

SOARING TO SUCCESS

We are soaring eagles. Believe In yourself. Just spread your wings and fly!

Glendover Elementary School
710 Glendover Road
Lexington, KY 40502
(859) 381-3403

PARENTS' RIGHT TO KNOW STATEMENT

Parents must be informed of all aspects of school-wide programs in order for us to operate effectively.

Mission Statement

Our mission is to create a collaborative community that ensures that all students achieve at high levels and graduate prepared to excel in a global society.

Vision Statement

All students will graduate from high school prepared for college and careers, ready to excel in a global society. In order to achieve this, we will foster rich and diverse learning experiences that challenge and inspire, a student-centered school, a culture of caring and mutual respect that supports lifelong learning, collaborative family partnerships, and collaborative community partnerships.

General Information

School Office Hours: 7:15 a.m. to 3:30 p.m.

Instructional Day: 7:45 a.m. to 2:35 p.m.

The building is open to accept students at 7:15 a.m.

Office Numbers: Front Desk: (859) 381-3403

Fax: (859) 381-3417

Website: <http://www.glendover.fcps.net>

School Colors: Red and White

School Mascot: Eagle



I am a Glendover Eagle. I am respectful. I am responsible. I am kind.

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Contact Information

Issue	Contact Person	Telephone Number	e-mail Address
Academic Referrals Development of Academic Intervention Plans for students struggling in reading and/or math	Karen Dove Assistant Principal	Extension 22202	karen.dove@fayette.kyschools.us
Attendance, Transportation, and Records Information	Barbara Grattoni Registrar	Extension 22200	barbara.grattoni@fayette.kyschools.us
Behavior Referrals Development of Behavior Intervention Plans for students whose behavior impacts their own learning or the learning of others; bus concerns and office referrals	Mark Schmidt, Assistant Principal	Extension 22238	mark.schmidt@fayette.kyschools.us
Cafeteria Notify manager of food restrictions and allergies; check account balances	Tracy Martin Manager	(859) 381-3404	tracy.martin2@fayette.kyschools.us
Family Resource Center Assistance to families in crisis or those needing help accessing community services.	Krista Mason FRC Coordinator	(859) 381-4030	krista.mason@fayette.kyschools.us
504 Plans Academic accommodations, allergies requiring EpiPen, diabetes, medical or behavioral conditions that impact a major life function not covered under Special Education	Meghan Borough Guidance Counselor Mark Schmidt Assistant Principal Janice Wellinghurst School Nurse	MB: Extension 22204 MS: Extension 22238 JW: Extension 22234	mark.schmidt@fayette.kyschools.us
Library Books	Jan Lane Media Specialist	Extension 22209	jan.lane@fayette.kyschools.us
Chorus	Mary Ann Turner Music Teacher	Extension 22244	Maryanne.turner@fayette.kyschools.us
Family Issues (Divorce, Grief, Accident, Illness)	Meghan Borough Guidance Counselor Marlee Moore Social Worker	MB: Extension 22204 MM: Extension 22205	Meghan.borough@fayette.kyschools.us Marlee.moore@fayette.kyschools.us
Para una persona que habla Español	Barbara Grattoni, Registrar	Extension 22200	barbara.grattoni@fayette.kyschools.us
Parent Concerns that cannot be worked out after meeting with the teacher	Catherine Fine, Principal	Extension 22203	catherine.fine@fayette.kyschools.us
PTA Membership, Meetings, and Events	Sarah Schuer PTA President		GlendoverPTA@gmail.com
Social/Emotional/Bullying Issues, Student Threat Assessments	Meghan Borough Guidance Counselor	Extension 22204	meghan.borough@fayette.kyschools.us
Special Education ARC meetings; Eligibility; Referrals; Testing	Andrea Pickard Achievement & Accountability Coach	Extension 22249	andrea.pickard@fayette.kyschools.us
Testing: KPREP, OLSAT, ACCESS)	Meghan Borough Testing Coordinator	Extension 22204	Meghan.borough@fayette.kyschools.us
Truancy; Home Visits		Extension 22205	marlee.moore@fayette.kyschools.us
Volunteering at School	Kaye Price Bookkeeper	Extension: 22201	kaye.price@fayette.kyschools.us

