

GLENWOOD

Parent/Student Handbook

2025-2026



Glenwood
ELEMENTARY

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: Jim Hundertmark
jchundertmark@ortn.edu

School Counselor: Amber Ashworth
asashworth@ortn.edu

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

School Hours

- 7:45- Doors open
- 7:45-8:15 Breakfast in the cafeteria
- 8:30- Instruction begins
- 3:30- Dismissal (M, TU, TH, F)
- 1:30- Dismissal (every Wednesday)

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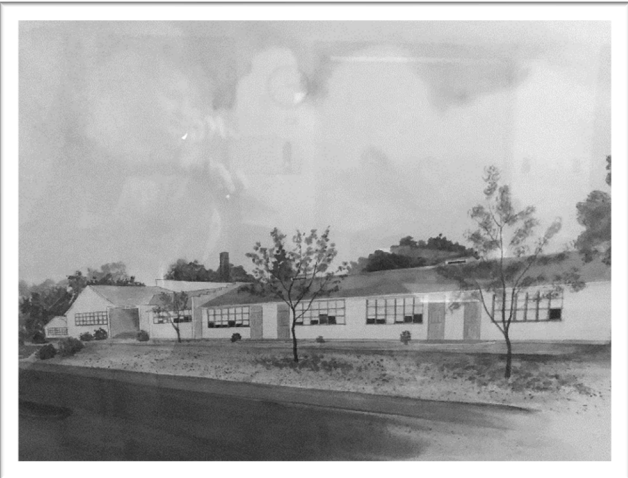
School Hours	Front Cover
District Calendar.....	Back Cover

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.



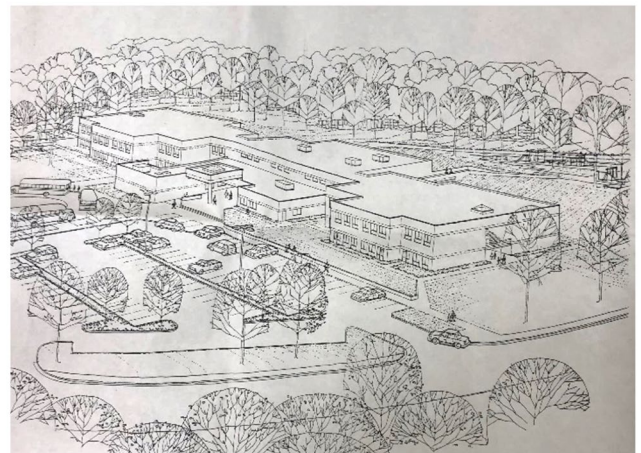
Glenwood: Past and Present

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.



Truancy Reporting Steps

Step One- Parent/Guardian will receive an automated Message informing them that their child has accumulated 5 unexcused absences.

Step Two- Once a student accumulates 5 unexcused absences the following interventions will be implemented:

- Parent/Guardian will receive an automated message.
- Parent/Guardian will be mailed a letter regarding student attendance expectations from General David Clark, Anderson County District Attorney.
- Parent/Guardian and the student will receive an invitation to meet with the school truancy Intervention Team to complete an attendance contract.
- Student attendance will be monitored for the remainder of the school year.

Step Three- Once a student has accumulated 7 unexcused absences, the following intervention will take place:

- School staff will contact the parent/guardian to inform them that their child has accumulated 7 unexcused absences.
- The Executive Director of Pupil Services will send a written notice directing the parent/guardian and the student to attend a Truancy Review and Support Meeting.
- Parent/Guardian choosing to attend the Truancy Review and Support Meeting will have the opportunity to participate in a Diversion Program. Maintaining compliance with the terms of the Diversion will allow the parent to avoid having a truancy petition filed against their child, as well as the possibility of being charged with educational neglect.
- The School Truancy Intervention Team will complete an Attendance Assessment to determine barriers and needed support to promote acceptable attendance.
- Parent/Guardian electing not to attend the Truancy Review and Support Meeting risk the possibility of being referred for legal interventions.

