





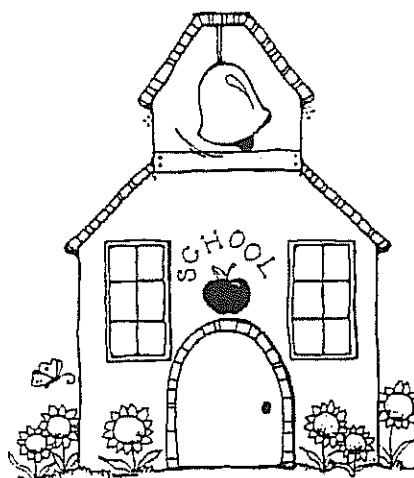


SCHOOL IS COOL

Attached are Glenwood's "Cool School Rules"

-  Student medication procedures —
-  Yard rules
-  Driving safety reminders
-  Parking Lot etiquette
-  Bike & Scooter rules
-  Dress Code



San Rafael School District

Student Medication Procedures

1. If it is necessary for your child to take medication at school, parents are request to pick up and complete the *Authorization for Medication* form.
2. Forms authorizing dispensing of student medication (available in each school office) must be filled out and signed by both parent and physician.
3. **All** medication must be in the original container or the prescription bottle dispensed by the pharmacy.
4. Parent signature is **always** required before any non-prescription or prescription medications may be given to a student on campus.
5. A physician signature is necessary for **all** prescriptive medications.
6. **All** medications are dispensed from the nurse's office. It is the student's responsibility* to check in to the office for medication.
7. **All** medications taken by students on a regular basis should be listed on the Emergency Card. This is particularly important in case of emergency treatment.
8. **Parents** must pick up all medications the last day/week of school as they are discarded at the end of the school year.

* Classroom teachers will work with the office staff to develop strategies which help remind younger students.

English on reverse

**DISTRITO ESCOLAR DE SAN RAFAEL
PROCEDIMIENTO PARA LA ADMINISTRACIÓN
DE MEDICAMENTOS A LOS ESTUDIANTES**

1. Si es necesario que su hijo o hija tome un medicamento en la escuela, se solicita que los padres recojan y rellenen el formulario de *Autorización para Suministrar Medicamentos (Authorization for Medication)*.
2. Ambos padres deben llenar y firmar y el médico debe también firmar el formulario de autorización para la administración de medicamentos al estudiante, la cual se obtiene en las oficinas de las escuelas.
3. **Todos** los medicamentos deben estar en su envase original o en el envase con la prescripción, dispensado por la farmacia.
4. Se exige **siempre** la firma del padre o madre antes de poder suministrar cualquier medicamento a un estudiante en la escuela.
5. Es necesaria la firma del médico para **todos** los medicamentos recetados.
6. **Todos** los medicamentos se dispensan en la oficina de la enfermera. Es la responsabilidad *del estudiante presentarse en la oficina para tomar su medicina.
7. **Todos** los medicamentos que los estudiantes tomen periódicamente deberían mencionarse en la tarjeta con información para casos de emergencia. Esto es importante especialmente en el caso de ser necesario un tratamiento de emergencia.
8. **Los padres** deberán recoger todos los medicamentos de la escuela el último día o semana de clases o de lo contrario serán desechados al finalizar el año escolar.

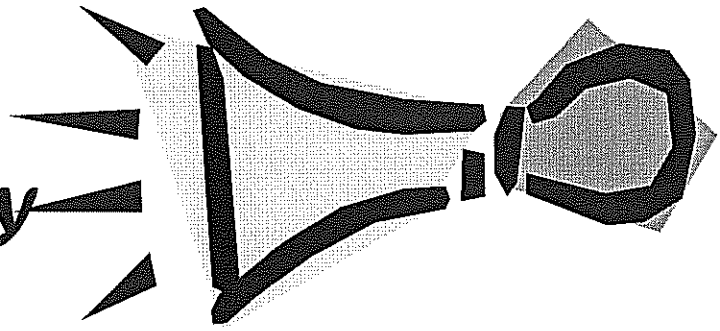
*Los maestros trabajarán junto al personal de la oficina para establecer estrategias que ayuden a los estudiantes más pequeños a recordar.