**FACULTY AND STAFF
2016-2017**

Office

Catherine Fine, Principal
 Karen Dove, Assistant Principal
 Mark Schmidt, Assistant Principal
 Meghan Borough, Guidance Counselor
 Barbara Grattoni, Registrar/Attendance Clerk
 Kaye Price, Bookkeeper
 Krista Mason, FRC Coordinator
 Carla Buford, Social Worker
 Sara Murrell, Social Worker
 Janice Wellinghurst, Nurse

Special Education

Andrea Pickard, Facilitator
 Katherine Peppiatt, Psychologist
 Tamera Caldwell, Occupational Therapist
 Lori Seekford, Speech Language Pathologist

Resource Teachers

Leslie Busch, Special Education
 Ginny Dellinger, Gifted & Talented
 Barbara Grossman, Special Education
 Bethany Just, Special Education
 Stella Loveland, ESL
 Christa Mendes, ESL
 Tonya Painter, Special Education
 Alyssa Petri, ESL
 Cassie Sharp, ESL

Special Education Paraeducators

Danis Kilcoyne
 Donna Stamper

Cafeteria Manager

Tracy Martin

Custodians

Robert Taylor, Lead
 Roddy Givens
 Connie Stamper

SBDM Council

Catherine Fine, Principal and Chair
 Helen Anyaegbunam, Teacher Representative
 Elizabeth Bowers, Teacher Representative
 Adam Eads, Parent Representative
 Brad Goan, Parent Representative
 Vacant, Teacher Representative

PTA

Sara Schuer, President
 Aaron Detjen, Treasurer

Superintendent

Emmanuel Caulk

Elementary Director

Heather Bell (859) 381-4169

Kindergarten

Jennifer Boatwright Room 133
 Holly Shinn Room 135
 Cecelia Stevenson Room 132
 Kristy Stewart Room 134
 Carol Townsend Room 137

First Grade

Helen Anyaegbunam Room 138
 Brittany Greene Room 136
 Cari Grieme Room 147
 Cindy Meadows Room 143

Second Grade

Christine Apro Room 144
 Cathy Cook Room 149
 Felicia Grundy Room 146
 Sara Reeves Room 151

Third Grade

Shana Craycraft Room 115
 Celia Dyer Room 118
 Bretta Kunath Room 116
 Katy McDonald Room 117

Fourth Grade

Elizabeth Bowers Room 120
 Ashley Donohoo Room 121
 Erin Nolan Room 122
 Lauren Rister Room 119

Fifth Grade

Jennifer Brown Room 131
 Hadiyah Bukhari Room 126
 Tara Haywood Room 128
 Youngdo Lee Room 129

Special Area

Julie Chevront PE
 Martha Deener Librarian (PT)
 Janet Geissler Art
 Jason Gibson Band (Grade 5)
 Katarina Hoskins Spanish
 Jan Lane Media Specialist
 Hillary McWhorter Science Lab
 Mary Ann Turner Music
 Wendy Yates Orchestra (Grades 4 & 5)

Instructional Assistants

Deborah Carmical
 Vicki Lee
 Kim Stinetorf
 Paula Goins Walters

GENERAL INFORMATION

ABSENCES (See also Attendance)

Parents are allowed three (3) Family Emergency Days and ten (10) Parent Notes for Absences when a child is sick but does not require a doctor's visit. If a student is absent at the recommendation of a doctor, a doctor's note is required indicating when the child was seen and when he/she will be able to return to school.

A note explaining a daily absence from school is required on the day the student returns. All notes should contain the following information:

1. Date the note is written
2. Exact date(s) of absence(s)
3. Specific reason for the absence
4. Signature of the parent or guardian

The school discourages family trips during the school year because classroom discussions, programs and any group instruction once missed can never be completely made up. However, if a child must be out, advance arrangements should be made with the individual teacher for make-up work. Work may be made up, but the absence will still be considered unexcused if it is for a family trip or vacation.

ANIMALS AT SCHOOL

Because of allergy and safety concerns, animals are not permitted at school. Some exceptions may be made by the Principal for select educational purposes.

Animals on leashes brought to school by walking parents should be kept in the grassy area near the pavilion where walkers are dismissed. Children instinctively run towards animals which can cause unpredictable behavior from the animal. In addition, some children are afraid of large dogs. For the safety of school personnel on car duty, please keep windows closed if animals accompany you in the car for pickup and hold on to them when doors are opened for your child to get in.