Step Four- The Executive Director of Pupil Services and the School Truancy Intervention Team will continue monitoring student attendance. Once a student has accumulated 10 unexcused absences, the following intervention will be implemented:

- If the student continues to accumulate unexcused absences, the School Truancy Intervention Team will complete the Truancy Referral Form (A) and recommend one of the following interventions to the Executive Director of Pupil Services and the Executive Director of School Leadership:
 - Continue to provide student support and monitor school attendance
 - File a Truancy petition against the student
 - Charge the parent or guardian with educational neglect
 - The Executive Director of Pupil Services will complete the Truancy Referral Form (B) and determine which of the above interventions are most appropriate.

Step Five- If it is determined that legal intervention is appropriate, the Executive Director of Pupil Services will submit a completed Truancy Referral Packet to the Oak Ridge School's Resource Officer, and the School Resource Officer will file the appropriate legal action.

Attendance Procedures

Absenteeism Policy

Regular attendance greatly assists your child in attaining academic success. We ask for parental 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 Vice Principal.

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's note upon the 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) The principal has the discretion to excuse absences based on the following:
 - a) The absence must be prearranged (forms available in the 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. Family trips and vacations do not qualify as excused absences.

Students who are absent five (5) days without an adequate excuse will be reported to the superintendent of schools or his designee. Parents/Guardians will receive written notification of the students' 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 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 8:30 must check in through the school office and obtain a tardy pass. Students not in their classroom at 8:30 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 ensure 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 decrees, 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.

Perfect Attendance Award:

The Perfect Attendance Award will be given to students who 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 through Parent Square to the classroom teacher or office before the start of the day. During the school day, if transportation plans change, parents must call the school office before 3:00 pm (1:00 pm on Wednesdays).

TRANSPORTATION CHANGES CALLED IN AFTER 3:00 WILL NOT BE HONORED.

NO CHILD WILL BE CALLED FOR EARLY DISMISSAL BETWEEN 3:00 AND 3:30, and 1:00 and 1:30 unless there is an emergency.

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 the left
- Drive slowly through the 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.

Parents may not 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 into the school office with identification and be on the student's authorized contact list to be able to sign the student out.

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

- Stay in the 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, and do not pass on the left.
- Display the 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 the parking lot
- Please watch for children crossing in front of or behind cars

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 in the front 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. Families are encouraged 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: The parent is notified by email.
- 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

*Bus conduct reports will be emailed to parents/guardians.

*There are violations that can occur that may warrant an 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 are released through the front of the building at dismissal. **Kindergarten students must walk with an adult or approved older sibling.**

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 adults 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 unless specific arrangements with ADMIN have been made. (These include: Early morning safety patrol and morning clubs.)
- All students will unload/load on the passenger side of the vehicle.
- Students may not be dropped off at school before 7:45 a.m.
- Students must be picked up by 3:40 p.m.

Behavior Expectations

Conduct/School Rules

We support student safety in the setting of reasonable rules and expectations 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 disciplinary action the following will occur Glenwood Elementary Administration will follow disciplinary procedures in the Oak Ridge Code of Conduct.

Dress Code

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 in inappropriate clothing. Students are expected to dress in a clean, neat, modest, and safe manner at all times. Clothing 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. Parents' 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 the child's name.

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear suitable clothing. Students are asked to wear simple, comfortable clothing that is clean and neat. Shoes should be worn at all times. Generally speaking, students are not to wear clothing which compromises safety or modesty; nor clothing which is disruptive to the educational process. Students are prohibited from form wearing:

1. Clothing or accessories which by reasonable judgment is considered unsafe, dangerous or a health hazard (examples include, but are not limited to:

