



GLENRIDGE  
ELEMENTARY SCHOOL

# **2016-2017 Parent-Student Handbook**

7447 Wellington Way  
Clayton, MO 63105  
314-854-6200  
Beth Scott, Principal



Dear Parents and Students-

This handbook contains information regarding our mission statements; our policies and procedures; special programs and services; and PTO. Parents and children will want to read this handbook together and keep it in a handy location. It offers very helpful information and serves as a great reference whenever questions surface.

Over the years the staff of Glenridge has built a foundation soundly based on collaboration and continuous school improvement. Glenridge offers a school culture where the academic and social success of all children is priority number one. When strong relationships exist between home and school, this priority becomes reality. We invite parents to become involved members of the Glenridge community. Begin by attending opening events (Meet and Greet, Curriculum Night, the Ice Cream Social) and do make sure your correct contact information (including your email address) is correct and on file. Please work to connect with your children's teachers by keeping up-to-date with all communications between home and school.

*He who chooses the beginning of a road chooses the place it leads to.*

*It is the means that determine the end.*

Harry Emerson Fosdick

Together, we can accomplish greatness for the children in our care. Each school year begins anew.... rich in history, full of promise. Here's to a great beginning!

Sincerely,

Beth Scott  
Principal

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## **SCHOOL DISTRICT OF CLAYTON MISSION STATEMENT**

We inspire each student to love learning and embrace challenge within a rich and rigorous academic culture.

## **SCHOOL DISTRICT OF CLAYTON VISION STATEMENT**

We develop leaders who shape the world through independence, creativity and critical thinking.

## **SCHOOL DISTRICT OF CLAYTON CORE VALUES**

We model and promote

- **Excellence** by challenging our students and ourselves to meet the highest expectations of our community.
- **Trust** by building relationships based on integrity, mutual respect and open communication.
- **Inclusiveness** by valuing individual differences and the contributions of a diverse student body and staff.
- **Innovation** by encouraging ideas and practices that foster adaptability.
- **Accountability** by aligning our actions and resources with our stated objectives and taking responsibility for the outcomes.

## **HISTORY OF GLENRIDGE SCHOOL**

School District of Clayton had its beginning in 1892 with the opening of a four-room, two-story building called Clayton School. Glenridge Elementary School, designed by Thomas Ittner, was opened in 1929. Glenridge is an identifying landmark of the neighborhood that it has anchored for the past 80 plus years. Reflecting not only the architectural style of the residences that surround it, but the greater St. Louis area as well, this school has long been identified with the Clayton community in terms of its physical and educational presence. In 1995, Glenridge underwent a major internal reconstruction of all three levels and the construction of three additional classrooms on the northwest corner of the building. In 2010 a three-story addition was added to the east side of the building, boasting a new science lab, cafeteria space, and small meeting rooms for specialized instruction. The external structure of the building remains intact and reflects the original design of 1929.

In May 2006 a new playground was opened to the Glenridge students. It is one of the most all-inclusive playgrounds in the area, and it meets or exceeds several provisions of the Consumer Product Safety Commission and the American with Disabilities Act. The playground was funded through the St. Louis Municipal Park Grant Commission and Glenridge PTO fund-raising initiatives.

One of three elementary schools in the District, Glenridge School has a culturally diverse population of students in kindergarten through fifth grade. Many students live within walking distance of the school and about eighteen percent of our students are participants in the Voluntary Student Transfer Program and commute daily from the City of St. Louis. English as Second Language (ELL) learners represent another eighteen percent of the Glenridge student population. Over the years students from over 55 foreign countries have attended school at Glenridge. Glenridge students attend Wydown Middle and Clayton High Schools to complete their education in the School District of Clayton.

The Glenridge community is made up of wonderful children, an outstanding staff, and supportive, involved parents. At Glenridge, lifelong learning is modeled by parent involvement in school and district work, by the staff's continuing emphasis on professional growth and best practices, and by our involvement in community agencies and educational organizations. In 1997 and in 2003, Glenridge was selected as a top performing school in Missouri with recognition in Washington, D.C. as a No Child Left Behind – Blue Ribbon School of Excellence. Our students' performance on the state MAP tests continues to be

ranked amongst the highest in Missouri. The continuing tradition of excellence apparent at Glenridge is a tribute to everyone who is part of our learning community – students, faculty, support personnel, administration, parents, volunteers, administrator, Board of Education member, and patron.

## **POLICIES AND PROCEDURES**

### **GLENRIDGE TIME SCHEDULE**

Office Hours	7:30 AM-4:30 PM
Teachers' Day	8:00 AM-4:00 PM
Students' Arrival	8:30 AM-8:40 AM
Students' Day	8:40 AM-3:30 PM
Students' Dismissal	3:30 PM (3:25 PM kindergarten)



### **ATTENDANCE**

Regular attendance is essential. Punctuality and regularity in attendance relates positively toward school achievement. The child's job is regular school attendance unless he/she is ill. Irregular attendance requires a period of re-adjustment that slows down learning and creates stress for the child. If a student is tardy, he/she must report to the office and sign in before going to class. If your child is absent, contact the office as early as possible at (314) 854-6200.

### **SCHOOL HOURS**

Students coming to school in the morning should arrive no earlier than 8:25 a.m.

**Supervision on the playground by Glenridge teachers begins at 8:25 a.m.** The morning bell rings at 8:30 and students enter the school with their teacher. The day opens with the Pledge of Allegiance led by students and any announcements by the principal. The day ends at 3:30 p.m. Parents are responsible for children on the playground prior to 8:25 a.m. and after dismissal. For parents who need before or after-school childcare for their school-aged child, the services of our Glenridge Children's Center are available at (314) 862-1466.

### **EXCUSING STUDENTS DURING SCHOOL HOURS**

If it becomes necessary to pick up your child from school during the day, come directly to the office and he/she will be notified. Teachers are not to release a child unless contacted by the office. Please precede the early dismissal with a note or e-mail to the teacher in the morning. It is important that children be released only through the office and not picked up directly from the classroom. This procedure is followed to protect your child. A sign in/out sheet is in the office and should be signed by the parent upon early dismissal.

### **DISMISSAL AT THE END OF THE SCHOOL DAY**

1. Students must bring a note, signed by a parent or guardian, to leave school in a manner different from their regular dismissal. If a child is going to a friend's house, please make these arrangements ahead of time with your child, so your child knows the plan and the teacher can be informed with a note in the morning.
2. Students who ride a bus home must have a written note, or the parent must call the school office, if the student is not taking the bus home at the end of the school day. All information regarding the change is needed in the office.
3. Students are expected to walk directly home if they are walkers. They are expected to use sidewalks and not the streets or neighbors' yards.