ARRIVAL/DISMISSAL PROCEDURES

Your child's safety is our top priority and we make every effort to ensure that every child arrives at and is dismissed from school without any problems. We recognize that parents are an integral part of our school and are always welcome. However, parents are not allowed to come into the building during arrival or wait in the school lobby at dismissal.

We are staffed so that we can supervise three areas after school (bus riders, car riders, and walkers).

Bus Riders: The bus driver has the responsibility for the safety of students riding the bus to and from school. Students are expected to obey their drivers and monitors at all times. Students are expected to remain seated, act respectfully to their peers and the adults on the bus, and to load and unload safely. Students will be made aware of bus expectations at the beginning of the year. Any time students do not follow bus rules, the monitor or driver will make a written referral to the office and the parent will be notified.

All kindergarten students must be met at the bus by an authorized adult with a photo id. Please make sure that the names of all people authorized to pick up your child from the bus stop are listed on the blue card that will be attached to your child's backpack. If your child is not met by an adult at the bus, please make sure that he/she checks in with a responsible adult.

Car Riders: Students should be dropped off and picked up in the car rider lane in front of the school. Please do not drop off or pick up students on Bellefonte Street as this creates safety and traffic flow problems. The instructional day begins promptly at 7:45. Please arrive early enough to ensure that your child is able to get to his/her classroom by the time the bell rings at 7:45.

- **Parking:** Parents may park and walk their child to the front lobby. Please escort your child from the parking lot, use the designated crosswalk for crossing the bus lane, and follow crosswalk guard directions. Remember, safety is our top priority. Children may not be dropped off in the parking lot and walk unsupervised to the building.

Car riders are dismissed from the gym into cars waiting in the car lane at the front of the building. A car rider number is given to each car rider family. This number should be displayed clearly on the passenger side of the dashboard. If you misplace your number, please contact the office for a duplicate. This school-created number helps us ensure that students are being picked up by authorized adults.

Walkers: In the morning, all walkers should enter the front door of the building. There is a bike rack for students who ride bikes to school. Please make sure that bike riders adhere to state law by wearing a bicycle helmet and obeying traffic regulations.

At dismissal, all walkers are dismissed through the back of the building near the pavilion and tennis courts. Kindergarten students are released to an authorized adult. It is expected that walkers are walking. Students who live more than a mile from school or who must cross a major road (Nicholasville Rd., Zandale, and Malabu) are not considered walkers. Parents of these students should get a car rider number and pick children up in the car rider lane. Please be a role model for your children by crossing Bellefonte at the crosswalks at Albany or Glendover Roads. Do not encourage students to cut through the car rider line to access vehicles parked on Jesselin or Blueberry.

Afternoon Dismissal Changes: Please do not expect your son or daughter to simply tell his/her teacher when there will be a change in his or her after school plans. Without a note from parents, students will be sent home by the means we have on file in Infinite Campus.

All transportation changes must be made in writing by 2:00 each day. Please send a note to your child's teacher indicating what the change will be. Make sure that the person picking up your child at school is on your authorized pick up list and has a photo id with them. We will accept an e-mail or a fax from the parent or guardian if the change needs to be made after the school day begins. For safety reasons, phone calls cannot be accepted except in emergencies and with the approval of the Principal.

ASSIGNMENT OF STUDENTS TO CLASSES

In accordance with policy, the final assignment of students is the responsibility of the Principal. Each spring, a Parent Input Form will be sent home to parents. Parents may indicate conflicts with peers and other issues the Principal should consider when assigning students. Input from teachers will also be considered.

ATTENDANCE (See also Absences)

Attendance is very important to ensure that students have access to instruction by a qualified teacher. Regular attendance is strongly related to the success of every student. Therefore, students are expected to attend daily unless they are sick.

Tardiness and Late Check-In: School begins at 7:45 a.m. Students are considered tardy if they are not in their classrooms when the bell rings at 7:45 a.m. If students arrive at school after 7:45 a.m., parents must check their child in at the office. Parents must come in the building to sign their child in. Students arriving on late buses are not considered tardy and students will be allowed to go directly to breakfast or to class.

