

Glen Yermo Elementary School

2023-2024 Student & Family Handbook



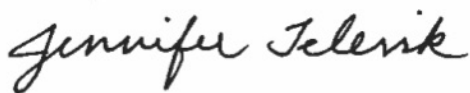
Dear Mountain Lions Families,

The Glen Yermo Elementary Staff and I would like to welcome you to the 2023-2024 school year.

We are proud to partner with our families to ensure that our school is a place where students feel welcome and enjoy opportunities for both academic and social growth. We know that by working together we will have a successful and rewarding school year.

Please take time to read through this handbook and learn about our school procedures and expectations. If you have any questions, you are welcome to stop by the office and speak with the office staff or me. You may also contact us by phone, email, or through our parent communication app, Parent Square. Thank you in advance for your support this year. We look forward to working with all of our new and returning Glen Yermo families.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Televik". The signature is written in a cursive style with a light blue shadow effect behind the text.

Jennifer Televik

Principal, Glen Yermo Elementary

School Information

School Address:
26400 Trabuco Road
Mission Viejo, CA 92691

School Phone Number:
Phone: 949-586-6766
Press 1 for attendance

Website:
www.svusd.org/glenyermo

Office Hours:
8:00am – 4:00pm



School Contacts

Principal:
Jennifer Televik

jennifer.televik@svusd.org

Office Staff:
Flossie Diaz, Office Manager
Maria Ucci-Provenzano, Office Clerk
Andrea Almanza, Community Liaison
Danielle Diaz, Health Clerk
Soma Ahmed, Special Education Clerk

flossie.diaz@svusd.org
maria.ucciprovenzano@svusd.org
andrea.almanza@svusd.org
danielle.diaz@svusd.org
soma.ahmed@svusd.org

School Registration:

GY-register@svusd.org

Attendance Communication:

GYattendance@svusd.org

Parent/Family Communication

We use a communication app called Parent Square to maintain regular communication with parents and families. Be sure to confirm your Parent Square account to stay informed about district, school, and classroom events. Parents may contact teachers and school administration via Parent Square direct messaging or district email. You are also welcome to come into our front office or call us at 949-586-6766 between 8:00am and 4:00 pm.

Daily Schedule

Regular Day Schedule

Mondays, Tuesdays, Thursdays, Fridays

Grades K – 6	8:20am-2:35pm
TK – AM Session	8:00am-11:20am
TK – PM Session	11:25am-2:45pm

Minimum Day Schedule

Wednesdays, Parent Conferences, Last Day of School

Grades K – 6	8:20am-1:20pm
TK remains on regular schedule	

Drop Off/Pick Up and Parking Lot Procedures

Grades TK & K:

Parents of TK and Kindergarten students must park and walk their child to the Student Entrance gate to the Kindergarten playground gate and **wait with them outside the gate until the start of school**. These students must also be picked up at the gate at dismissal.

The parking lot is reserved for Glen Yermo Elementary Staff and those with valid handicapped identification. A limited number of Visitor parking spots are available in the lot for parent use during the school day. Additional parking is available along Trabuco Rd and in the neighborhood across Trabuco.

Grades 1-6:

Staff members are on duty to supervise students in grades 1 – 6 beginning at 8:05am. **Students may not be on campus prior to 8:05am.** Parents may use our drive through drop off and pick up along the yellow curb in the parking lot or park along Trabuco Rd or the surrounding neighborhood to walk their child onto campus. Parents may walk their child to the Student Entrance gate, and students will then enter the gate and line up with their class on the blacktop area. Student may also enter from the back gate of the school and walk across the field and line up with their class. From 8:05-8:20, students should wait outside their classrooms for the start of school at 8:20am. For safety reasons, students may not play on the playground or field areas before school.

Students in grades 1 – 6 will be dismissed at the gate at 2:35pm and should leave the school campus promptly. Parents may meet students at the gate or wait in the parking lot to pick up along the yellow curb. Students remaining on campus after 2:50pm will be escorted to the office, where they must be signed out by their parents.

Parents needing child care before or after school may register for The Learning Connection (TLC) or Kids Factory programs, which are held on the Glen Yermo campus.

The parking lot is reserved for Glen Yermo Elementary Staff and those with valid handicapped identification. A limited number of Visitor parking spots are available in the lot for parent use during the school day. Additional parking is available along Trabuco Rd and in the neighborhood across Trabuco.