## **BUS BEHAVIOR AND TRANSPORTATION**

Students who are provided daily bus transportation to school are expected to follow rules set by the School District of Clayton in conjunction with the Voluntary Student Transfer Program. These rules are for the safety and well being of each student. Bus rules and procedures as listed below are expected to be followed. These rules include:

1. Be obedient and respectful to the bus driver
2. Be on time at your bus stop
3. Be safe
  - A. Stay in your seat
  - B. Sit straight
  - C. Keep arms and head inside bus
  - D. Be courteous to your classmates
  - E. No eating or drinking on the bus
4. Be polite
  - A. Talk quietly
  - B. Use appropriate language
  - C. Keep bus clean



An infraction may result in:

1. Conference with Principal
2. Phone call to parent
3. Suspension from bus

## **CAFETERIA**

The Glenridge cafeteria is serviced by Chartwells, which is a contracted food service provider. Food is prepared by a central kitchen located in the Clayton High School. Our cafeteria offers a nutritional breakfast from 8:15-8:30 a.m. each morning and a hot, well-balanced lunch at a reasonable charge. Breakfast and lunch include a drink. Students who bring lunch from home can purchase milk, juice and a la carte items from the cafeteria.

To eat a hot lunch or breakfast, students must have a deposit of credit in their lunch account. To make a deposit, please send a check or cash to the school office. Make the check payable to "School District of Clayton." Please indicate your child's name and classroom teacher on the check. If you wish to pay with a credit card, you can set up an on-line account at [myschoolbucks.com](http://myschoolbucks.com). Cafeteria personnel generate a low or negative balance letter whenever a student's prepaid balance is \$10.00 or less. When a student's account is \$15.00 overdrawn, food service is disrupted. Elementary students are provided with milk and a cheese sandwich. No other food items are provided until the account is brought current.

Menus are posted on our web page by the beginning of each month. The price of school lunch and milk will be announced in the August Opening Information letter, mailed to households each new school year. Parents, siblings, grandparents, and guests are welcome to join a student in the cafeteria for lunch. Please call the school office by 9:00 a.m. if you plan to purchase a school lunch, and then pay in the cafeteria when receiving your lunch.

## **EXPECTED BEHAVIOR IN THE CAFETERIA**

1. Enter quietly
2. Wait patiently in line
3. Sit properly at table
4. Talk softly
5. Use good table manners
6. Be kind to your classmates



7. Dispose of trash properly
8. Clean table and floor
9. Wait to be dismissed

### **DRESS CODE**

School clothing should be functional and reflect the attitude of students toward their job – learning. Play clothes, such as halter tops and short shorts, should be reserved for those play activities other than school. School personnel have confidence in the judgment of our parents in the selection of clothing that is appropriate for school. Dresses or skirts hinder activity on the playground and in the gym. Tennis shoes are required for daily physical education classes. As cold weather arrives, children should be layered in warm clothing, as all students spend a part of most days outside.

### **DISCIPLINE POLICY – SCHOOL DISTRICT OF CLAYTON** (reprinted from the Back to School Bulletin, *Clayton 101*, published annually by the School District of Clayton)

The Board of Education believes that discipline is a learning process that enables students to make decisions and solve problems in a manner that is respectful of both students and adults. We believe that each student is unique and has the potential for making positive contributions to society. We believe that while learning the need for and the values of working in groups, individuals will also come to know and to appreciate their own worth and that of others. The School District of Clayton services many age groups whose rights and responsibilities differ according to their levels of maturity. We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Students must be given opportunities to accept responsibilities within the parameters set by those in authority.

Therefore, we commit ourselves in a cooperative effort with students, parents, community, law enforcement officials, family court, and school personnel to provide an atmosphere that will allow students to:

1. Be accountable for their actions and realize that privileges imply responsibilities.
2. Acquire the values and attitudes necessary for responsible citizenship.
3. Display a positive attitude toward learning and the school environment.
4. Know and follow the rules of the school community and use appropriate channels to solve problems.
5. Demonstrate appreciation for the dignity, uniqueness, and integrity of all people.
6. Develop a sense of responsibility to groups in which they participate.
7. Accept the decisions of those in authority.

The District shall hold students accountable for conduct which impairs good order and discipline in the schools or which impairs the morale or good conduct of pupils. We believe that our schools must provide a safe and orderly environment in which students demonstrate respect for property, and learning is not jeopardized by disruptions.

Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and procedures. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education. (Refer to Policy and Regulation 2663 – Expulsion.)

The Board authorizes the immediate removal of a student upon a finding by a principal, Superintendent or Board that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures set forth for suspensions. (Refer to Policy and Regulation

All employees of the District shall annually receive instruction related to the specific contents of the District’s discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements of confidentiality.

The comprehensive discipline policy of the District is composed of this policy and all subcoded policies. This includes, but is not limited to, the following policies and regulations: Policy/Regulation 2610, 2660, 2662, 2663, 2664, 2670, 2672, 2673.

A copy of the District’s comprehensive discipline policy will be provided to every student and parent or guardian of every student at the beginning of each school year. It will also be available in the Superintendent’s office during normal business hours.

### **GLENRIDGE STUDENT BEHAVIOR GUIDELINES**

The School District of Clayton has adopted a comprehensive Student Discipline Policy which is followed by all of the Clayton Schools. It is Glenridge’s belief that each child is entitled to learn without his/her education being interrupted by the inappropriate behavior of other students. We expect our students to be able to abide by the basic rules of conduct and to be polite to one another, to the Glenridge faculty and staff, and to guests in our school. Learning together in a mutually respectful atmosphere fosters a positive educational environment. The behaviors outlined below help our students develop and maintain a respectful, positive atmosphere in which to live and learn.

#### **COOPERATION:**

- Willingness to work and play together in harmony
- Showing through words and actions that you are willing to work and play together - taking turns, sharing, talking it out, solving problems

#### **RESPECT:**

- To be caring and considerate toward self, others and surroundings
- Show consideration by interacting appropriately with adults and peers
- Paying attention to other people and their ideas
- Good manners (please, thank you, excuse me, sorry, hello, how are you?)
- Listening without interrupting

#### **KINDNESS:**

- Treat others as you want to be treated
- Caring for others, helping, forgiving, sharing, acting friendly

#### **RESPONSIBILITY:**

- Taking care of your own words, actions, and things; and doing what you can to help others
- Doing your best: class work/homework, being on time, jobs, cleaning up, and taking care of school materials
- Shown by meeting the expectations within the building and following directions of adults in charge

#### **SAFETY:**

- Freedom from danger, injury, damage, and prevention thereof
- Keeping the rules of the school
- Using the equipment properly
- Walking
- Staying in your own space
- Looking after each other

## **INVITATIONS:**

- Welcoming everyone to join in the activity, whether in the classroom or on the playground
- Welcoming all people and ideas to the group, finding a spot for everyone
- Noticing others and asking them to join

Teachers at Glenridge discuss classroom and school behavior expectations with students at the very beginning of each school year. We expect that all the people connected to Glenridge School – students, staff, and parents – will live the school rule, our CLAYMO Promise: **I will take good care of myself, all the people around me, and, all the things around me.** This one positive statement sums up behavior expectations at Glenridge and creates a positive and safe learning environment.

## **FOOD ALLERGY MANAGEMENT POLICY AND AWARENESS**

The School District of Clayton is working to ensure that our schools are welcoming and safe for all students, including those with life threatening or other serious food allergies. This is a very serious issue that is affecting an ever-increasing number of Clayton students.