Excessive tardiness and unexcused absences will be reported to the Social Worker, Guidance Counselor, and/or the Principal and may result in a referral to the Department of Pupil Personnel.

We account for each child in school every day. If a student is absent, parents are requested to call the school before 8:00 a.m. If no call is received, you will be contacted.

In the event of an illness, a parent or the designated contact person will be notified. Absences resulting from a student's being sent home because of illness are excused for the remainder of that day. For the wellbeing of all students, please do not send your child to school when he/she is sick. Students should be fever free for 24 hours before they return to school.

A student's attendance record can be accessed through Infinite Campus's Parent Portal (see Parent Portal).

BEHAVIOR EXPECTATIONS (See also PBIS)

Glendover intends to maintain a safe and effective learning environment for all students. Every student deserves to be treated with respect, is entitled to learn without interference or distraction, and has the right to feel safe at school. All students are expected to adhere to the guidelines set out in Fayette County Public Schools' Student Code of Conduct. All students receive a copy of the Code of Conduct at the beginning of each school year.

Classroom Behavior Plans: Each teacher has in place a behavior plan which complies with Glendover's Behavior Policy and district guidelines, has clear expectations that are shared with students and parents, includes both positive and negative consequences which are consistently and fairly administered, is reviewed with students regularly, and is approved by and receives the full support of school administration.

BIRTHDAYS

Students are allowed to bring mini cupcakes or cookies to share with their classmates at lunch to help celebrate their birthdays. Please make sure that these goodies are nut free. Store bought items with ingredients clearly labeled will help us avoid any allergic reactions that students may have. Please do not send any item that requires cutting as our cafeteria monitors do not have access to knives.

Please do not bring or send flowers, balloons, or outside food items to school for your child's birthday. No items of this kind will be delivered to the classroom during the instructional day.

BULLYING

Glendover has adopted a no tolerance stance towards bullying. Each report of bullying will be fully investigated using our Bully Prevention Protocol. For information about Glendover's Bullying Policy and Bully Prevention Protocol, contact Meghan Borough.

Definition of Bullying: Bullying is mean or hurtful behavior that keeps happening, and the person it is happening to hasn't been able to make it stop.

To be considered bullying, a situation has to be:

- **On purpose or intentional** (*they mean to be mean*).
- **Repeated** (*it happens over and over*).
- **There is a power imbalance** (*the bully uses their power to control or harm others*).

Prevention: Glendover takes a proactive approach to dealing with bullying by providing the following prevention education for our staff and students:

- Social skills lessons are a regular part of the curriculum at our school. The Second Step Program and its Bullying Prevention Unit are taught in all grade levels throughout the school year.
- All staff go through a Bullying Prevention training on recognizing and responding to bullying effectively.
- Staff members are trained and given resources to help create a positive classroom climate to minimize the likelihood that bullying will occur through our school-wide PBIS initiative.

At Glendover, we encourage and reward students for being respectful and kind to their classmates through:

- School-Wide Positive Behavior Interventions and Supports (PBIS) that includes:
 - A school-wide emphasis on being respectful, responsible and kind.
 - A school-wide blue ticket system that awards good behavior in all settings.

How to Report: It is our expectation that all bullying incidents be reported. Please talk with your child about bullying and the importance of letting a trusted adult know it is happening.

- Teachers witnessing or who become aware of a bullying situation should address it right away; many times the situation can be rectified before it requires complicated interventions.
- Referrals to Meghan Borough, School Counselor, Catherine Fine, Principal, or Mark Schmidt, Assistant Principal, can be made by parents, students, and staff members at any time.

CAFETERIA

For the 2015-2016 school year, Glendover has been approved to participate in the Community Eligible Provision (CEP) meal program. All students, regardless of economic status, will be entitled to eat breakfast and lunch at school free of charge. This program funds full student meals only and does not include a la carte items (milk only, cookies, chips).

Breakfast is served from 7:15 to 7:30 each morning. If your child does not ride the bus to school and wishes to eat breakfast, please make sure he/she arrives early enough to complete breakfast before the 7:45 bell.

Outside food items are not permitted in the cafeteria during lunch times. If you wish to eat lunch with your child, lunches can be purchased.

Please contact Tracy Martin, our cafeteria manager, if your child has food restrictions or allergies so that his/her account can be flagged in our system.

