

Parent Handbook
2015-2016

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Glenwood Elementary School

25 West Castlewood Dr.
San Rafael, CA 94901

415-485-2430
415-485-2434(fax)

glenwood.srca.org

Principal

Kimberly Goodhope

Administrative Assistant

Andrea Cashman

Office Hours

8:00am -4:00pm

Glenwood School Foundation

Michael Mink (co-president)
Valoree Brovelli (co-president)
gsf.glenwoodspirit.com

Heads Up!

www.headsupsr.org

Childcare

Jocelyn Hallroan (415) 485-3102



District Office Staff

310 Nova Albion Way • San Rafael, CA • 94903

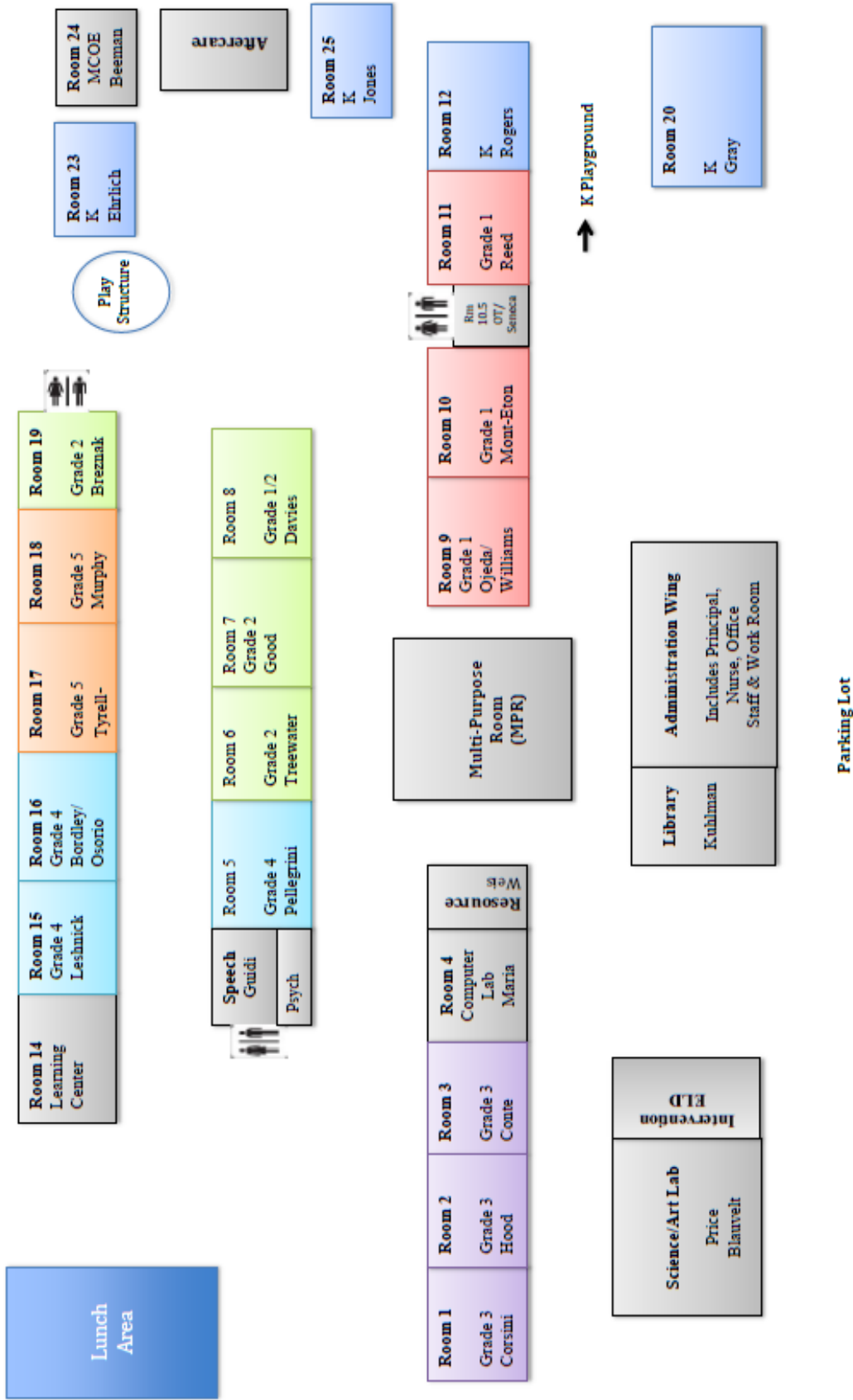
| | |
|---|---|
| Board of Education Rachel Kertz Natu Tuatagaloa Linda Jackson Greg Knell Maika Llorens Gulati | |
| Superintendent Michael Watenpaugh, Ed.D. (415) 492-3233 | Education Services Assistant Superintendent Harriet MacLean (415) 492-3222 |
| Business/Facilities Chris Thomas (415) 492-3205 | Enrollment/Transportation Jeff Lippstreu (415) 492-3226 |
| Food Services Rita Kesler (415) 491-6499 | Human Resources Bob Pasley (415) 492-3531 |
| Special Education/Student Services Amy Baer (415) 492-3220 | Information Technology Sandy Maynard (415) 492-3564 |
| Maintance/Operations David Pedroli (415) 485-2445 | |