Please use caution when driving in the parking lot. Follow all posted signs and directions to ensure the safety of our students.

Attendance

Students are expected to arrive on time to school each day. We verify student absences as early as possible after school begins. **If your child will be absent from school, you must call our Attendance Line at (949) 586-6766, Option 1, to report the absence.** Per SVUSD Administrative Regulation 5113, only absences for reasons of illness or for the benefit of mental or behavioral health, medical appointments, or other justifiable cause (i.e., funeral, religious observance) will be excused, and students will be given sufficient time to make up missed assignments. All other absences will be considered unexcused. For medical appointments, we recommend that you request a doctor's note as verification of your visit.

If a child is to be absent for 5 or more days, it may be possible to arrange an Independent Study Contract, which allows the student to earn full attendance credit for work completed at home. Please contact the school office at least one week ahead of time so the proper documents and work can be prepared. All work must be submitted on the day the student is due to return to school.

Students arriving late to school must check in with the school office to receive a tardy slip. A tardy is unexcused for any reason other than illness or medical appointment.

Regular attendance is of great importance to student success and achievement. Students with excessive tardies or absences demonstrate the potential for future problems in school and may be referred to the School Attendance Review Board (SARB).

Student Illness

To ensure the health of all students, please keep your child home from school under the following conditions:

- Temperature of 100 or higher. Your child must be fever free without medication for 24 hours before returning to school.
- Flu symptoms including nausea, vomiting, or severe abdominal pain
- Diarrhea
- Marked drowsiness or dizziness
- Acute cold, sore throat, persistent cough, constant runny nose
- Green or yellow nasal mucus
- Swollen glands around the jaws, ears, and neck
- Earache
- Red, inflamed, or discharging eyes*
- Any undiagnosed skin rashes*
- Any draining skin lesions unless protected and diagnosed as non-infectious*

* A doctor's note stating that the condition is not infectious to others is required before returning to school. Student must be symptom free and check in through the school office.

If a student demonstrates any of these symptoms while at school, the office will contact his/her parents to pick them up from school.

Early Pick Up

Parents needing to pick their child up early from school must sign them out in the school office. For your child's protection, the office does not release students to adults who are not listed on the student's emergency contacts. Photo identification is required. Early pick up should be avoided when possible to ensure that students do not miss out on important classroom instruction. Students with excessive early pick-ups may be referred to the School Attendance Review Board (SARB).

Medication at School

California Education Code allows school personnel to administer medication at school if the following steps are taken:

1. Physician's request form is completed and submitted to the office.
2. Parental release form is submitted to the office.
3. Medication must be in the original, labeled pharmacy container.
4. Medication must be brought to school by the parent, not the child.

Students may not, under any circumstances, bring any prescription or over the counter medication to school to take on their own.

School Lunch

In order to be successful in the classroom, all students should eat something nutritious for lunch each day. Students may bring their own lunch from home or receive a lunch at school. You may view school lunch menus via the SVUSD website at www.svusd.org. While school lunch is free for all students, we recommend that families complete the Income Verification Form or Free and Reduced Price Lunch application each year, as additional services and supports are available to qualifying families. Students may also choose to bring a healthy snack to eat during their morning recess or receive one at school.

Student Behavior & Discipline

Glen Yermo Elementary uses a Positive Behavioral Interventions and Supports (PBIS) program to emphasize positive expectations for student behavior at school. During the first weeks of school, we teach our students about expectations for behavior in each area of our school. We use the following ROAR acronym to teach and reinforce positive behaviors. Students demonstrating these behaviors receive ROAR tickets and participate in reward drawings and other incentives.

Respectful
Offer Kindness
Always Safe
Responsible

Discipline issues are addressed on an individual basis, and in most cases, discipline issues and consequences are handled by the teacher at the classroom level. Teachers will notify parents/guardians of discipline issues, and parents/guardians may be asked to sign and return a discipline referral form, which will be kept for documentation purposes. In the event that a more serious offense has occurred or prior interventions have not proven to be effective, the teacher may refer the incident to the office. When a discipline issue is referred to the office, Administration typically responds by:

1. Reviewing the written referral and speaking with staff members with knowledge of the incident.
2. Interviewing individuals and witnesses involved in the incident. Written statements are often collected at this time.
3. Conferencing with student(s) about their conduct and determining consequences and interventions, if appropriate.
4. Contacting parents/guardians of students involved in the incident. If a student has been assigned consequences or interventions, such information is only shared with the parents/guardians of that student in order to maintain student confidentiality and comply with district policy.
5. Recording information about discipline incidents in the district's student database.