English on reverse

GLENWOOD SCHOOL RULES

1. Students must arrive no earlier than 8:15 AM. Yard supervision begins at 8:15AM.
2. Rock throwing, hitting or any physical violence is not permitted. Physical abuse or verbal provocation should be reported to the person in charge.
3. All toys, radios, tape players, knives, "caps", gum, matches, hardballs, skates, skateboards, frisbees, etc. are safety hazards and must be left at home.
4. Bicycle racks are off limits during recess.
5. Unless a child has specific permission from a teacher, all children are to be out on the school playground during recess so that the yard supervisors can oversee their safety.
6. Balls are kicked only in organized games in the proper area for that activity.
7. Students are expected to behave themselves on the school bus. Students who do not behave may lose the privilege of riding the bus.
8. Under no circumstances may football or any other game that is a threat to the safety of any student be played during the school day.
9. Students must remain at lunch tables until excused by the yard supervisors. Improper behavior will not be permitted.
10. Students are expected to respect school property and the property of other students.
12. Corridors must be quiet areas.
13. No running in halls, courtyards or classrooms.
14. Any staff adult who finds it necessary to speak to any student concerning his/her behavior carries as much authority as any other teacher in charge.
15. Students may be in the classrooms only when an adult is there.
16. **THERE IS NO GUM CHEWING AT SCHOOL, ANYWHERE!**
17. Birthday party invitations cannot be distributed at school. Consult your child's teacher to determine if your class is providing a list of students' names and addresses for at-home use.

Glenwood Traffic & Safety Patrol Rules



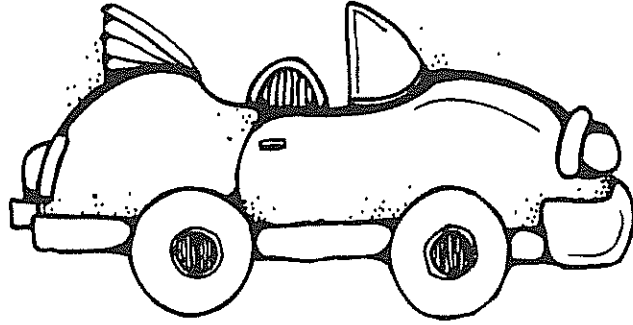
Corner of Castlewood & Knight Drive –

1. The Safety Patrol along with a parent are stationed at this corner between 8:25-8:50 a.m. and 2:40-3:00 p.m. to insure that students & parents can **safely** cross the intersection.
2. For your safety and the safety of your children, only cross the street at Knight and Castlewood Drives. The Safety Patrol is at these corners to insure cars will stop and it is safe to cross the street.
3. If walking to school, cross the bridge to the school. do not walk along Castlewood Drive.
4. If you are driving, when you see an adult in the intersection, holding the Red Stop sign, **STOP!** Do not proceed through the intersection until the adult is back on the sidewalk.
5. Drive slowly through the intersection and along Castlewood Drive to the school.
6. Absolutely no U-turns on Knight Drive between 8:40-9:05 a.m. and 3:00-3:20 p.m.

Drop Off and Pick Up at Glenwood School:

1. **Do not**, under any circumstance, **leave your car unattended** in the Red curb zone surrounding the school during 8:25-8:50 a.m. and 2:40-3:00 p.m. Buses need to be able to pass through this area.
2. Children are to exit or enter cars on the curbside of the car only.
3. Heed the Safety Patrol monitors at the crosswalks – they are there to assist children and parents crossing from the parking lot to the school.
4. Do not talk on your cell phone during drop-off and pick-up!

**Please remember to observe the Safety Patrol Rules
Be safe, courteous and responsible drivers.**



Parking Lot Etiquette

For the safety of our students we request that
“Parking Lot Etiquette” be observed

- Park in *designated parking spaces*.
- Do not block cars in.
- Do not stop vehicles in the middle of the parking lot to talk.
- Do not leave car unattended in undesignated parking areas.
- Watch for students and parents who are crossing the parking lot – they have the “right of way”.
- When driving around the “circle” in front of the school waiting for your student, do not stop to wait for students in the driving area. This creates a traffic back-up.
- When dropping students off or picking students up, pull up to the curb.
- Do not park in the cross walk.