415-492-3200 • 415-492-3245 (fax) • www.srcs.org

Glenwood Staff Directory

| | | | |
|---------------------------------|-------------------------------|--------------------------|-------------------------|
| Principal | Kim Goodhope | | |
| Admin. Assistant | Andrea Cashman x151 | | Secretary II |
| | | | Christina Ramos x206 |
| GRADE | TEACHER | ROOM | Phone Ext |
| K | Jane Gray | K | 120 |
| K | Rachel Ehrlich | 23 | 230 |
| K | Kirsti Rogers | 12 | 112 |
| K | Alyssa Jones | 25 | 125 |
| 1 | Elaine Mont-Eton | 10 | 110 |
| 1 | Linda Reed | 11 | 111 |
| 1 | Melissa Williams/Rachel Ojeda | 9 | 109 |
| 1/2 | Maribeth Davies | 8 | 108 |
| 2 | Nicole Good | 7 | 107 |
| 2 | Nicole Breznak | 19 | 119 |
| 2 | Adam Treewater | 6 | 106 |
| 3 | Natalie Corsini | 1 | 101 |
| 3 | Jenni Conte | 3 | 103 |
| 3 | Angela Hood | 2 | 102 |
| 4 | Lisa Bordley/Tanya Osorio | 16 | 116 |
| 4 | Toni Pellegrini | 5 | 105 |
| 4 | Andy Leshnick | 15 | 115 |
| 5 | Melody Murphy | 18 | 118 |
| 5 | Terry Tyrell-Smith | 17 | 117 |
| RSP (K-3) | Lesley Weis | Resource | 121 |
| RSP (4-5) | Betsy Nakamura | 14 | 114 |
| Speech | Shelly Guidi | 22 (Breakout) | 122 |
| INSTRUCTIONAL ASSISTANTS | | CUSTODIAN | |
| Caroline Chastain | | Gary Radmilovich | (Day) |
| Erica Guagenti | | Trang Kim | (Night) |
| Tami McCall | | | |
| Judy Champion | | Lunch Clerk | |
| Debbie Freed | | Gurpreet Bassi | 156 |
| Christina Ramos | 209 | | |
| Betty Fitzgerald | | Community Liaison | |
| Kathy Kennedy | | Laura Mogannam | 153 |
| ENCORE STAFF | | MCOE | 485-2244 |
| Maria Orendorff | Computers 104 | Rockne Beeman | Kristy Dommen SP |
| Jim Hallroan | PE | Gisela Ross IA | Kathy Slane OT |
| Tracy Price | Science 222 | LaDele McDaniel IA | Phyllis Jefferson IA |
| Stephen Duffy | Music Consultant 158 | | |
| Molly Blauvelt | Art 222 | CHILDCARE | 485-3102 |
| Holly Kuhlman | Library 154 | Jocelyn Hallroan | Melissa Maher |
| | | Jenelle Warwick | Ross Macdonald |
| Patty Thayer | Seneca Counselor 155 | | |
| April Manning | OT 155 | IT Consultant | Marc Dolores |
| Jason Symkowitz | Psychologist 157 | Nurse | Gina Muller |
| Michelle Woodbury | Counselor 206 | | |