Additional information can be found in SVUSD's Board Policies on Student Conduct (BP/AR 5131), Bullying (BP/AR 5131.2), and Suspension (BP/AR 5144.1).

Dress Code

Dress is a form of personal expression that may affect a student's behavior and self-image. A dress code policy is necessary in order to protect the health and safety of the school environment and to foster student's success in a positive manner.

Students are expected to show proper attention to personal cleanliness and to wear clothes that are suitable for school activities. Parents have the primary responsibility for student dress, and we appreciate your support and cooperation in ensuring that student dress does not present health or safety hazards or a distraction that may interfere with student learning at school.

- Clothing or accessories displaying language or logos, slogans, words, or pictures promoting or depicting alcohol, tobacco, drugs, profanity, violence, or sexual connotations are not permitted. Clothing or accessories which reference or display sexist, racist, vulgar, or derogatory messages directed towards any person or group is also prohibited.
- Shirts must have a strap at least 1 inch wide and must completely cover the midriff area. Undergarments should not be visible at any time. Sheer or cutout tops may only be worn with another top underneath.
- Shorts, skirts, and dresses must meet or be longer than the tip of the thumb when arms are extended down at the side of the body.
- For safety reasons, all shoes must be appropriate for school activity. Sandals, high heels, and roller sneakers are not permitted.

- Hats with a brim may be permitted outside for sun/rain protection only. Baseball hats are to be worn with the bill forward. Hats and hoods may not be worn in the classroom.
- Sharp/pointed accessories or belts that are unsafe for student play are not permitted at school. Accessories that could be considered weapons or dangerous, such as oversized rings or chains, or spiked wrist or ankle bands, rings, belts, gloves, or jewelry are not acceptable.
- Clothing or accessories which display gang insignia or which could reasonably be construed as gang-related are not permitted. This includes but is not limited to, initialized belt buckles, belt dangling below waist level, trench coats, ponchos, pants not worn at waist level, or which are sagging or oversized, hairnets, or bandanas, long shorts (i.e., to the ankles), t-shirts that extend past the fingertips when the hands hang down to the sides, and pulled up socks. In addition, any combination of clothing or specific items or apparel that law enforcement currently considers to be gang-related is prohibited.

As trends change, administration reserves the right to amend the dress code policy as needed in order to keep a safe and orderly school environment, so long as that is consistent with this policy.

Reporting Grades to Parents

Report cards will be provided to parents at the end of each trimester. Additional progress reports will be sent home as needed. Parent-teacher conferences will be held in the fall and spring, but parents may request to meet with their child's teacher at any time during the school year. If you have questions or concerns about your child's grades or academic progress, please contact your child's teacher.

Homework

Daily homework may be assigned to reinforce skills and extend learning opportunities beyond the school day. Students should be able to complete homework independently, or with minimal supervision. Please contact your child's teacher if you have questions or concerns about homework.

Textbooks, Library Books, and Technology

Textbooks, library books, and technology are provided by the school and the district. Students are responsible for keeping them in good condition. Although workbooks are provided for student use each year, most hard cover books must last for several years. We recommend that hard cover textbooks be covered to protect them from damage. If books or technology are damaged or lost, parents may be charged for their repair or replacement.

Cell Phones & Mobile Communication Devices

Students may have cell phones and mobile communication devices (MCDs) on campus, but they must be turned off and put away at all times during the school day, including recess and lunch. Cell phones & MCDs may only be used before or after school. Staff may confiscate cell phones & MCDs for violation of this policy when the possession/use of the cell phone or device poses a safety issue or threat to the campus as determined by administration. Even if confiscated, the school or district is not responsible for lost, stolen or damaged cell phones or devices brought to campus. For electronic watches with communication features, the watch may be powered on during the school day but the communication features must be disabled or not used during the school day. See Board Policy 5131.8 for more information.

Toys & Other Personal Items

Personal items such as toys, balls, games, and electronic devices (iPads, mp3 players, hand held video games, etc.) should not be brought to school unless special permission has been granted by the teacher or principal. These items may be collected and held in the school office until after school. Repeated offenses may require a parent to pick up the item.

Bicycles, etc.