With the safety of all students in mind, the Board of Education approved a Food Allergy Management policy, which went into effect during the 2009-2010 school year. While the policy simply puts into writing many of our past practices, it also brings changes to our schools. Visit the district website to download the full policy. Highlights follow:

### District-Wide K-12

- \* No peanuts or tree nuts or products containing peanuts or tree nuts may be brought into classrooms for any purpose, such as snacks, classroom parties, birthdays, etc.
- \* No peanuts or tree nuts or products containing peanuts or tree nuts will be served in the school cafeterias.

The policy also contains changes that are grade-level specific. Provisions that follow are specific to students attending a Clayton elementary school and in addition to the District-wide (K-12) restrictions.

Note: The policy restricts peanuts and tree nuts and products containing peanuts and tree nuts. The restricted food items are referred to as "nuts" in this text.

### Grades K-2

- \* Students may not have nuts in their lunches or classrooms. The restrictions apply, but are not limited, to:
  - Lunches
  - Snacks, including snacks for events such as classroom parties, birthdays, etc.
  - Any other items brought into the school by students, parents, patrons, vendors or others.
- \* No nuts will be served in the cafeteria.
- \* To provide an extra measure of protection, the cafeteria will have a designated nut-restricted table, which will be specially cleaned following each use. Students with known nut or tree nut allergies are required to sit at this table, unless the parents request otherwise.

### Grades 3-5

- \* Students may have nuts in their lunches to be consumed only in the cafeteria during lunchtime.
- \* Students may not have nuts in their classrooms. The restrictions apply, but are not limited, to:
  - Snacks, including snacks for events such as classroom parties, birthdays, etc.
  - Any other items brought into the school by students, parents, patrons, vendors or others.

- \* No nuts will be served in the cafeteria.
- \* To provide an extra measure of protection, the cafeteria will have a designated nut-restricted table, which will be specially cleaned following each use. Students with known nut or tree nut allergies are required to sit at this table, unless the parents request otherwise.

Please recognize that additional accommodations may be implemented to meet the medical needs of an individual's student health plan.

### **GLENRIDGE HOMEWORK GUIDELINES**

During the 2009-2010 school year, Glenridge teachers focused school wide attention on our homework practices. Many parents completed an on-line survey that helped influence the following guidelines.



Research studies have consistently shown that the amount of time devoted to learning is related to achievement in a subject. Homework, therefore, is important in a student's overall success in his/her academic program. The Glenridge Elementary School Staff recognizes the importance of homework as a vital part of learning essential skills taught in the classroom. We also value the influence that parents have in this process.

### **THE PURPOSE OF HOMEWORK**

Homework is defined as work completed outside the classroom. It is one of the many learning activities in which students engage; its purposes should be to:

- Extend learning and/or provide practice in applying concepts initially presented in the classroom.
- Provide opportunities for independent work.
- Strengthen concept and skill development.
- Provide opportunities for enrichment.
- Develop initiative, responsibility, self-direction, time management and organizational skills.
- Collect evidence of student understanding and application of what has been taught.
- Provide a risk-free opportunity to experiment with and transform new learning



### **GUIDELINES**

- Well-planned homework assignments involve the following principles:
- Assignments support classroom instructional objectives.
- Assignments are well defined and clear to the student.
- Assignments will be varied and require the use of a number of skills.
- Homework assignment feedback will be given in a variety of ways (i.e. some papers will be self-checked, some teacher, instructional assistant checked, some shared with peers, etc.).
- Homework will not be assigned on designated religious holidays when students are absent because of religious observances.
- Homework should grow from classroom tasks, projects and concerns. Types of homework assignments may include practice or reinforcement of skills learned, long-term projects, unfinished class work assignments, and enrichment activities.
- Homework for practice is not part of the academic grade.
- Teachers may correct homework that is assigned for students to show they have learned the skills or information. Teachers will inform students prior to an assignment if the homework is to be counted amongst other scores for progress reporting.
- Teachers in grades 3-5 will encourage students to maintain a daily planner in which to fully record daily and long-term assignments (as appropriate).
- Make-up work due to a student absence will be assigned to the student upon his/her return to school after the student confers with the teacher to determine his/her needs.

## **NIGHTLY READING ROUTINES**

As a component of homework, Glenridge parents are asked to establish a nightly reading routine to encourage reading as a life-long love and habit. We support a school-wide reading initiative that emphasizes reading at home. Minimum time allocations for this expectation are recommended as follows:

- Kindergarten – Parent reads to child daily
- Grades 1-2 student reads a minimum of 10 minutes four days a week
- Grades 3-5 student reads a minimum of 20 minutes four days a week

A reading log to record your child's reading at home will be distributed by your child's teacher and is available on our school and teacher websites.

## **TIME ALLOTMENTS**

The time allotment toward homework should increase gradually from grade to grade. The following is a list of approximate daily time allotments (this includes nightly reading as described above):

- Grades K-2: 10-30 minutes
- Grades 3-4: 30-45 minutes
- Grade 5: Up to 60 minutes

\*\*These times are approximate. Individual needs will be taken into consideration. When enough time has been allowed in school for class work, and that work has not been completed, it may be assigned as homework, thereby exceeding the recommended daily time allotted to homework.

## **SPECIAL CONSIDERATIONS**

- The resources available to students should influence the amount and nature of the homework assigned.
- If a student is unable to complete an assignment due to lack of understanding of the work, the parent is encouraged to write a note/email to the teacher explaining why the assignment was not completed. The teacher will explain further, after which the student can be expected to complete the assignment.

## **COMMUNICATION PLAN**

Making homework meaningful to the student requires cooperation and communication among the teachers, students and parents. The teacher, through control of the teaching/learning situation, can best determine the nature and length of homework assignments.

- The teacher's individual plan will be communicated verbally by the teacher to students at the beginning of the school year. The plan will be explained to parents at the Curriculum Night held at the start of each school year.

## **WHAT STUDENTS CAN DO**

- Be aware of assignments and seek further explanation if needed.
- Organize his/her time to work on assignments.
- Turn assignments in on time.
- Turn in assignments reflecting high standards of quality and completeness.

## **WHAT PARENTS CAN DO**

While the student should assume the major responsibility for completing homework assignments, parents and guardians play a key role in establishing the value of homework through their involvement in the homework process. Parents are encouraged to take an active role in the student's homework by:

- Providing a study area that is quiet, comfortable and free of major disturbances.
- Setting a regular time for study and homework and sticking to the established schedule.
- Making supplies and resources available (i.e. pencils, paper, dictionary, etc.).
- Assisting their child with drill work, such as learning math facts and spelling words.
- Checking their child's work for neatness and legibility. (Primary students should use pencils for written work.)
- Arranging with the teacher for limited homework assignments when the individual learning needs necessitate it.
- Contacting the teacher, if their child is unable to complete an assignment due to lack of understanding of the homework.
- Communicating specific homework needs to their teacher.

A carefully planned program for homework assignments may be a very effective means of increasing the students learning. Homework can have a positive effect on student learning when the conditions are right and all parties are working together. A well-planned program of homework activities provides an excellent opportunity for the home and school to work together. It points to the vital role both play as we work cooperatively to provide quality education for our students.

### **GLENRIDGE STUDENT ABSENCES FOR VACATION**

Some parents may decide to take children out of school for an extended vacation at various holiday times or other occasions during the school year. Although we realize that something can be gained from the education received during such an absence, we discourage such vacations because there is no effective way for a child to make up what happens at school during an absence. Therefore, please do not ask the teacher to make up absence packets prior to a child's absence.



