

Dear Parents,

On behalf of the entire staff, I would like to welcome you to Glenwood Elementary School. We look forward to meeting with you and working with your child this year.

As a faculty, we are committed to providing a quality education for your children. We consider each child as a unique individual and strive to meet his or her needs. We endeavor to provide a solid foundation in the basic skills of reading, language arts, writing and math along with the content areas of science and social studies. In addition, your children will have instruction from specialists in physical education, music, library and computers. Our curriculum and instructional practice build skills and thinking strategies that will empower students to be independent and successful throughout their lives. Just as important as building a strong academic foundation is the formation and strengthening of good citizenship. Students are encouraged to be responsible and fully engaged in their own learning.

To accomplish our goals we need your support. The instructional day begins promptly at 8:30 am. Children should be in their seats and ready to begin class at that time. Please see that your child is on time so that learning will not be lost. Having your child in attendance each day will help to ensure their academic success. **Many parents are unaware that going “out of town” with children during school is an unexcused absence as are “check outs” before 11:30 am.** It is our hope that during the summer you have planned and organized so that school is a number one priority for your family. Every night we need you check backpacks, have your child read or read to your child for 20 minutes, make sure your child is getting at least 8 hours of sleep, and talk to your child about his/her school day. Additionally we need you to volunteer, communicate with the school, and be an active participant in your child’s education.

Again, welcome to Glenwood. We look forward to an exciting year working with you as partners in your child's education.

Pearl Goins
Principal

School Contact Information

Glenwood Elementary School
125 Audubon Road
Oak Ridge, TN 37830

Office - (865) 425-9401
FAX – (865) 425-9360

SCHOOL HOURS

7:45 Students go to gym or breakfast
8:15 First Bell – Students to classrooms
8:30 Tardy Bell – Instruction begins
3:30 Dismissal (M,Tu, Th, F)
1:30 Dismissal (every Wednesday)

ATTENDANCE

Regular attendance greatly assists your child in attaining academic success. We ask for parent support in encouraging regular student attendance. The Oak Ridge Schools revised the attendance policy in Spring 07. Please read over the 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

- Only seven (7) days, whether consecutive or not can be excused by a parent note;
- 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.

- All parent and doctor notes must be turned into the school within three (3) days of the child returning 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:

- The absence must be prearranged
- The absence must not have an adverse affect on the child's academic standing
- The child must have a good attendance history.
- The child must have a good behavior record
- The Superintendent must agree

Absences that do not meet any of the criteria listed above will be considered unexcused. The criteria listed above will also apply to tardies and early dismissals.

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. Perfect Attendance Award: The Perfect Attendance Award will be given to students that have 100% attendance and no tardies or early releases.

BICYCLES

Any student riding a bicycle to school must have a letter of permission from their parent or legal guardian filed in the office. Due to the heavy traffic congestion at dismissal times, only students in grades 3 and 4 are permitted to ride bikes 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 be put on a bus route parents must fill out a First Student Application. The applications are available in the office. Allow 3 working days for approval. The Oak Ridge Schools Transportation Department can be reached at 425-1812.

Bus Rules

- For your own safety, do not distract the driver through misbehavior.
- Keep your hands and head inside the bus.
- Violence is prohibited.
- Be courteous
- No profanity
- Do not eat or drink on the bus; keep the bus clean
- Remain seated
- No smoking
- Do not destroy property

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.

Change of Bus or Way Home

If a parent or legal guardian needs to make changes in a bus route or way home for their child, they **must send a note to the child's teacher** informing them of the change. If a change needs to be made during the school day a parent or legal guardian **must call the office before 2:15 p.m.** Please remember that we must interrupt classes to let children know of changes. Please be considerate of the instruction time and pre-determine how your child will get home from school. We will not allow a student to make changes on their transportation home.