CELL PHONES

Students are not allowed to access cell phones during the instructional day. All phones must remain turned off and in backpacks unless they are used for specific instructional purposes designated by teachers as part of "Bring Your Own Device" policy. The first time phones are taken from backpacks, the phone will be held until the end of the day and returned to the student. The second time phones are taken from backpacks, the phone will be held by the principal until it is picked up by a parent. The third time phones are taken from backpacks, students will not be allowed to carry a phone to school.

We will get messages to your child when necessary. Please make sure that your child has his/her homework, notes, lunch money, instruments, backpacks, and library books with them each day. Help us teach your child responsibility by allowing them to incur consequences for forgetting things that should have been brought to school. Students may use the school phone to call parents in an emergency. To protect instructional time, telephone messages for teachers will be sent to voice mail for them to answer during their planning time, before, or after school.

CHECK-IN/CHECK-OUT PROCEDURES

All students arriving at school after 7:45 or leaving school before 2:35 p.m. must be checked in and out through the main office by parent/guardian or an adult designated on the Transportation Verification form. Be prepared to show identification when checking students out. No student check-outs will be allowed after 2:15 p.m.

Parents who arrive after 7:45 must come in to the office to sign a student in. Do not drop just students off in the car lane.

DRESS CODE (SBDM Council Dress Policy)

These policy guidelines are planned in order to create a safe learning environment that will enhance positive attitudes and self-esteem, keep the primary focus on teaching and learning, and avoid distractions.

Do:

- Wear clean clothes
- Wear skirts/shorts/dresses of appropriate length
- Wear clothing that clears the floor
- Wear outdoor coats only while outside
- Wear shoes that are safe and comfortable as students are required to participate in physical activity daily per Kentucky state law
- Wear clothing of appropriate size
- Keep all cell phones/electronics turned off and in backpacks unless authorized by principal

Don't:

- Show undergarments, such as boxers or bra straps, or wear sagging pants
- Show or draw attention to private areas (examples include, but are not limited to, tank tops, halter tops, plunge cut tops, bare midriff, bare back, overly tight or short shorts/skirts/dresses, or words written on buttocks of pants or shorts, leggings/biker shorts without a garment that comes to the mid-thigh area which covers the buttocks area)
- Wear clothing that is ripped or torn
- Wear flannel pants, or pajama tops or bottoms
- Wear hats, caps, sweatbands, headscarves (unless for religious observance or medical reasons)
- Wear flip flops, shoes or boots with high heels, or shoes without ankle straps
- Have extreme hairstyles or hair colors
- Wear or be in possession of anything that communicates the promotion of alcohol, drugs, tobacco, weapons, obscenities, profane language, vulgarity, violence, racism, profanity, or derogatory attitudes about school or learning
- Wear sunglasses or any other glasses not required for vision correction
- Draw on yourself or other student's body or clothing

Students in violation of the "Dress for Success" policy guidelines will be required to immediately fix the violation or call home for a change of clothing to be brought to school. If no clothing is brought, the student will be permitted to borrow clothing from the Family Resource Center.

The discretion of the teachers and administrators will be final in the interpretation of these guidelines. All teachers and staff will check for guideline violations at the start of each day.

FAMILY RESOURCE CENTER (FRC)

Recognizing the importance of the total family in educational success, our Family Resource Center's mission is to enhance students' abilities to succeed in school by assisting students and their families with access to community programs. The FRC's goal is to help remove any barriers that might impede a child's ability to be successful in school.

Glendover's Family Resource Center offers:

- Assistance with after-school care, extracurricular activities, and summer camp programs
- Assistance with school supplies and clothing
- Evening and daytime programs related to parenting skills, homework help, internet safety, bike safety
- Referrals to health agencies and community agencies for support for rent, utilities, etc. on an emergency basis

- Referrals to community health and social agencies
- Family crisis and mental health services or referrals

In addition, our FRC has partnerships with Crestwood Christian Church, Hunter Baptist Church, Blessings in a Backpack, Sweet Blessings and sponsors several food drives throughout the year.

Please contact Krista Mason, FRC Coordinator, if you have questions about services or if you would like to make a donation to Glendover's Children's Fund.