### **INCLEMENT WEATHER**

Information regarding school closings or schedule changes due to extreme weather will be posted on the front page of the District website as soon as a decision is made. Typically a decision to close school or open on a snow schedule is not made until 5 a.m. on the morning in question.



When a snow schedule is announced, starting times for all schools will be one hour later than normal. School will still be let out at the regular time. Voluntary transfer students and students riding the Meramec bus should report to their regular stop one hour later than their normally scheduled pick-up time. Please check the District's website or tune to local media for information on school closings.

School closing information may also be obtained by calling the District Administrative Center at (314) 854-6000.

Emergency information and school closing updates will be sent directly to your phone. The School District of Clayton uses a broadcast telephone messaging system that will send a recorded telephone message to parents and staff within a matter of minutes. This system is also used to notify District families and staff when school is closed due to inclement weather. A "test call" will be made on the second Saturday in November at 10 a.m. On snow days or snow schedule days, parents can expect a phone call as soon as the decision to close school has been made, typically by 6:00 a.m.

If you would prefer not to receive a call on the mornings that school is closed or opening on a delayed schedule due to inclement weather or you would like to receive snow day calls at a number other than your home phone, please update your preferences using the Contact Manager Parent Portal. Learn more about managing your preferences and set up your

account at [www.claytonschools.net/schoolmessenger](http://www.claytonschools.net/schoolmessenger). For additional questions, please contact the Office of Communications at (314) 854-6038.

### **LOST AND FOUND**

Parents are asked to put a label or name tag on such items as coats, jackets, gloves, boots, lunch boxes, etc. Use your child's first and last name. Our "Lost and Found" is located at the entrance to the cafeteria on the lower level. The area is usually overflowing with unclaimed items. Students and parents are encouraged to look through the items in case a loss has occurred in your family. Articles not claimed are given to a charitable organization twice a year.

### **MEDICATION AND HEALTH POLICIES**

Glenridge is very fortunate to have a full-time nurse serving our students and staff.

#### **A. Medication**

If for some medical reason it becomes necessary for a student to take medication at school, a request in writing shall be filled out by the doctor. **Over the counter medicine cannot be given at school.** Prescription medicines must be brought to school in a container properly labeled by the pharmacy or physician. This information must contain child's name, name of medicine, dosage, direction for giving and the doctor's name. Send only the amount needed at school, and have your pharmacist label the school container.

Medications must be checked in with the school nurse. Please do not put the medication in your child's lunch. Students must come to the nurse's office to take the medication.

#### **B. Physical Education Permits and Excuses**

Requests from parents that their youngsters be excused from participation in specific physical education activities for medical reasons will be honored for one week. For longer periods, a medical excuse from a physician must be submitted to P.E. instructors and to the School Nurse.

#### **C. Health Record**

It is the recommendation of the School District of Clayton that every student attending school receive a complete physical examination at the beginning of kindergarten and grade three (3) and nine (9). It is also recommended that every student new to the district have a physical exam prior to enrollment.

According to a Missouri state mandate, every student must be completely immunized and parents must provide the school with the immunization record by the first day of school attendance. Any student who is not fully immunized or properly exempted will not be allowed to enter school. It is strongly recommended that parents provide immunization information at least two weeks before enrollment so that records may be checked for compliance. A form listing needed immunizations is enclosed in the registration packet when a student is enrolled.

Health Screening Services provided by the Health Department at the District and Special School District include:

- \* Hearing/Vision Screening – K, 1, 3, 5 and new students
- \* Heights & Weights – yearly

#### **D. Illness at School**

If a child becomes ill during school hours, a call will be made to parents. For your child's well-being and the health of others, **please pick up your child as quickly as possible.** It is critically important to keep the school office updated with any changes in telephone numbers. This is for the safety and well-being of your child in case of an illness or emergency.

## **E. Student Illnesses**

A few simple guidelines concerning student illnesses may be helpful for you:

1. Contagious or communicable diseases should be reported to the nurse for the protection of all children.
2. A child with a fever of 100 degrees Fahrenheit or above must stay home and be fever-free for 24 hours without the aid of medication before returning to school.
3. A child with a sore throat may require medical attention to determine if it is a strep infection. He/she should stay at home until the results of the culture are known; if it is positive and he/she is on an antibiotic for 24 hours AND is fever-free, he/she may return to school.
4. If a student has vomited or had diarrhea during the night or just before school, he/she should not attend. Students should remain at home until symptom free and able to tolerate regular food.

## **PARTIES**

Children participate in Halloween and Valentine parties during the year. PTO Room Parents in each class plan the parties. General party guidelines will come from the classroom teacher. The time allotted for the parties will be one hour - the last hour of the school day.

## **BIRTHDAYS**

Due to the District Food Allergy Policy, birthday “treats” have been discouraged at Glenridge. Students celebrating a birthday will be invited to say the Pledge of Allegiance with the Principal during morning announcements where he/she will also receive a special birthday pencil.



## **PRINCIPAL’S NEWSLETTER & PRINCIPALLY SPEAKING**

To keep Glenridge parents informed of school functions and events, a weekly letter and a semesterly newsletter is currently sent via email to all parents on record. Both are a major communication link with upcoming school events. It is therefore very important that you keep the school informed of any email changes. You may request that a printed version of the newsletter be sent home with your child by contacting the main office.

## **MEET YOUR TEACHER**

Every August, before the beginning of a new school year, students and parents are invited to “Meet Your Teacher.” This event is usually held the day prior to the first day of school. It is an opportunity for students to find their classrooms, meet their teachers, drop off school supplies, reacquaint themselves with old friends and meet new friends.

## **ON-LINE COMMUNICATION**

In an effort to save paper and conserve energy, we will work to post much of the communication between home and school on grade level websites, the Glenridge website and/or to your email accounts. Please bookmark the Glenridge website at [www.claytonschools.net/gln](http://www.claytonschools.net/gln) and visit us often to stay connected to our many school activities and events. You can also stay connected with the school district by using our mobile app, just search “School District of Clayton” on your smart phone.

## **REPORTING TO PARENTS**

The school year is divided into two progress reporting periods. Parents will receive a Student Progress Report after the completion of each reporting period (January and June). Parent/teacher conferences will be scheduled in the fall and in the spring. Your child’s teacher will schedule your child’s conference time via written notice, email or telephone, two to three weeks before the conference day. It is critically important that you make every effort to confirm and attend the conference since this is the best opportunity for personal communication with your child’s teacher. Additional conferences, both by phone or in

person, are invited and may be scheduled as necessary.

### **SUPPLIES**

Most items that children will need for their school activities are provided by the school district. Parents will need to furnish certain items that are consumed by the children such as pencils, paper, erasers and crayons. Parents are also asked to provide tennis shoes for daily use in physical education classes. A supply list indicating the supplies needed for each grade level is available at our school website at [www.claytonschools.net/gln](http://www.claytonschools.net/gln).

