that you make.** The system carries a Non-Sufficient Funds (NSF) charge if the payment is "bad". **For payments made by credit or debit card, there is a convenience fee of \$2.45 per each \$100 increment in the transaction.** The district does not share in the fee. It goes directly to e-Funds. You can reload your account for multiple children and have it count as ONE transaction. The district does not request or keep records of family checking or credit card account information.

You are in full control of your account and can make a payment at any time that is convenient for you. **No payments will be allowed without your knowledge and authorization through this secure payment system.** The *e-Funds for School* site is secure and uses industry standard data encryption.

How does e-Funds for Schools work?



- Families set up and maintain their own logins, passwords, and payment preferences. Your account information is retained in a password-protected file.
- Log in to Skyward Family Access, Click on Foodservice, Click on Make a Payment, Click on Register Here to get started. There is an instruction guide in a pdf format available
- *e-Funds For Schools* will help to eliminate last minute check writing hassles, improve efficiencies, and help cut costs for both you and the school district
- On-line payments will help eliminate the worry that your children could lose or forget the money intended for school items or that it might be spent on other non-school related items.
- Payments from a credit card or checking account may easily be set up.
- Parents/guardians may establish a reoccurring payment or may opt to make a one-time payment.
- Payments made online are applied to your account in real time.
- Your payment history for the year is available with a click of the mouse

Communication/School Calendar

It is very important that the parents and community of Glenwood are aware of the activities taking place at the school. The school calendar can be found on the school web site under the Calendar link. Additionally, notes and reminders will be sent home regarding school events from the classroom teachers and the office. Skyalert is used for most school wide communication through the email address on file for the student's guardian. Please keep your contact information up to date with the school office.

- Glenwood Office: 865-425-9401
- Glenwood FAX: 865-425-9360
- www.ortn.edu/glenwood/

Cross Boundary/Tuition

A form requesting cross boundary or Tuition is available from the school office. Requests may be denied on the following conditions; conduct, attendance, or numbers in classrooms.

Tuition rates are available from the ORS Pupil Services Office- 865-425-9009.

Extended Child Care (ECC)

This program is provided for Glenwood parents who work either full-time or part-time. Organized games and activities, as well as rest periods and special programs taught by local volunteers are conducted.

Childcare operates 6:30 a.m. to 6:00 p.m. weekdays during non-school hours. A detailed brochure and rates are available in the school office. The ORS ECC office can be reached at 865-425-9007.

Field Trips

Field trip permission slips must be turned in on teacher designated dates for the final count and check preparation. If the form is not received, the student will stay at school.

All students leaving Glenwood on a bus must return to Glenwood on the same bus. Parents may not check children out from the trip before returning to school.

Insufficient Funds

If a check is returned to the school, PTO, or cafeteria for insufficient funds the person in charge of the account will notify you. Please rectify the situation in a timely manner.

Lost and Found

Glenwood Elementary School will not replace or provide restitution for lost or damaged personal belongings. Lost articles of clothing, lunch boxes, book bags, etc. are placed in the "Bear Den" in the lobby area. Items of value such as rings, watches, glasses, and purses, are kept in the school safe. Parents may check the Lost and Found by inquiring in the office. Clothing items not claimed are sent to charitable organizations periodically throughout the school year. All items brought to school should have student's name prominently displayed. It is suggested that valuable possessions not be brought to school.

Lost or Damaged Books

Each library book, paperback book and textbook has an established replacement cost. Students who damage or lose books must pay those replacement costs before report cards are issued.

Parties and Treats

Individual birthdays may be celebrated by the distribution of treats to all class members during lunch in the cafeteria. Please contact your child's teacher if you plan to bring treats for the class.

Please refer to the Cafeteria section of this handbook for detailed information.

School Hours

The school hours for students K-4 are 8:30-3:30, M, TU, TH, F. Every Wednesday dismissal is at 1:30.

Class instruction will start promptly at 8:30. *Children should be in their seats and ready to work at 8:30.*

Students must not be dropped off earlier than 8:15

At 8:15 am students may enter their classrooms for breakfast (served between 8:15-8:30).

