Edgar Glover Elementary

Principal: Vonda Washington
Assistant Principal: Brian Gibson
Assistant Principal: Cynthia Lloyd
Office: 281-634-4920
Clinic: 281-634-4925
Counselor: 281-634-4923
Cafeteria: 281-634-4926
Library: 281-634-4927
Fax: 281-634-4934

Dear Parents and Students

Welcome! On behalf of the faculty and administration, we welcome you to the new school year. We are pleased that you are a part of the Glover Elementary community. We anticipate your involvement and cooperation in making this year successful.

The purpose of this Tuesday folder is to share your child's completed and graded work of the previous week. All children in Kindergarten through grade 6 will be bringing this folder home each Tuesday with work and weekly conduct report. It will be used to assist students in developing self-discipline and strong study habits. In addition, it will allow teachers and parents to monitor progress at weekly intervals.

After examining the folder, please sign on the designated line and have your child return the folder to his/her teacher on the following day. In the event that the folder is not returned or is returned unsigned, the teacher will contact you. If the folder is not sent home, a note will be given to your child explaining the reason. This progress report is only an indicator of your child's progress. More detailed information will be given through report cards, deficiency notices, and teacher conferences.

Vonda Washington, Principal
Edgar Glover Elementary

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SCHOOL HOURS

The school hours are listed on the left pocket. **Classes begin at 8:00 a.m.** if children are not in their classrooms at 8:00 a.m., they are tardy. Any student that arrives after 8:00 a.m. must report to the front office and be issued a tardy slip. Class attendance is taken at 10:00 a.m. Students not present at that time will be marked absent for the entire day. (Exception: Student not present at 10:00 a.m. due to a medical appointment will not be marked absent with a doctor's note.)

When children return to school after being absent, parents must submit a note within two days of your child's absence to the attendance clerk stating the date(s) absent and the reason for the absence. If a parent would like homework for a student who is ill, please call the school office by 10:00 a.m. and make the request. Homework requested by 10:00 a.m. will be at the front desk ready for pickup at dismissal time.

Any special considerations for excused absences, including those for observing religious holidays should be made in advance by notifying the front office. It is the responsibility of the student to make up his/her work in all classes.

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CLINIC

Children, who are vomiting, have diarrhea, skin rashes, pink eye or fever of 100.4 or higher cannot be in school. They must be **FEVER FREE** and **SYMPTOM FREE** for 24 hours before returning to school. If your child becomes sick at school, you will be called and are expected to immediately pick up your child or make arrangements for someone else to pick him/her up. It is important for us to have every child's emergency information form on file with the nurse so that we may contact you quickly if necessary. Please keep this updated.

If your child receives medication at school, the medicine must be in the original container and clearly labeled. The nurse must have a note from you or the doctor stating when and how much should be given. The nurse has to follow dosage directions on the label. Prescription drugs must have a pharmacy label for that child.

Parents are encouraged to call the school nurse whenever there is a health related problem.

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VISITATION AT SCHOOL

All visitors are required to present a drivers license to the front office. Visitors must wear a visitor badge at all times. Parents are welcome to visit their child's classroom. Visits need to be limited to 30 minutes and must be pre-arranged with the principal and the teacher. During your observation, please do not visit with the students in the class or the teacher. It is most important that regular classroom activities continue at all times. If you need to confer with the teacher, you will need to make an appointment for a later time when he/she does not have students.

The building will be locked at 4:00 p.m. After that time, no one is allowed back in the building. This includes any student and/or parent wishing to get forgotten homework.

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CONFERENCES

Conferences may be arranged with the teacher by sending a note with your child to the teacher or by calling the school office. The teacher will be notified that you have called; the teacher will then return your call to arrange a conference. **Teachers are not allowed to use class time for conferences, to return phone calls, or answer e-mails.**

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CELEBRATIONS

There are held during the last 45 minutes of the school day and are considered excused absences from the instructional day. Activities associated with these parties are under the direction of the school principal with assistance from parent volunteers and staff members. Students are **not** permitted to wear Halloween costumes at school.

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NO PARTY INVITATION MAY BE DISTRIBUTED AT SCHOOL, unless they are to all students in the class or all students of the same gender.