FIELD TRIPS

Field trips are important part of the educational process at Glendover. Therefore, no child will be denied participation in a field trip because of an inability to pay. Parents who meet the guidelines for Free or Reduced Lunch are encouraged to fill out the Waiver for Fees form at the beginning of each year to ensure that their child's fees will be waived.

Parents accompanying classes on field trip must be approved volunteers (see Volunteers). The time required for approval once the application is completed varies, so parents are encouraged to complete this at the beginning of the year. Approval is good for two years. If you are not sure whether or not you are on the approved volunteer list, contact Kaye Price.

Siblings are not allowed to go on field trips.

GRADING

Student progress is reported to parents four times a year. Intermediate teachers also send home a mid-term report approximately halfway through each grading parents to keep parents informed about student progress before final report cards are sent home.

Primary - Kindergarten through Grade 3: Glendover's Primary Policy states that student's progress will be assessed continuously and that teachers will communicate a student's progress during parent/teacher conferences held at a minimum of twice a year. For students in grades K-3, progress reports shall be narrative, descriptive, and ongoing, focusing on the growth and development of the whole child. Third grade students will additionally receive letter grades related to their mastery of the Kentucky Common Core Standards.

Intermediate – Grades 4 and 5: Students in grades four and five receive letter grades in all subject areas based on student mastery of the standards covered during each grade period. Glendover uses the FCPS grading scale:

A	92-100
B	83-91
C	74-82
D	65-73
F	Below 65

Parents may keep abreast of their child's grades by accessing Infinite Campus's Parent Portal (see Parent Portal).

Special Area Grades: Special area teachers will report progress consistent with grading policies in place for classroom teachers. K-2 will be given narratives and 3rd grade will receive both a narrative and a letter grade. Fourth and Fifth grade will receive letter grades as they do in all other subject areas.

LOST AND FOUND

Please label your child's personal items so that they can be returned to your child if misplaced. Lost items, such as coats, sweaters, hats, gloves, lunchboxes, books, and folders, are kept in a cabinet located in the cafeteria. Items such as cell phones, glasses, money, and jewelry are kept at the front desk.

Items not claimed will be donated at the end of each grading period.

MAKE-UP WORK

Please contact the school no later than 8:15 if your child is absent and you wish to have make-up work sent home. This will give teachers ample time to collect the work during their planning time. Make-up work may be picked up in the front office after school.

MEDICATION

All students are required to have a current Immunization Record on file before the student attends class. If we do not have this information on file within 30 days of school starting, your child will not be allowed to attend class until all immunizations are current.

It is against the law for school officials to supply medicine for a student who is ill unless the school has a current "Physician's School Medication Authorization Form" on file. The school can help with emergency first aid. If a student is too ill to attend classes, he/she is too ill to remain at school and parents will be notified to come for the student.

It is important that we have accurate information about your child's health needs at school. Medications should not be sent to school in a child's backpack unless prior arrangements with the school nurse have been made. If your child requires medication at school, please come by the office to fill out our Medication Administration form. Medication must be in its original container labeled clearly with the following information:

- a. Student's name
- b. Name of the medication
- c. Time the medication is to be administered
- d. Dosage and Route

The school nurse will contact you if we need additional information.

NON-CUSTODIAL PARENT RIGHTS/RESTRAINING ORDERS

A custodial parent who enrolls a student in Fayette County Public Schools shall be considered the parent of record by the school district. Glendover acknowledges and will extend the rights provided for noncustodial parents under federal and state statutes unless a court order or other legal document that curtails these rights has been filed with us by the custodial parent. A legal and valid custody document or restraining order are the only verification documents that are accepted in limiting or taking away visitation rights by a non-custodial parent. Please make sure the office has a copy of the most current order. Please contact the school for more information in this regard.

PARENT PORTAL

Parents have access to their child's attendance and grades (Intermediate only) through Infinite Campus's Parent Portal. In order to gain access to this resource, please follow the following steps:

1. Go to www.fcps.net.
2. Click on Parent/Student Portal in the top right corner.
3. Request an activation code by clicking on the e-mail link: parent.portal@fayette.kyschools.us. Include your name, your children's names, dates of birth, and the schools they attend.
4. Once you have received an activation code, begin activation by clicking "If you have been assigned a Campus Portal Activation Key, click here."
5. Enter the activation key and click "Submit."
6. Enter a username and password and click "Create Account."
7. You should then be able to log into the Parent Portal from its home screen.