Use common sense for the
Benefit & Safety of All

GLENWOOD SCHOOL BICYCLE RIDING INFORMATION

Dear Parents and Bicycle Riders,

Bicycle riders must take the responsibility to observe all safety and traffic rules. Students riding their bicycles to Glenwood School should:

- ◆ Maintain their bicycle so that it is in safe riding condition at all times.
- ◆ Lock their bicycle to the bike rack everyday. Bike racks are off limits during school hours.
- ◆ Ride with only one person on a bicycle.
- ◆ Walk bicycles in all designated areas: Crosswalks and across the bridge. Riding bicycles on the school campus is not allowed.
- ◆ Ride with the flow of traffic as close to the edge of the road as safely possible. (DMV Handbook p. 56)
- ◆ Use hand signals to indicate turning or stopping. (DMV Handbook p. 32)
- ◆ Come to a complete stop at all stop signs and traffic signals. (DMV Handbook p. 55)
- ◆ Be aware of unsafe surroundings and automobiles with which they share the roads.
- ◆ No Bicycles, Scooters or Rollerblades on school grounds before 4:00..

It is mandatory for Glenwood School bicycle riders to wear a bicycle helmet when riding to and from school.

If unsafe bicycle riding is demonstrated by a student, or if a bicycle helmet is not worn, a warning will be issued to the student. If the student continues to ride in an unsafe manner, the privilege of riding a bicycle to school will be revoked.

SAFETY IS OUR FIRST CONCERN!!!

SCOOTER RIDING RULES ON REVERSE

GLENWOOD SCHOOL SCOOTER RIDING INFORMATION

Dear Parents and Scooter Riders,

Riding a scooter to school is a privilege.

It is mandatory for Glenwood School scooter riders to wear a helmet when riding to and from school.

Scooter riders must take the responsibility to observe all safety and traffic rules. Students riding their scooters to Glenwood School should:

- ◆ Walk scooters across the bridge.
- ◆ After crossing the bridge, fold up the scooters and place them in your backpacks.
- ◆ Scooters are to remain in backpacks throughout the school day. At no time are scooters allowed to be ridden during recess, lunch, or P.E. Scooters are not to be taken out of backpacks during the school day.
- ◆ Follow the rules of the Safety Patrol. Stop and walk scooters across intersections.
- ◆ Ride with the flow of traffic.
- ◆ Be considerate of pedestrians.
- ◆ Ride with only one person on a scooter.
- ◆ No scooters, bicycles or rollerblades allowed on school grounds before 4:00.
- ◆ No motorized scooters.

If unsafe scooter riding is demonstrated by a student, or if a helmet is not worn, a warning will be issued to the student. If the student continues to ride in an unsafe manner, the privilege of riding a scooter to school will be revoked.

SAFETY IS OUR FIRST CONCERN!!!

Bike Riding Rules on Reverse

Dress & Grooming

The best atmosphere for learning is one that promotes safety, cleanliness, and modesty. Student's clothing must not present a health and safety hazard or a distraction that would interfere with the educational process (Bd. Policy 5132)

Please remind your students of the following guidelines for appropriate dress for school.

1. Students are not allowed to wear T-Shirts or other types of clothing with pictures or wording which may be interpreted as offensive to other students or staff members. Clothing that promotes drugs, alcohol, or tobacco is not allowed.
2. Bare torsos, strapless dresses, tube tops, fishnet skirts, midriff tops, sheer blouses and skimpy tank-tops are considered improper dress for school and should not be worn to school. While shorts are perfectly acceptable dress, shorts that are high cut or excessively tight fitting are also considered improper dress for school and should not be worn to school.
3. Belts must be worn with baggy pants to prevent the display of underwear.
4. It is a safety hazard for students to wear thick, large chains around the neck, wrists, or have them dangling from the waist – therefore, these will not be allowed.
5. *We strongly discourage* make-up in the elementary school environment. There are plenty of years ahead when children will be allowed to wear make-up.
6. Students should not come to school with color spray in their hair unless it is Halloween or a specific hair-related Spirit Day (i.e., Crazy Hair Day!).
7. Students should wear proper shoes that have tread on the bottom. Children wearing high heels, cowboy boots, sandals with smooth soles, or shoes with wheels will not be allowed on the play structures.

Glenwood is committed to providing a safe and healthy learning environment for all of our students. We appreciate your support in reviewing these guidelines with your children.

IMPORTANT REMINDERS

To ensure minimal classroom interruption, all after-school arrangements must be made before school. Messages cannot be relayed during school hours. We cannot guarantee your child will receive any change of plan messages. Thank you for your assistance in keeping a positive learning environment in every classroom.

For the safety of our students all adults must **FIRST REPORT TO THE OFFICE** when coming to Glenwood, either as a volunteer or to pick up your child early for doctor appointments.