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TEXTBOOKS, LIBRARY BOOKS AND AGENDAS

Students are responsible for all textbooks and library books issued to them during the school year. All textbooks must be properly covered. Book covers are provided free to students. All lost or damaged books must be paid for before new books are issued. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost library book is found, money paid will be refunded less a $1.00 processing fee. All students in 1st through 6th grade are required to maintain the daily agenda provided by the school. Replacement agendas are $5.00 and can be purchase through the front office.

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After school pick-up requires several very important guidelines for optimum student safety at Edgar Glover, Jr. Elementary.

- Parents, please stay in the car line to pick up your child.
- Do not leave your car unattended in the car pick-up line.
- To maximize safety parents are not allowed to walk-up and pick up students.
- Be sure to pull all the way up to the white sign when picking up your child.
- When walking with your child across the street, please cross only at the designated crosswalk.
- If you need to pick up your child early from school or change his/her mode of transportation home, please send a letter in advance to your child's teacher. Due to safety reasons changes will not be accepted via the telephone.
- Students will not be signed out of school after 2:45 p.m.
- School personnel are assigned the duty of assisting students at dismissal. This is not in their job description, but we all want our students to be safe when being dismissed. Please be patient as they assist the children. They are trying to do the best job possible.

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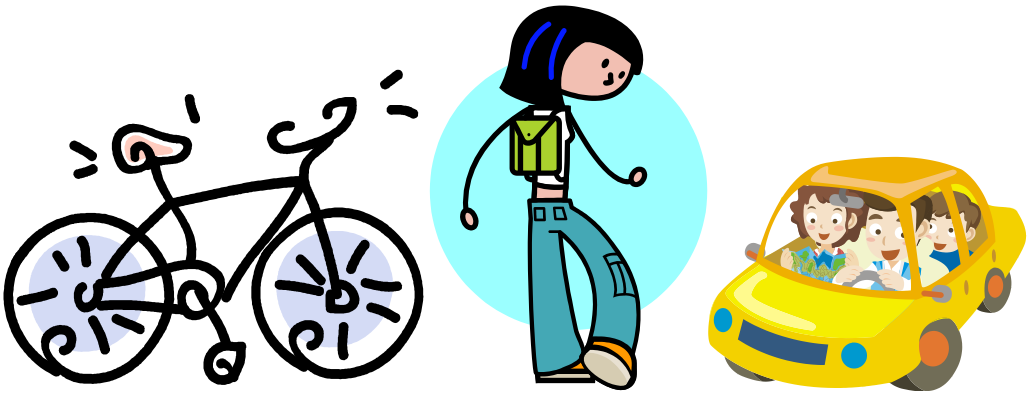

CAR RIDERS, BIKE RIDERS AND WALKERS

Parents need to give safety instructions to their children if they walk or ride their bike to school. If you plan for your children to walk or ride a bike to school, please walk or ride their route with them several times before you permit them to be unsupervised.

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TRANSPORTATION CHANGES

For purposes of safety, please notify your child's teacher **in writing** if his/her means of transportation home will change. Children will go home in the usual manner unless a note from the parent clearly specifies that day's alternative plan. Remember, unless the teacher has a note stating otherwise, the usual route home will be followed. In case of emergency, you may fax us a request (281-634-4934); but please follow up with a phone call to the front office. We need any changes at least 30 minutes prior to dismissal time to ensure that the message can be delivered. No student will be called to the office between 2:45 to 3:00. Transportation changes are discouraged.

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PARENT/TEACHER ORGANIZATION

Glover Elementary has an outstanding PTO. You are highly encouraged to become an active member of our PTO, which includes our volunteer organization – "VIPS." A membership campaign is held in the fall. We also invite you to become a part of our "Dads Club." Please contact the school for more information.

LUNCH SCHEDULE

Kindergarten	10:15 – 10:45
1st Grade	10:30 – 11:00
2nd Grade	11:00 – 11:30
3rd Grade	11:30 – 12:00
4th Grade	12:00 – 12:30
5th Grade	12:30 – 1:00
6th Grade	1:00 – 1:30

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