- wallet chains, spiked collars, necklaces or rings with spikes or sharp edges, oversized belt buckles, pick and combs.
2. Clothing or accessories which contain or suggest offensive or obscene symbols, signs, slogans or words degrading any gender, cultural, religious or ethnic values.
 3. Clothing or accessories which contain or suggest language or symbols oriented toward violence, vandalism, sex, drugs, alcohol or tobacco.
 4. Pajamas or clothing resembling sleepwear. This also includes house shoes.
 5. Apparel
 - a. Shirts, shorts, jeans or pants with holes, skirts and dresses that compromise modesty or are disruptive to the learning environment.
 - b. The following attire is not permitted: bare midriffs; halter or tube tops; short shorts; tight, see through, or revealing clothing; or clothing which allows underwear to be exposed, such as sagging pants, spaghetti strap tops, muscle shirts.
 - c. A belt is mandatory if pants or shorts will not stay at the waist without one.
 - d. Hats, head coverings, bandanas, and sunglasses are not to be worn inside the school building.
 6. Any articles which can be related to gang activity such as: items with gang names; gang initials; or individual gang member monikers; gang related jewelry; gang related tattoos; or self-inflicted scars.
(TCA 49-6-4215)
 7. Any manner of grooming, which by its color, arrangement, trademark, or any other attribute that is gang related. This may include such items as shoelaces, belt buckles, hate or tattoos.
 8. All students must wear shoes. It is strongly suggested that students wear shoes which either enclose the foot or are secured with heel straps. Flip flops are not allowed in grades PreK-4.
 9. Heavy coats must be removed upon arrival at school, be placed in lockers and left there until the student leaves the building. (At campuses that have multiple buildings that require outside travel between classes, the principal may exercise discretions.)

The school building administrator may make exceptions to dress requirements to accommodate the special needs of classes (examples include but are not limited to science labs, welding, cooking labs) and/or certain sports/activities.

All students are expected to comply with the general dress code policy of the Oak Ridge school Board. Students who fail to comply with the Dress Code Policy shall be advised of the policy and offered the opportunity to take corrective action. The school shall attempt to contact the student's parents. Students who repeatedly fail to dress in accordance with the Dress code policy may be subject to disciplinary actions as set forth in the Oak Ridge School Discipline Code. The Administration reserves the right to judge what is appropriate or not.

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 off in their backpack. 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 7:45 – 8:15 am in the cafeteria. Lunch times are scheduled based on instructional needs. Students may either bring a lunch or get 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. Families are expected to pay for student lunches, or apply and qualify for Free/Reduced lunch.

FULL PRICE:

Breakfast: \$2.00

Second Breakfast: \$2.25

Lunch: \$3.50

Second Lunch: \$3.70

Adults: \$4.50

Please label lunch boxes
with your child's name.



REDUCED PRICE:

Breakfast: .30

Lunch: 40

Biometric Scanners For Lunch Purchase

Students will now account for their lunch or purchase extras by having their fingers 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 serves our students and families which also makes 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 a soft voice
5. Walk while in the cafeteria
6. Raise your hand if you need help

E-Funds-Cafeteria/Food Service

The Oak Ridge School District is pleased to introduce a new program called *e-Funds for Schools*. This program offers various options for parents/guardians who **choose** to make payments online 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 do 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, and 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
- Online 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 website 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- at 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 from 6:30 a.m. to 6:00 p.m. on 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 the 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. **Please do not bring balloons or flowers or have them delivered to the school.** These items are distractions to student learning.

School Hours

The school hours for students K-4 are 8:30 am-3:30 pm, M, TU, TH, and F. Every Wednesday dismissal is at 1:30 pm. Class instruction will start promptly at 8:30. *Children should be in their seats and ready to work at 8:30 am.*

Students may not be dropped off earlier than 7:45 am

At 7:45 am students may enter the cafeteria for breakfast (served between 7:45 am -8:15 am).

The tardy bell rings at 8:30 am. Children arriving after 8:30 am must sign in through the office for a tardy pass. Children should be in their seats and ready to start their day at 8:30 am

The school will dismiss at 3:30 pm on M, TU, TH, and F and at 1:30 pm 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.

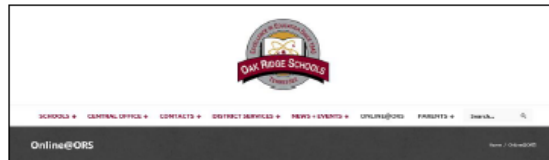
After you have created an account, you will also be able to access ORS E Fund which allows you to apply funds to your student's cafeteria account.

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.

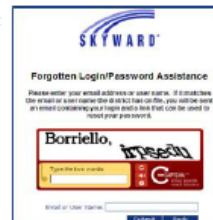


Skyward Family and Student Access
Parent instructions - English
Parent instructions - Spanish
Skyward Family and Student Access - For Mobile
Phone Devices
instructions

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 voicemail 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 voicemail 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 another 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 the 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.orn.edu), and the school marquee. The PTO officers earnestly invite all Glenwood parents to become active in their child's education. Membership is free.