The tardy bell rings at 8:30. Children arriving after 8:45 must sign in through the office for a tardy pass.

Children should be in their seats and ready to start their day at 8:45 a.m.

School will dismiss at 3:30 on M, TU, TH, F and at 1:30 every Wednesday.

Skyward Family Access

You may enroll in Skyward Family Access by following the instructions that are outlined on the Oak Ridge Schools website at www.ortn.edu.

This will allow you to view your student's school information such as grades and attendance.

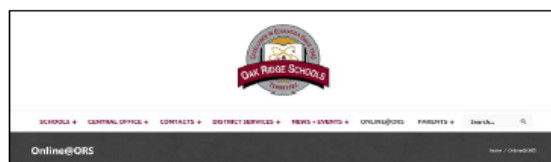
After you have created an account, you will also be able to access ORS E Fund which allows you to apply funds to your student's cafeteria account.

Refer to the ORS website for more information.

Using Skyward Family Access

With a current e-mail address on file, parents can log in to Skyward Family Access and view their student's Attendance, Food Service transactions, Schedule, contact information for teachers, grade history and more. Parents can set up automated email alerts for attendance and grades and submit requests to change certain account profile information, like addresses and phone numbers. The school will occasionally send out important messages that will come to your email address as well.

If the school has your current, correct e-mail address entered, you can already log in to Skyward Family Access. One login will give parents and guardians access to all of their students, even if they are at different school buildings! To set your password, use the link to *Skyward Family Access* on the Oak Ridge Schools District Home page. <http://www.ortn.edu> Go to the tab that is labeled "Online@ORS." You will see a link for Skyward Family Access.



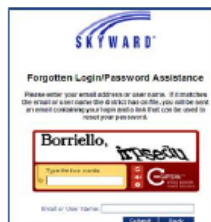
Skyward Family and Student Access
Parent Instructions - English
Parent Instructions - Spanish
Skyward Family and Student Access - For Mobile
Phone Devices
Instructions

Click this link and it will take you to a login page.

On the login page, click "Forgot your Login/Password?"



Then you will see a window like this:



Type the words in the box and enter the e-mail you have on file with the school office and click, "Submit."

The e-mail you receive back from Skyward will contain your username and a link to 'reset' (create) your password. Follow the link and the instructions and you can reset your password to one that will be easy for you to remember.

Remember to add the log in page and Skyward in your "Safe Senders" list so they won't be blocked.

Telephone Use (School)

Use of the phones by students is discouraged. Special arrangements, including transportation, should be made before school.

Teachers have access to outside phone lines and voice mail within their classrooms. A message can be left for a teacher via this system. If the message is time sensitive, please leave a message in the office for the teacher. To reach a teacher's voicemail call the main school number (425-9400) and you will be connected to the voice mail system.

Student cell phones must be turned off and in backpacks during the school day.

Valuables

Students should be discouraged from bringing money to school. Parents are encouraged to place money in the student's cafeteria account, so their children do not have to carry money. Toys, games, radios, CD players, expensive jewelry and large amounts of cash are not to be brought to school without prior approval from their child's teacher or other staff member.

Health/Clinic

Medication

No medication in any form may be administered during school hours by principals or teachers except in accordance with school regulations:

- If medication is to be administered on a short-term basis (2 weeks or less) and a prescription with adequate instructions is provided, the parent needs to complete an Authorization for Medications to Be Taken During School Hours form available in the school office.
- If medication is to be given longer than two weeks, the parent and the physician must complete the Authorization form.
- Medication must be brought to school by a parent or guardian and delivered to the office in a tamper-proof container appropriately labeled by the pharmacy or physician, which is then kept under lock.
- Parents may not give permission over the phone for non-prescription medications, such as Tylenol. **At no time is a student allowed to carry prescription or over-the-counter medications into the school building or on a field trip.**

Illness and Injury

If your child is ill, the best place for him/her is to be at home under close adult supervision. A student who becomes ill during school hours may be sent to the school clinic to determine if they should remain at school. Our school nurse or office staff will take the child's temperature. If a child is vomiting or has a temperature of 100.4° or above, a parent or guardian will be called to pick up the student.