If you have questions about how to use the Parent Portal, email parent.portal@fayette.kyschools.us or view their tutorial at <http://www.fcps.net/about-fcps/general-info/infinite-campus/flash>

PARTIES

Two class parties are allowed for each classroom each year. These parties are typically held before Winter Break and at the end of the year. The teacher will let students and parents know when the parties will be held and what food items, supplies, and parent help are needed.

POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)

We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow.

Positive Behavior Intervention Supports (PBIS) is a program supported by Glendover and Fayette County Public Schools to promote academic achievement and an environment that is conducive to learning for all students. It is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. Glendover is entering its third year of implementation of PBIS.

PBIS focuses on providing positive reinforcements to maintain appropriate school behaviors, rather than negative consequences and punishments. As part of the PBIS program, we have established clear rules for the behavior we expect in all areas of our school (See Behavior Expectations). Teachers and staff will explicitly teach these expectations to the students and reward them frequently with

positive notes and prizes for their great behavior. Glendover has a blue ticket system for rewarding school-wide positive behavior. Students are given blue tickets when they are observed behaving appropriately. When we have reached our blue ticket target, school-wide rewards are given. In the past, students have been rewarded with such events as Hat Day, Popcorn and a Movie, Popsicle Day, and Pajama Day, to name a few.

Teachers will share Glendover's expectations at Curriculum Night each year. The expectations for all student behavior will be clear throughout our building: classrooms, playground areas, cafeteria, gymnasium, bathrooms, hallways, and arrival/dismissal. When followed, our school rules will address bullying behaviors, provide for a safe school environment, and give more time for instruction.

Each classroom utilizes a clip system for monitoring behavior (Blue, Green, Yellow, Orange, Red), with green as our goal for students "Ready to Learn." Students clip up when positive behaviors are noted and clip down when reminders for appropriate behavior are needed. The system is fluid and students can move up and down throughout the school day. By detailing every expected behavior and teaching expectations to kids in a positive way, we will provide a common language for everyone in our building, including students, teachers, front office staff and our paraprofessionals.

We are currently working to ensure that our consequences and rewards are consistent throughout the building. Please contact Mark Schmidt if you have any questions or suggestions or if you need additional information. Thank you for your support!

VISITORS (SBDM Council Visitation Policy)

For the security and safety of our students, all visitors must check in at the office and wear a badge.

Parents are always welcome to visit classrooms or to have lunch with their children.

If you need a conference with a teacher, please arrange for this in advance. Please do not expect a teacher to hold a conference with you during the instructional day, including prior to the morning bell, without scheduling this in advance.

Students are not allowed to bring visitors to school.

Classroom Visitation Policy

Purpose and Rationale: In order to establish and maintain a welcoming environment for parents and encourage their participation and input into the school's programs, a procedure for accommodating parent classroom visitations without interruption to the academic program is important and shall respect the right to privacy of all students in the class.

Procedures: The following procedures shall be followed for parent-requested visitation/observation in the classrooms during the academic day:

- Visitations shall be arranged in advance with the principal and the teacher.
- The length of a classroom observation shall be established with the principal and teacher, but shall not exceed 30 minutes.
- A confidentiality form shall be completed and filed in the school office prior to an observation or visit.
- A visitor/observer shall not talk with his/her child, or any other child, or the teacher during the observation, nor should he/she do anything that is a distraction to any child.
- Only one person shall be permitted to observe in a classroom at a time.
- No child(ren) shall be permitted to accompany a parent who is observing in a classroom.
- Comments, questions, or other discussion must not be conducted during instructional time and must be saved for a scheduled conference.
- The number or frequency of visits may be limited at the discretion of the principal.

VOLUNTEERS

Volunteers help ensure academic success for our children. Your willingness to share your time and talents is greatly appreciated. Your involvement has a positive impact on all our students.

All volunteers must agree to a background check and be approved by Fayette County Public Schools before they will be allowed to work with students or accompany classes on field trips. Everyone must re-apply every four years.

If you are not sure whether or not you are on the FCPS approved volunteer list or to find out how to access the online application, please contact Kaye Price. For parents new to Glendover, please complete the application as soon as possible to ensure that you are able to participate on field trips!

GLENDOVER TRAFFIC FLOW MAP