Visitors Policy

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(ren). 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 requirements.

Volunteers

Volunteers play a critical role in assisting 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 their need. A School Volunteer Application and Confidentiality Agreement form must be submitted annually and 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.

Visitor Code of Conduct

Parents, community member, and any other visitors to school property or during school programs/activities **MUST NOT:**

- Act in a threatening manner toward another or others
- Injure or threaten another or others.
- Damage school property, or the personal property of another or others.
- Disrupt classes, school programs or other school activities in any way.
- Communicate with another or others in an abusive, harassing, or threatening manner.
- Audio or video record where there is an expectation of privacy (i.e., classroom instruction, locker rooms, etc.)
- Disrupt school transportation or confront transportation staff on a bus/vehicle, a road, a neighborhood, etc.
- Distribute or wear materials which are vulgar, obscene, advocate illegal action, promote drugs, or are disruptive.

- Harass or discriminate against another or others based on protected class status (e.g., race, color, religion, etc.)
- Enter school property, or certain areas of school property, when otherwise restricted from entering the same.
- Fail to promptly leave school property upon being directed to do so by school administration or law enforcement.
- Possess, consume, sell, distribute, or exchange alcoholic beverages, tobacco, vaping products, or illegal drugs.
- Possess or use firearms or dangerous weapons, except in the case of law enforcement officers.
- Gamble or encourage another or others to gamble.
- Violate any applicable federal or state statute, local ordinance, or board policy.

If you have questions about this Code of Conduct, please refer to the school system's online Policy manual located at ortn.edu (**Policy No. 1.501, Visitors to the school**), and/or contact central office using the following telephone number: **865-425-9002**

School Safety

Campus Safety

All outside doors at Glenwood are locked at 8:30 am 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 the constant sound 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 lockdown 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. An announcement will be shared through Parent Square. 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 ahead of weather conditions in order to anticipate the 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 are appreciated as school personnel does their utmost to provide for the safety and security of students during periods of inclement weather.

Level One (Medical Alert)

called when a medical situation arises

- All Students/Staff stay in classrooms/offices
- All Hallways Cleared
- Exit only when medical alert has been lifted

Level Two (Minimal Security)

called when a situation outside the building may have an impact on a school

- All outside doors are locked
- Students/Staff outside the building return inside immediately
- Entry/Exit with Admin Approval
- Continue with normal schedule inside of building

Level Three (Increased Security)

called when a situation inside or outside the building may have an impact on school

- Students/Staff return to classrooms
- All outside doors & classroom/office doors are locked
- No one is permitted to enter or exit the building

Level Four (Full Security Lockdown)

called when a situation inside or outside the building threatens the safety of students/staff within the school

- All Students/Staff to be out of sight from doors & windows
- All outside doors & classroom/office doors are locked
- Lights & monitors are turned off
- Silence

Instructional Information

Grading

Students receive a report card every nine weeks. Grades will reflect student mastery of standards for each nine-week term. Grades are not a measure of growth over the course of the year

Grades Will be reported in the following categories: English/Language Arts (Foundational Literacy K-2, Reading and Writing sub-categories), Math, Science, and Social Studies (3-4 only), and Special Areas.

Grades in K-2 will be reported as success criteria:

- 4: Mastered
- 3: On-Track
- 2: Approaching
- 1: Below



Grades In 3-4 will be reported as letter grades:

- A: 93-100
- B: 85-92
- C: 75-84
- D: 70-74
- F: 0-69
- I: Incomplete

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 are 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 29 & 30, 2024, early dismissal on both days
- February 5 & 6, 2025, early dismissal on both days



Glenwood Elementary School

Safety is our first priority at Glenwood. Your child has now been trained on proper bus procedures and behavior expectations. Since every student will have the opportunity to ride a bus (transportation, field trip, etc.), we ask that you review the safety procedures with your child, and sign below. Thank you for your support as we continue to keep our students' safety as our top priority.