Students must remain fever free for 24 hours with no vomiting before returning to school.

If a student is injured at school and sent to the clinic the parent will be contacted regarding the injury.

General first aid is administered in the school clinic including distribution of bandages and ice packs.

Accidents

All accidents occurring on school property must be reported to the school office.

It is very important that parents and legal guardians provide work, home, and emergency phone numbers so that parents can be notified when an accident occurs.

Remember to update new numbers in the school office immediately.

Parental Involvement

Parent Teacher Organization (PTO)

The PTO is an active group of interested parents, teachers, and members of the community working together for the accomplishment of school goals. Throughout the year the PTO holds monthly meetings. Fundraising, yearbook, publicity, health programs, hospitality, and buildings and grounds improvements are among the many active committees of the PTO.

Meetings and programs are announced through flyers sent home, the school web page (glenwood.ortn.edu), and on the school marquee. The PTO officers earnestly invite all Glenwood parents to become active in their child's education. Membership is free.

Visitors Policy-Due to Covid-19 we will be restricting visitation to only essential visitors at the time. ****

Visitors and parents are welcome at Glenwood. All visitors must report to the office with a picture ID to register and receive an Official Visitors Badge.

Parents wishing to observe a class must make arrangements with the principal at least one day prior to the requested observation. Additional advance notice would be appreciated.

Parents and visitors may eat lunch with their child. All visitors to the cafeteria must check in and check out through the school office with a picture ID. A special table for visitors is available in the cafeteria. Outside food may be brought in by guests. Individual students from other schools or school systems are not allowed to visit the classrooms during regular school hours without prior approval.

Visitors must obey the rules of the campus including the dress code and non-smoking requirement.

Volunteers-Due to Covid-19 we will not be able to accommodate volunteers at the time. ****

Volunteers play a critical role in assisting the students and teachers. Every effort is greatly appreciated, and the total worth of the volunteer program is priceless. Those wishing to volunteer should speak to the classroom teacher to assess the need. A [School Volunteer Application and Confidentiality Agreement](#) form must be submitted annually and is reviewed by the Principal for approval. Additionally, if working unsupervised with students or chaperoning field trips, you will be required to go through the ORS Human Resources Office to complete a background check. Volunteer Packets are available in the school office.

School Safety

Campus Safety

All outside doors at Glenwood are locked at 8:30 for the safety and well-being of the students and staff. Access to the school building will be limited to the front office door. All staff and visitors within the building must wear a nametag for identification. Cameras are installed both inside and outside the building.

Emergency Drills

Fire Drills

Fire drills are held once each month. The signal is a constant sounding of the fire alarm. On the signal, all the students leave the building quickly and quietly with the teacher. Each classroom has a designated area. When the "ALL CLEAR" is given over the PA system, students may return to the building.

Tornado Drills

Two tornado drills are held annually, one in conjunction with the Oak Ridge Fire Department and all district schools. Announcements are made over the public address system to conduct the drills. In the event of an actual alert, an announcement will be made over the public address system for students to follow established tornado drill procedures.

Lock Downs

One or more lock down drills are held annually. Announcements are made over the public address system to conduct the drill. On the signal, all students move to a designated area in the building where they will be secure from intruders. When the "ALL CLEAR" is given over the PA system, students may return to their classroom

School Closings

Closing Schools and Delayed Openings

When the road conditions become hazardous, the decision to close schools is typically made by 6:00 a.m. The Oak Ridge Schools will call each home regarding school closings. An announcement will also be made over WLVT, WYSH, WNOX, WOKI, WIVK, WYIL, WIMZ, and Channel 15 as well as several Knoxville television and radio stations. Additionally, information can be obtained by going to the Glenwood School Web Page (glenwood.ortn.edu). If a decision is made to delay the opening of school, announcements are made in the same way. Children should remain at home until the revised opening time.

GLENWOOD IS AN OAK RIDGE CITY SCHOOL, NOT ANDERSON COUNTY.

Anderson County may close schools while Oak Ridge City Schools remain open. Rather than calling the child's school, it is suggested calls be placed to one of the local radio or television stations when in doubt about school opening times.