Children in grades 3-6 may ride a bicycle to school. All bicycles must be equipped with a lock and parked in the bike rack at the front of the school. California law requires all students to wear safety helmets, and children are expected to follow all safety laws when going to and from school. For safety purposes, students must walk bicycles when they are on school grounds. Students who ride unsafely or who do not comply with stated rules will have their bike riding privileges revoked.

Lost and Found

Our Lost and Found is located by the Student Entrance gate along the side of campus. Please be sure to check it regularly for missing jackets, lunchboxes, water bottles, etc. It is also helpful to label your child's items with his/her name to identify missing items. Items that have not been claimed prior to winter recess, spring recess, and the end of the school year will be donated.

Pets at School

Please do not bring pets on campus when dropping off or picking up your child from school. Pets are only allowed on campus with the permission of school administration.

Parent/Family Involvement & Volunteers

Glen Yermo Elementary supports a partnership among staff, parents, families, and the community to improve student academic achievement. Information about opportunities for parent involvement are shared with parents through our annual Title I Parent Involvement Policy and our Parent-Student-Teacher-Principal (PTSP) Contract.

We invite parent and family involvement on campus through several organizations. The Parent Teacher Association (PTA) is our primary parent organization. This group offers opportunities for parents to give input about school and family programs, and to serve on committees or leadership positions. Our PTA is instrumental in organizing and funding activities to enrich our educational program. Some of the programs and events supported by the PTA include Art Masters, school assemblies, Run & Roll, family nights and Book Fair. We encourage all parents to join the PTA every year to help support our school and get involved with campus activities.

We also solicit involvement from our parents through our School Site Council (SSC) and our English Learner Advisory Council (ELAC). Each of these groups provides input into the school's annual site plan. Other topics discussed at meetings include parent education opportunities and community supports.

Parent volunteers are an important part of our educational program. Many programs and activities would not be possible without their support. Please contact your child's teacher if you are interested in volunteering in your child's classroom. All volunteers must submit the necessary screening paperwork to the school office before beginning work. Please note that siblings may not accompany parents when volunteering at school.

In order to ensure the safety of our students, all volunteers and visitors must sign in at the office using the Raptor System (Photo ID Required) and receive a badge before entering campus.

Parent Conduct on Campus

Glen Yermo Elementary staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/District grounds.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of this District, as well as the community, SVUSD encourages positive communication, and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor.

Class Parties & Celebrations

In keeping with SVUSD's wellness and nutrition policies, each classroom will have the opportunity to host three parties each year. These may vary from year to year, but will generally be held prior to Winter Recess, Valentine's Day, and the end of the school year. Additional activities that are based on curriculum and include food may occur under the teacher's supervision. Healthy food, drinks, and snacks are preferred.

Other celebrations, including birthdays, may not include food items, must have advance approval by the classroom teacher or principal, and should be scheduled during non-instructional time whenever possible. Alternative suggestions for recognition include the distribution of school or art supplies, the opportunity to read a favorite book to the class, or a special donation to the classroom (i.e., game, balls, books). Please help our students make healthy choices at school by avoiding food items during these celebrations.

Campus Safety & Emergencies

To ensure the safety of our students in the event of an emergency, fire, earthquake, shelter-in-place, and lockdown drills will be practiced on a regular basis. Students are taught to respond quickly and are prepared to act appropriately during an emergency. The Glen Yermo Staff has a formal site disaster plan in place and has practiced carrying out specific tasks during an emergency.

Given the increased concern for campus security in recent years, it is important that parents understand the differences between a shelter-in-place and a lockdown situation. Both of these events require students and staff to remain in classrooms with doors locked, however a shelter-in-place is typically a precaution in response to something that does not present an immediate threat to students. During a shelter-in-place, classroom instruction continues as usual. A lockdown is typically in response to a more serious situation that may present a threat to students. During a lockdown, instruction will typically not continue until the threat has been resolved. Both a shelter-in-place and a lockdown may be initiated by either school staff or local law enforcement.

In the event of an emergency, our first priority will always be ensuring student safety, and school staff will communicate with parents via Parent Square as soon as it is safe to do so. Please be sure to keep your child's emergency contact information up to date in the Aeries Family Portal, so that you receive these important communications, and so that we know who is authorized to pick up your child in the event of an emergency.

School Accountability Report Card

The School Accountability Report Card (SARC) is available on the school and district websites. A hard copy will be made available upon request at the school site.