## **SPECIAL PROGRAMS AND SERVICES**

### **ART PROGRAM**

The elementary art program at Glenridge School provides art instruction to all students for sixty minutes per week. Art classes meet in a well-designed and equipped art room located on the lower level of the school building. The emphasis of the art program is given to developing fundamental art skills through studio-centered experiences as well as developing verbal and artistic visual literacy by engaging the students in dialogues about their work and the work of other artists.



Student art work is kept in portfolios which are taken home at the end of the school year. Individual and group art pieces are often seen displayed throughout the building and in various art shows sponsored by the School District of Clayton.

While smocks are provided, they do not always provide total protection of clothing. It is recommended that students carefully consider their choice of clothing on their scheduled art day. Volunteers are always needed and welcomed in the art room.

### **ARTS PROGRAM**

The arts enliven and expand our lives and we are fortunate that the Glenridge PTO sponsors a rich Arts Program with visiting performers from local, national and international venues. Over the years several authors of children's books have been invited to speak to students and teachers. We've had presentations from poets like Constance Levy and authors such as Jack Gantos, Lynn Cherry, Janell Cannon, Carolyn Lesser, and Patricia McKissak. Performing groups such as "Young Audiences," "The Black Repertory Company," the "Imaginary Theater Company," and other individuals have come to sing, story tell, dance, and perform plays. We are very fortunate that the Glenridge PTO has devoted much of its fund-raising to support this program. The presentations support our academic program and enrich the lives of our students. Parents are always welcome to join us for any of these presentations.

### **SCHOOL CLUBS**

Before- and after-school clubs are offered in both the fall and spring. An informational packet will be published twice a year with a registration form for your child, should he/she wish to participate. Our goal is to offer a variety of enriching activities for all children.



### **CHARACTER DEVELOPMENT PROGRAM**

The Mission Statements of both the School District of Clayton and Glenridge School include an emphasis "to develop in all its children the strength of character." Outstanding schools have strong academic programs with opportunities for intellectual and creative challenge. Outstanding schools also have environments in which children have opportunities to grow in assuming responsibility for how they think, feel, and act. The Character Development Program in place at Glenridge is not so much "a program," but rather a way "of being" as we live and work together in our day-to-day teaching and learning.

We have one school rule called the **CLAYMO Promise: I will take good care of myself, all the people around me, and all the things around me.**

CLAYMO is an acronym that stands for Care Lots About Yourself and Many Others. The foundation of the CLAYMO Promise is a deep respect for self, others, and the world in which we live. To live the CLAYMO Promise is to live responsibly and respectfully.

### **COUNSELING PROGRAM**

The school counseling program advocates for each child to facilitate learning and personal development in the educational setting. The program is based on the belief that every child has the ability to change, adapt and grow when presented opportunities within the educational setting. As the advocate for each child, the school counselor strives to ensure that these opportunities are accessible and equitable. The school counseling program consists of responsive services as well as structured developmental experiences presented systematically through classroom and group activities at each grade level. Responsive services may include personal counseling, crisis intervention, professional referrals and support groups for students as well as consultation for parents, teachers, and other professionals working on behalf of the student. Structured developmental experiences include a social skills curriculum taught and implemented at each grade level. The counselor meets with each class for these lessons. Consistent with the rights of the individual, the school counselor shall protect the confidentiality of information received in the counseling/consulting relationship as specified by law and ethical standards articulated by the American School Counselors Association. Counselors shall be responsible for explaining to students the meanings and limits of confidentiality.

### **ENGLISH LANGUAGE PROGRAM FOR SPEAKERS OF OTHER LANGUAGES**

Glenridge School is home to more than twenty nationalities. About 18% of our families speak over sixteen languages. Flags from all over the world fly at Glenridge, helping each child feel connected as well as learning about other countries. The English Language Program includes English language lessons (EL), classroom support, and family programs. Beginning students have daily English lessons. More advanced students attend classes twice a week where they study more complex vocabulary and usage. The EL teacher and the classroom teacher will work together to ensure that the child is working to potential.

Although all parents are welcome, several programs are directed specifically to the international parents. Monthly International Coffee meetings give parents the opportunity to use English and talk about the American School culture as well as share their own cultures. The monthly International Family Program hosts holiday parties for our international families. The Program also arranges lectures and discussion groups on a variety of subjects.

The Glenridge Parent Teacher Organization contributes fund-raising money from our annual heritage potluck "Taste of the World" celebration to bring speakers to the school and to purchase books and materials that will enhance our understanding and celebration of our planet's many cultures.

### **GIFTED PROGRAM**

The Clayton Gifted Program support system includes all School District of Clayton educators who collaborate to provide a rich classroom environment for all learners. While all students benefit from enriched curriculum, gifted students need an appropriate level of challenge and flexible pacing throughout the curriculum in order to reach their highest potential.

#### **Philosophy of Gifted Education School District of Clayton**

Giftedness is a capacity that requires support and encouragement, for it is a capacity that is in need of recognition and development. The work of nurturing and developing giftedness should be collaborative in nature with many professionals contributing to students'

successes.

In meeting the needs of gifted learners, the school community works together to provide a differentiated curriculum, real world learning challenges including student-driven research, and opportunities to work in small group settings with peers of like ability. Students with gifted strengths benefit from guidance and support in social and emotional development with experiential learning in a community that respects democratic ideals, ethnic, gender and cultural diversity, and the unique ideas and beliefs of others.

All students experience enrichment services through classroom and whole school activities. The experiences can include field trips, expert speakers, artistic performances, dramatic presentations, learning groups, or individual work within the classroom. These types of experiences constitute the first level of the Clayton Enrichment System.

The **second level** of services focuses on classroom adaptations based on learner needs provided through the classroom teacher and/or with the collaboration between the classroom teacher and the gifted teacher. This might include assignments of differing difficulty (tiered instruction), assessing knowledge prior or during a study and moving the student to extended studies (compacting the curriculum), individual projects, cross-grade level clubs, and/or grouping children around a specific interest.



Some students demonstrate a need for adaptations beyond the classroom arranged through the classroom teacher and the gifted educator. These alternative-learning opportunities, a **third level of services**, could include mentor-guided experiences, in-depth independent study, and/or outside-of-school competitions and activities.

The **fourth level** of services includes direct instruction by the gifted teacher for a few students who need activities to address their unique learning and developmental needs. These students generally require intervention through gifted education to grow in intellectual, creative, affective, and aesthetic domains.

Visit the School District of Clayton website at: <http://www.claytonschools.net> for information about the **gifted identification** process. Once on the website, scroll under “students” then click on “Gifted Program.”

## **LIBRARY**

The Glenridge School Library is a place for investigation, study and enjoyment. As a learning environment with professional guidance, Glenridge students are able to:

- Gain confidence exploring literature
- Find joy and enrichment through reading
- Find, evaluate, use and create information
- Extend learning through literature, research and technology

The Glenridge School Library serves all students in grades kindergarten through five as well as the Glenridge faculty and families. Scheduling for library use is flexible based upon the needs of students and classroom teachers. To facilitate learning and information needs, open access to all library resources is maintained.

All aspects of the library curriculum are enriched with a comprehensive collection of timely materials that support varied student abilities and interests. The librarian and teachers work cooperatively to provide an integrated curriculum in which students learn at their own pace, are actively engaged in self-directed and independent learning, and develop lifelong study and research skills.