Procedure for Early Dismissal

If early dismissal of schools becomes necessary due to snow or other emergency conditions, parents will receive a phone call and are requested to listen to local radio stations for an announcement. School buses will operate from school until each child is safely home. Buses will run routes as nearly normal as possible.

Suggestions for Parents

Parents are advised to stay abreast of weather conditions in order to anticipate closing of schools, delayed openings, early dismissal, or other last-minute changes required for the safety of children. Parents and their children should discuss procedures outlined in this booklet as well as any specific instructions or contingency plans, which their children are to follow. Parental cooperation and assistance is appreciated as school personnel do their upmost to provide for the safety and security of students during periods of inclement weather.

COVID Cleaning

For the 2020-2021 school year schools could be closed for 2-5 days for deep cleaning if there is a positive Covid-19 case. During this time students will continue with learning with an "emergency closure" packet. Should the district move to virtual learning and close the building completely, students will be issued a device to access their learning.

Instructional Information

Grading

Students receive a report card every nine weeks.

Progress for each standard will be reflected on a scale of 1, 2, 3, or 4.

- 1 - Little progress
- 2 - Approaching grade level
- 3 - Grade level
- 4 - Above grade level.



Homework

Brain research says that children must rehearse and use information twenty-four times before it goes into long-term memory. Homework is a way for students to get the repetition they need to learn. The staff is committed to giving homework that accomplishes a goal and is not “busy work”. Please work with your child and check to see that your child understands the information. If your child is experiencing problems, please write a note and attach it to the homework so that the teacher can review the information with your child.

The teaching staff provides make-up work for students with excused absences only. The teaching staff is not required to provide missed work for students absent for disciplinary reasons, truancy or other unexcused absences.

Parents must call Glenwood before 9:00 a.m. to request make-up work for pick-up in the school office after 3:30 p.m. of that day.

Parent/Teacher Conferences

Parent-teacher conferences scheduled three times each year. In the weeks leading up to a scheduled Conference Day, your child’s teacher will send a notice and invite parents to sign up for a preferred conference time. Keep in mind that conferences may be offered on the scheduled Conference Day, or on other days to offer more flexible times before or after school. Parents may also request a different meeting time or day. All parents/guardians are strongly encouraged to attend these conferences as this is an important opportunity to discuss your child’s progress.

- October 21 & 22, 2020, early dismissal both days
- February 10 & 11, 2021, early dismissal both days

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oak Ridge Schools District Calendar 2020-2021

Counselors/Facilitators Report: July 6th
Teachers Report: July 20th
Students Report - Early Dismissal Districtwide: July 29th
Early Dismissal K-8 Only: July 30th

Labor Day Holiday: September 7th

Fall Break: September 28th-October 9th
Fall School Intercession: September 28th-October 1st
Fall Parent/Teacher Conferences: October 20th/21st
Early Dismissal Elementary Only: October 20th

Election Day - No School: November 3rd
Thanksgiving Break: November 25th-27th

Winter Break Early Dismissal Districtwide: December 18th
Winter Break: December 21st-January 4th

Staff Professional Development - No Students: January 4th
Students Report: January 5th
Dr. Martin Luther King Jr. Holiday: January 18th

Winter Parent/Teacher Conferences: February 10th/11th
Early Dismissal Elementary Only: February 11th

Spring Break: March 15th-26th
Spring School Intercession: March 15th-18th

Good Friday Holiday: April 2nd

ORHS Commencement: May 27th
Student Last Day - Early Dismissal Districtwide: May 28th
Memorial Day Holiday: May 31st

Teacher Last Day: June 1st

Glenwood School Hours
M-T-TH-F: 8:30 – 3:30
W - 8:30 – 1:30

Doors open: 8:15 am Classroom
Breakfast: 8:15 – 8:30
Tardy Bell: 8:30

1 st Quarter Days	42
2 nd Quarter Days	46
3 rd Quarter Days	48
4 th Quarter Days	44
Total Instructional Days	180

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(Revision) BOE approval: 02/24/20