Glenwood School Map



SAN RAFAEL CITY SCHOOLS 2015-2016 DISTRICT CALENDAR

| Month | M | T | W | T | F | S | DRAFT Calendar Details | | |
|-----------------------|----|----|----|----|----|---|------------------------|--|---|
| August 2015 | 3 | 4 | 5 | 6 | 7 | | 8 | Aug. 17: K-8 Staff Development | First Day of School: ALL STUDENTS August 20, 2015 Teacher Work Days K-8 Teachers: August 18 and 19 9-12 Teachers: August 17 and 19 K-5, VV (6-8) Teachers: October 19 6-12 Teachers: January 4 K-5 Teachers: March 14 DMS & 9-12 Teachers: June 10 Staff Development Days K-8 Teachers: August 17 9-12 Teachers: August 18 K-8 Teachers: November 30 K-5 Teachers: January 4 DMS & VV 6-8 Teachers: March 14 Classified Staff Holidays September 7 November 11 November 28 and 29 December 24, 25 and 31 January 1 January 18 February 15 and 19 April 15 (Friday of Spring Break) May 30 July 4 Thanksgiving Break: November 25 - 27, 2015 Winter Break: December 21, 2015 - January 4, 2016 (K-12 teachers work on January 4) Mid-Winter Break: February 15 - 19, 2016 Spring Break: April 11 - 15, 2016 1st Semester ends: December 18, 2015 2nd Semester ends: June 9, 2016 K-12 Last Day of School: June 9, 2016 8th grade Promotions High School Graduations |
| | 10 | 11 | 12 | 13 | 14 | | | Aug. 17 & 19: 9-12 Teacher Work Days | |
| | 17 | 18 | 19 | 20 | 21 | | | Aug. 18: 9-12 Staff Development | |
| | 24 | 25 | 26 | 27 | 28 | | | Aug. 18-19: K-8 Teacher Work Days | |
| | 31 | | | | | | | Aug. 20: First Day of School | |
| September 2015 | | 1 | 2 | 3 | 4 | | 21 | Sept. 7: Labor Day Holiday | |
| | 7 | 8 | 9 | 10 | 11 | | | Sept. 26: Summerfest | |
| | 14 | 15 | 16 | 17 | 18 | | | | |
| | 21 | 22 | 23 | 24 | 25 | | | | |
| | 28 | 29 | 30 | | | | | | |
| October 2015 | | | | 1 | 2 | | 21 | Oct. 19: Non-Student Day | |
| | 5 | 6 | 7 | 8 | 9 | | | K-5, VV (6-8) Teacher Work Day | |
| | 12 | 13 | 14 | 15 | 16 | | | DMS & 9-12 Non-Teacher Day | |
| | 19 | 20 | 21 | 22 | 23 | | | Oct. 19 - 23: K-5 Conference Week | |
| | 26 | 27 | 28 | 29 | 30 | | | | |
| November 2015 | 2 | 3 | 4 | 5 | 6 | | 16 | Nov. 11: Veteran's Day | |
| | 9 | 10 | 11 | 12 | 13 | | | Nov. 25 & 27: Local Recess Days | |
| | 16 | 17 | 18 | 19 | 20 | | | Nov. 26: Thanksgiving | |
| | 23 | 24 | 25 | 26 | 27 | | | Nov. 30: Non-Student Day (9-12 Non-Teacher Day) | |
| | 30 | | | | | | | K-8 Staff Development | |
| December 2015 | | 1 | 2 | 3 | 4 | | 14 | Dec. 21-Jan. 4: Winter Break | |
| | 7 | 8 | 9 | 10 | 11 | | | | |
| | 14 | 15 | 16 | 17 | 18 | | | | |
| | 21 | 22 | 23 | 24 | 25 | | | | |
| | 28 | 29 | 30 | 31 | | | | | |
| January 2016 | | | | | 1 | | 18 | Jan. 4: Non-Student Day | |
| | 5 | 6 | 7 | 8 | | | | K-5 Staff Development | |
| | 11 | 12 | 13 | 14 | 15 | | | 6-12 Teacher Work Day ***Includes VV 6-8*** | |
| | 18 | 19 | 20 | 21 | 22 | | | Jan. 18: MLK Holiday | |
| | 25 | 26 | 27 | 28 | 29 | | | | |
| February 2016 | 1 | 2 | 3 | 4 | 5 | | 16 | Feb. 15-19: Mid-Winter Break | |
| | 8 | 9 | 10 | 11 | 12 | | | | |
| | 15 | 16 | 17 | 18 | 19 | | | | |
| | 22 | 23 | 24 | 25 | 26 | | | | |
| | 29 | | | | | | | | |
| March 2016 | | 1 | 2 | 3 | 4 | | 22 | Mar. 14: Non-Student Day | |
| | 7 | 8 | 9 | 10 | 11 | | | K-5 Teacher Work Day | |
| | 14 | 15 | 16 | 17 | 18 | | | DMS & VV 6-8 Staff Development | |
| | 21 | 22 | 23 | 24 | 25 | | | 9-12 Non-Teacher Day | |
| | 28 | 29 | 30 | 31 | | | | Mar. 14-18: K-5 Conference Week | |
| April 2016 | | | | | 1 | | 16 | April 11-15: Spring Break | |
| | 4 | 5 | 6 | 7 | 8 | | | | |
| | 11 | 12 | 13 | 14 | 15 | | | | |
| | 18 | 19 | 20 | 21 | 22 | | | | |
| | 25 | 26 | 27 | 28 | 29 | | | | |
| May 2016 | 2 | 3 | 4 | 5 | 6 | | 21 | May 30: Memorial Day | |
| | 9 | 10 | 11 | 12 | 13 | | | | |
| | 16 | 17 | 18 | 19 | 20 | | | | |
| | 23 | 24 | 25 | 26 | 27 | | | | |
| | 30 | 31 | | | | | | | |
| June 2016 | | | 1 | 2 | 3 | | 7 | June 9: Last Day of School | |
| | 6 | 7 | 8 | 9 | 10 | | | June 10: DMS & 9-12 Teacher Work Day | |
| | 13 | 14 | 15 | 16 | 17 | | | | |
| | 20 | 21 | 22 | 23 | 24 | | | | |
| | 27 | 28 | 29 | 30 | | | | | |