In cooperation with classroom teachers, students will build library and information literacy

skills in the following areas:

- Locating the most relevant print and web-based resources
- Evaluating and selecting the most suitable print and web-based resources
- Beginning research skills that are coordinated with classroom curriculum
- Following a research process for both short and long term investigations

Students may participate in library checkout by either coming to the library with their class or before or after school with a permission slip issued by the classroom teacher. Checkout times are scheduled weekly for children in all grade levels. The librarian and the PTO collaborate to provide a number of special activities throughout the year to encourage reading: the Book Fair in the fall, the Book Swap in the spring, author visits, and the Adopt-A-Book program are a few examples.

A full-time librarian, library assistant, and many dedicated volunteers make up the staff of the Glenridge Library.

## **MUSIC**

All Glenridge students receive two thirty-minute music classes per each five-day rotation. Through a variety of activities and instructional approaches, our music curriculum focuses on the following objectives.

- Nurturing our students to develop a lifelong joy in singing.
- Learning to be informed, active, and thoughtful listeners.
- Growing in our ability to discern, evaluate, and utilize basic musical elements (high and low pitch, steady beat, loud and soft volume, upward and downward movement, melody, etc.), and more advanced elements (rhythm, harmony, tone color, form, style, aesthetics, etc.).
- Integrating physical movement into our musical experiences in ways which stimulate and enhance the development of the brain and its function. Wonderful research is being done which helps us to emphasize and build the vital connections between music, motion, and cognitive development. We are regularly incorporating the benefits of this growing body of research into our classroom practice.
- Developing fluency in music reading and notation.
- Supporting grade-level thematic units with music activities that connect directly to their curriculum.
- Using writing as both an expressive and a reflective tool to assess our musical learning.
- Utilizing new developments in music technology.
- Understanding the historical context and significance of musical works, and the role of music in both shaping and reflecting the surrounding culture.
- Providing our students with individual and group opportunities to perform, compose, arrange, and improvise music. This includes both vocal and instrumental music.

## **CHORUS**

Glenridge Chorus is available to all fourth and fifth grade students. Chorus for each grade meets one morning before school at 7:45 a.m. We sing in a wide variety of styles and levels of difficulty. Emphasis is given to ensemble vocal technique (posture, breathing, dynamics, pitch, blending, listening) and performance etiquette (appearance, attention, rehearsal habits, attendance, punctuality, etc.). The Glenridge Chorus enjoys many opportunities to perform throughout the school year, including the Holiday Sing, the Spring Concert and at a Cardinal baseball game.



## **STRINGS PROGRAM**

In the fourth grade “Suzuki Style” violin is offered. There are two classes offered each week before the school day. The violin classes are taught by District string teachers. Students enrolled in this program will learn the fundamentals of violin playing while learning music by rote. There will not be any note reading at this level. Learning to read music will take place during the fifth grade year for students continuing on in orchestra.

The fifth grade string program is available to all fifth-grade students whether they have played in the Suzuki program, taken previous lessons, or want to try their hand at the viola, cello, bass or violin. The program takes place during the school day twice a week for 30 minute sessions. Due to the implementation of the Suzuki program, the fifth grade orchestra is divided into two sections. Section one is a continuous program of the “Suzuki style” or students who have had previous experience includes note and note reading. Section two is the beginning strings class with emphasis on note reading and technique building. The violin, viola, cello and bass are offered to beginners.

Every year, in late August, the District music staff will host an Instrument Display Night for students participating in instrumental music. This is an opportunity to have staff on hand to answer questions and rent instruments for the school year from our recommended stores. During the school year, both fourth and fifth grade students will perform in a District concert.

## **PHYSICAL EDUCATION**

Students receive physical education daily for thirty-minute classes. During the school year in physical education our students will experience a balance of skills, games, rhythms, cooperative activities, health concepts, team building through physical challenges, dance, obstacle courses, creative movement, and movement exploration with different equipment. Our activities have an orderly sequence of motor learning that begins in kindergarten and progresses through fifth grade. Our fitness stations provide a weekly opportunity for students to practice climbing, balancing, strength, cardiovascular activities, and flexibility. We ask for your support in helping your child be prepared for P.E. by having tennis shoes and comfortable clothes for vigorous activity. We believe the components of our program will assist your child in making healthy decisions and choosing responsible, active, and enjoyable lifestyles.

## **CLAYMO GROUPS**

CLAYMO Connections are regularly scheduled throughout the school year. Students meet with their teacher and their CLAYMO buddies ranging in age from kindergarten through fifth grade. The multiage grouping of students allows children the opportunity to develop friendships with boys and girls of all ages. A child is assigned to a multiage group and continues to meet with the same group of children and teacher for all of their years at Glenridge. Friendships between the children grow over the years. On CLAYMO meeting dates, the teams participate in many different activities. These activities are designed to provide an opportunity for students and teachers to share and celebrate learning and to strengthen our school as a community of learners.

## **FIELD DAY CELEBRATION**

At the end of the year, the whole school participates in our Field Day Celebration. The event is held at Glenridge and is organized by our physical education teachers. Many parent volunteers make this day possible, as they assist in the numerous activity stations set up throughout the school. Students participate in these activities in their CLAYMO multiage groups which meet throughout the year. This is an end-of-the-year celebration focused on a variety of great physical activities and the importance of team spirit, cooperation and fun.

## **READING RECOVERY**

Reading Recovery is an early intervention program for first grade students in the beginning stages of learning to read and write. This short term intervention is supplemental to the regular classroom teaching. It is designed to help students acquire a solid foundation in reading and writing that allows them to learn successfully within the classroom environment. Selection of these students is based on classroom teacher recommendation, initial screening results, and the reading specialists. The Reading Recovery teacher works individually with each child during a daily thirty-minute session, building on the child's strengths to develop independent reading strategies.

## **SCHEDULE FOR SPECIAL CLASSES**

Special classes for students include Art, Music, Physical Education and Spanish. These classes are scheduled on a 5-day rotation referred to as an A-B-C-D-E day. This type of scheduling allows for continuity in the schedule. A calendar of the year, with all days marked as an A, B, C, D, or E day, is available at the Glenridge website at [www.claytonschools.net/gln](http://www.claytonschools.net/gln).

## **SCIENCE FAIR**

The annual Glenridge Science Fair is held every March, the same weekend as the PTO pancake breakfast. Information regarding science fair projects is always available online through the science teacher's website. The guidelines and requirements outlined by the Greater St. Louis Science Fair are followed. The regional fair for elementary students is usually held in May; go to <http://www.sciencefairstl.org/> for more information. This is an excellent opportunity for students interested in science to participate in a long-term project around a question they want to pursue.

## **SPANISH PROGRAM**

Students in grades one through five receive Spanish lessons for 30 minutes, two to three times within their five-day "specials" rotation. Spanish class integrates the curricula of other subject areas with the language and culture of the Hispanic world. The focus of instruction includes all five language skills - listening, speaking, reading, writing, and cultural awareness. The Spanish teacher conducts class almost exclusively in Spanish and uses a variety of teaching strategies to address all students' learning styles. As a result, students experience global awareness and cultural diversity through an exciting language experience.