Please remind your child to:

1. Follow the bus driver's directions the first time given. The bus driver can assign seats, for misbehavior or for the safety of all students.
2. Keep all parts of your body inside the bus, and keep hands, feet, and other objects to yourself.
3. Students must be seated except for boarding or exiting the bus.
4. Drivers have the right to prohibit students from doing anything that might distract the driver, whether it is noise or actions that might threaten the safety of the bus. Eating and drinking on the bus is not allowed.
5. Any student that willfully damages the bus will receive a bus suspension and be expected to make reparations with the owner.

Consequences:

- First Offense:** Verbal warning by Admin
- Second Offense:** The parent is notified
- 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 an immediate suspension from riding the bus. Please refer to the Oak Ridge Schools Discipline Code Handbook for more details

School Bus Rider's Contract

I have read and agree to abide by these rules. I also understand that my child may be recorded while riding the bus.

Student's Name (Please Print)

Grade

Parent's Signature

Date

Bus Route Information

Field Trip only _____

Bus Route Address

Parents & Guardians Getting Started Guide

1. Open the invitation email or text. Click **Activate your account** or tap the link to activate your account.



2. Create a Password for your ParentSquare account and click **Register**.

3. Click **Confirm** for your phone number and/or email. A verification code will be sent to the email or phone number.



4. Enter the verification code to confirm.



5. Confirm your child(ren) by clicking **Confirm**. Use **Not My Child** if a child listed is not associated with your account.
6. Select **Yes, This is Me** when you have confirmed your contact information and child(ren) associated with your account.

*Name misspelled?
Wrong email or phone number?
Missing a child on your account?*

Contact your child's school to get this information updated.

Once you are logged in to ParentSquare, you will be able to access self-paced training modules, video resources and help articles to assist you with using ParentSquare.

7. Click ? (Help) for help or your school contact information.
8. Select **Help Articles** to learn how to use ParentSquare.

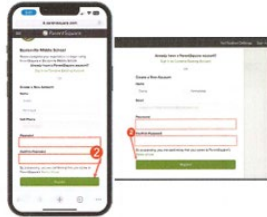
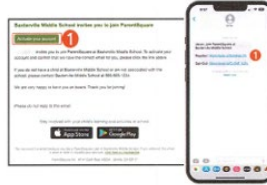


The ParentSquare apps are free and available in both the Apple iOS and Android stores.



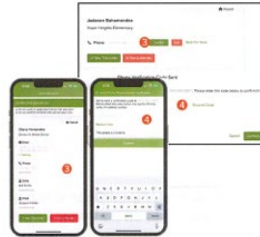
Guía de inicio para padres y tutores

1. Abra el correo electrónico o texto de invitación. Haga clic en **Activar su cuenta** o toque el enlace para activar su cuenta.



2. Cree una contraseña para su cuenta de ParentSquare y haga clic en **Registrarse**.

3. Haga clic en **Confirmar** para su número de teléfono y/o correo electrónico. Se enviará un código de verificación al correo electrónico o al número de teléfono.



4. Introduce el código de verificación para confirmar.



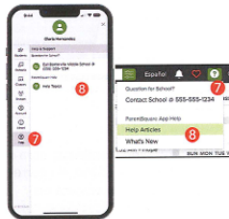
5. Confirme a su(s) hijo(s) haciendo clic en **Confirmar**. Use **No es mi hijo** si un niño de la lista no está asociado con su cuenta.
6. Seleccione **Sí, soy yo** cuando haya confirmado su información de contacto y los niños asociados con su cuenta.

*¿Nombre mal escrito?
¿Correo electrónico o número de teléfono incorrecto?
¿Falta un niño en su cuenta?*

Comuníquese con la escuela de su hijo para actualizar esta información.

Una vez que haya iniciado sesión en ParentSquare, podrá acceder a módulos de capacitación a su propio ritmo, recursos de video y artículos de ayuda para ayudarlo a usar ParentSquare.

7. Haga clic en ? (Ayuda) para obtener ayuda o la información de contacto de su escuela.
8. Seleccione **Artículos de ayuda** para aprender a usar ParentSquare.



Las aplicaciones ParentSquare son gratuitas y están disponibles en las tiendas Apple iOS y Android.