**STUDENTS WITH DISABILITIES** (reprinted from the Back to School Bulletin, *Clayton 101*, published annually by the School District of Clayton)

Under The Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, the School District of Clayton is prohibited from discriminating against students on the basis of a disability. Clayton provides a free and appropriate public education to each student within its jurisdiction regardless of the nature or severity of the disability. The School District ensures that students who need or are believed to need special education or related services will be identified, evaluated and provided with appropriate educational services. Students whose disability qualifies them for special education under IDEA are eligible for services from the Special School District of St. Louis County (SSD). IDEA requirements are fulfilled by SSD with cooperation and assistance from the School District of Clayton.

Section 504 also stipulates that students with disabilities have the right to participate in school-sponsored extracurricular programs and activities to the maximum extent appropriate to their needs.

Under Section 504 and IDEA, students with disabilities have the right to be placed in the least restrictive educational environment. To the maximum extent appropriate for the needs of the student, the District will educate students with disabilities within their regular school program.

Students with disabilities and their parents have a number of rights and protections. Questions or requests for assistance or information about services for students with diagnosed or suspected disabilities should be directed to the student's school counselor or Assistant Superintendent of Student Services Greg Batenhorst, (314) 854-6013, #2 Mark Twain Circle, Clayton, MO 63105.

**SPECIAL EDUCATION NOTICE** (reprinted from the Back to School Bulletin, *Clayton 101*, published annually by the School District of Clayton)

All responsible public agencies are required to locate, evaluate and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including non-resident children attending private schools; highly mobile children, such as migrant and homeless children; and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Special School District of St. Louis County in partnership with the Component Districts assure that a free, appropriate public education (FAPE) is provided to all eligible children with disabilities between the ages of 3 and 21 under their jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Special School District in partnership with the Component Districts assure that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program.

The Special School District in partnership with the Component Districts assure that personally identifiable information collected, used or maintained by the districts for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Special School District of St. Louis County has developed a local Compliance Plan for implementation of State Regulations for the Individuals with Disabilities Education Act - 2004 (IDEA-2004). This Plan and School Board Policies contain the district's procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the district's assurances that services are provided in compliance with General Education Provision Act (GEPA). This plan is available for public review in the Office of the Superintendent of Schools during regular school hours on days school is in session.

## **TECHNOLOGY**

Technology in the School District of Clayton and at Glenridge is used to support the learning environment and is readily available to all students and staff. Our goal is for all students to use technology naturally, effortlessly, and efficiently, as a resource and as a tool to explore and solve problems, and to access information both within and outside the school district. Both a local area network and a wide area network connect all schools, teachers, and classrooms within our district to our community, as well as, to the world. The Internet and

available video conferencing provides opportunities for our students to communicate and participate in learning with people from around the world. To receive permission to use the Internet, students in all grades and all staff members are required to sign the District's "Acceptable Use Policy."

Technology is used to expand instruction and to support student learning. Networked computers are located in classrooms, the library, and specialist areas. Wireless computing is also available to every classroom providing flexibility and mobility of the technology. All classrooms have access to a multimedia cart with a laptop computer connected to a projector for whole class instruction. Technology peripherals available to students in classrooms and the library include SMART Boards, color scanners and digital still/video cameras. Each classroom is equipped with educational cable programming. Portable AlphaSmart keyboards are used to teach keyboarding, and to support the literacy program. Technology is infused in all areas of the curriculum, with the building technology specialist providing coordination and primary support to staff and students.

### **WEBSITES FOR SCHOOL DISTRICT OF CLAYTON AND GLENRIDGE**

The School District of Clayton, as well as each of the individual schools in the district, maintains a website with the most up-to-date information pertinent to your child's education. On the District level page you will find information regarding administration, the Board of Education, district calendars, and district-wide issues and events. On the Glenridge homepage, you will find valuable information such as a building calendar, staff contact list, PTO news, current classroom activities, educational links for parents and students, breakfast and lunch menus and curriculum connections. Please visit often to see what is new!

District website      [www.claytonschools.net](http://www.claytonschools.net)  
Glenridge website    [www.claytonschools.net/gln](http://www.claytonschools.net/gln)

### **WELLINGTON WAY TRAFFIC PROCEDURES**

There is traffic congestion along Wellington Way at two of the busiest times of the day, 8:30-8:40 a.m. and 3:25-3:40 p.m. In order to ensure a safe arrival and dismissal of all students being driven to school, we ask parents to follow these guidelines:

1. The curb lane along the north side (school side) of Wellington Way is designated "No Parking, 8:00-9:00 a.m. and 3:00-4:00 p.m."
2. During these hours, use the curb lane only for dropping off or picking up children.
3. Please do not allow your child(ren) to get in the car in the middle of the street or on the south side of Wellington Way, crossing a lane of parked or exiting cars.

### **IN ADDITION...**

#### **PTO (PARENT TEACHER ORGANIZATION)**

Glenridge School is fortunate to have an extremely active PTO. The purpose of the PTO is to promote child welfare in the home, school, and community and to bring into closer relation the home and the school in order that parents and teachers may cooperate in the education of the child. All parents are invited to join this group and lend their support in making our school a pleasant and productive place. Annual membership dues support the work of the PTO and include a Buzz Book for each family.

The Glenridge PTO consists of all parents whose children attend Glenridge School. Monthly PTO meetings are held at Glenridge. All parents are welcome. Dates and times can be found on the PTO website page at [www.claytonschools.net/gln](http://www.claytonschools.net/gln).

The parents, teachers, and administrators work together to develop programs and fund-raisers to enrich our children's school experiences. The PTO has functions every month of the year; some are purely family fun events, such as the fall Ice Cream Social, others are fund-

raisers such as the Book Fair. Volunteers are encouraged and greatly needed to support the PTO. Please see the PTO project descriptions on the PTO website page.

**BOARD OF EDUCATION MEETINGS** (reprinted from the Back to School Bulletin, *Clayton 101*, published annually by the School District of Clayton)

The Board of Education meets one to two times per month at the School District of Clayton Administrative Center, #2 Mark Twain Circle. Prior to meetings, notices will be posted at the Administrative Center and other District facilities. To confirm meeting dates and locations, call 854-6000. Meetings are open to the public. School district residents and patrons are encouraged to attend. Highlights, audio recordings and official minutes of past meetings can be reviewed online. Materials for Board meetings which are not working drafts or are non-confidential under the Sunshine Law will be available online via the District's website on the Monday prior to each meeting. Audio files are archived in MP3 format and are filed with their associated agenda item on each past meeting's agenda. Persons wishing to contact the Board of Education may do so by calling the Superintendent's Office at 854-6000 or in writing to #2 Mark Twain Circle, Clayton, Missouri 63105.

### **BUILDING SECURITY**

Our school day begins with the first bell at 8:30. After 9:00 a.m. all doors to the building are locked as a measure of building security. Visitors and guests enter through the North entry in the back of the building (Oxford) or the front Southeast door (Wellington). Visitors should push the buzzer for entry. There is a camera at the doors which is viewed in the office for entry into the school. Visitors are asked to come directly to the office, sign in and put on a visitor's name tag. Thank you for your cooperation with this procedure.

### **BUZZ BOOK**

The "Buzz Book" of Glenridge students and families is published each fall. Each family is given one Buzz Book with their annual PTO membership dues. The book contains a listing of teaching staff, PTO officers and committee chairpersons, school calendar, class lists, room parents, and student telephone numbers and addresses. It is an invaluable tool for parents and Glenridge students.

### **CLAYTON CONNECTIONS**

Clayton Connections is an informal association that helps acquaint and involve patrons, volunteers, employees, and friends of the School District of Clayton in District activities. This link between students and citizens is an important part of our Clayton community. Plans for a school year can include such events as a tailgate party, attendance at the Clayton Community Theater, an elementary school performance, the fall play at Wydown, the Broadway musical and the Clayton High School Broadway musical. We invite you to join in the fun and enjoy these exciting events. For more information, call the Office of Communications at (314) 854-6038.

### **CLAYTON PTO COUNCIL**

The purpose of the PTO Council is to provide a forum for the individual school PTO representatives. Annual activities vary to meet the needs of the School District for each year, are planned, implemented and evaluated. The PTO Council also sponsors two "Meet the Candidates" nights prior to each School Board election. The PTO Council membership consists of an Executive Board, the PTO representative from the Board of Education, the Superintendent, the Assistant Superintendent, and the Director of Community Relations.

**PARENT ADVISORY COUNCIL FOR EDUCATIONAL DIVERSITY (PAC.ED)** (reprinted from the Back to School Bulletin, *Clayton 101*, published annually by the School District of Clayton)

Clayton's Parent Advisory Council for Educational Diversity is a cross categorical group for parents of children receiving services from Special School District (SSD). It is a volunteer

organization made up of parents, School District of Clayton and Special School District staff, who are committed to identifying and building upon the strengths of all children in the District. It provides a forum for parents to meet other parents and share information concerning their children and to provide input to the District to help in decision making.

General membership is open to all interested parents, teachers and other individuals who wish to attend its programs or to participate in the organization. If you would like more information or would like to be actively involved, contact Assistant Superintendent of Student Services Greg Batenhorst at (314) 854-6013.

### **FAMILY EVENTS**

There is a great variety of family events sponsored by the PTO that are held throughout the year. Each of these events helps to enhance the spirit of community and have become traditions at Glenridge. These events include the fall Ice Cream Social, Taste of the World International Dinner, Lip Sync and Talent Show, Pancake Breakfast, and the May Strawberry Festival. Throughout the year, information on each of these scheduled events is communicated via email blasts, flyers and the PTO website. Volunteers are always needed to make these family events a success.

### **GLENRIDGE CHILDREN'S CENTER**

Glenridge Children's Center (GCC) is an accredited and licensed before and after-school recreation program open to children attending Glenridge School. GCC provides quality care in a child centered environment and offers a variety of activities to suit the needs and interests of our students. Many interest areas are offered such as: arts and crafts, cooking, dramatic play, blocks/construction, sports, games, reading and homework, and both outdoor play and gym time.

The hours of operation are 7:00-8:30 a.m. and 3:30-6:00 p.m. on school days, 7:30 a.m. to 6:00 p.m. on staff development days, conference days as well as during spring break. For additional information or a registration packet, please contact the Director, Holly Leiker, at (314) 862-1466.

### **OASIS INTERGENERATIONAL TUTORING**

OASIS's (Older Adult Service Information System) mission is to get people involved in doing things that are intellectually challenging and stimulating. OASIS tutors enjoy the rewarding opportunity to work with students in Kindergarten through fourth grades to build reading skills, self-esteem, and positive attitudes toward reading. Tutors work with one student each week throughout the school year. OASIS tutors participate in training and receive all materials. Monthly meetings provide an opportunity for learning new strategies and exchanging ideas. For additional information, call Harriet Spilker, OASIS Coordinator, at (314) 434-4996. Help a child learn to read!

### **PARENTS OF AFRICAN-AMERICAN STUDENTS (PAAS)**

*Vision Statement:* Parents of African-American Students will work together as an organization to help in the process of enabling African-American students and graduates of the School District of Clayton to be educated, capable, productive and contributing members of their school, home and community.

The Parents of African-American Students (PAAS) organization was formed to assist the School District of Clayton in helping to educate our children. The membership of PAAS includes involved parents in the Voluntary Choice Program, interested and concerned resident parents, the Superintendent and members of the elected Board of Education. Several meetings are held throughout the year at Wydown Middle School.

The organization focuses on major student-related issues such as how to increase and improve student achievement, and how to foster more positive student relations in the

schools and community. PAAS works to educate parents, district staff, and community members on how they may better serve our children so their success in school may be enhanced.

In the past several years, PAAS launched a full-fledged effort in the area of fund-raising. In support of this effort, a scholarship fund was established for the sole purpose of assisting eligible students in continuing their preparation for successful college careers.

### **SCHOOL PICTURES**

Individual pictures of all students are taken in the fall. These may be purchased by parents, but there is no obligation. Pictures are sold at PTO cost.

### **STRANGERS**

Please teach your child to use the safest route to and from school. Always cross the street at an intersection. Instruct your child not to accept gifts from a stranger and never to get into a stranger's car. Classroom instruction and utilizing units of study will strengthen and support these safety precautions.

### **VISITATION**

The welcome mat is always out at Glenridge for your visit. Please arrange for a visit by contacting your child's teacher. **Please report to the school office to sign in and out and to get a visitor's name tag.** If you would like to have lunch with your child, please call the school office before 9:00 a.m. if you plan to order a lunch.

### **VOLUNTEER OPPORTUNITIES**

There are several areas within our school that are enhanced by our numerous volunteers. These various opportunities are posted in each classroom at the Parents' Curriculum Night held in the first month of school. In the Library, volunteers help with paperwork, shelve books, arrange bulletin boards, and help students with research. Contact our school librarian for more information about the library volunteer possibilities. Volunteers are welcome in the art room, as well.

In each classroom, teachers welcome parent volunteers to help with a wide variety of activities such as reading to children, listening to children read, going on field trips, and helping with special classroom projects. Please check with your child's teacher to see how you can be a parent volunteer in the classroom. **For the safety of students, volunteers are asked to check in at the office when arriving and leaving the school.**

As part of an ongoing effort to protect and provide the safest environment for the students we serve, the District has begun requiring training and background checks on all volunteers who will be performing tasks that could put them in close and unsupervised contact with students. If you are planning to volunteer within the District during the school year, please review and complete the enrollment form at our District web site, then turn it in to our main office. You will need to re-apply each school year.

### **VOTER REGISTRATION**

Residents can contact the Board of Election Commissioners at (314) 615-1800 for information on how to register to vote.

It is the policy of the School District of Clayton not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if

directed at personal characteristics. Accordingly, the District prohibits discrimination or harassment on the basis of sexual orientation, perceived sexual orientation or gender identity.

Inquiries related to the District's employment practices should be directed to Dr. Timothy Dilg, assistant superintendent of human resources, School District of Clayton, #2 Mark Twain Circle, Clayton, Missouri 63105 or by phone at (314) 854-6032. Inquiries related to the District's student programs should be directed to Dr. Greg Batenhorst, assistant superintendent of student services, School District of Clayton, #2 Mark Twain Circle, Clayton, Missouri, 63105 or by phone at (314) 854-6013.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district Title IX/non-discrimination coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.