Student Days: 180 Total Staff Days: 184

Teacher Work Days: 4

Staff Development Days (K-8): 3

High School Staff Development Days: 1

Key:

| |
|-------------------------------|
| Blue=Classified Staff Holiday |
| Orange=Staff Development Day |
| Green=Teacher Workday |

Board Approved: 12/8/14

School & Office Hours

Daily Schedule

| | |
|--|-------------------|
| Campus Opens | 8:30 |
| Morning Bell | 8:45am |
| Morning Gathering (Monday and Friday) | 8:45 – 9:00am |
| Instruction Block | 8:45 - 10:30am |
| Recess | 10:30 - 10:45am |
| Instruction Block | 10:45am - 12:15pm |
| Lunch | 12:15 – 1:00pm |
| Instruction Block | 1:00 – 2:00pm |
| K Dismissal (M-F) | 1:45pm |
| Recess (1-3 grade) | 2:00 – 2:15pm |
| Instruction Block | 2:15 – 3:15pm |
| Dismissal | 3:15pm |
| Wednesday Dismissal (all) | 1:45pm* |
| Minimum Day Dismissal (all) | 12:05pm |

The **office** is open from 8:00 a.m. to 4:00 pm, Monday through Friday. To protect the learning environment, no one may enter or call into the classrooms during any instructional block. Please keep this in mind when scheduling appointments.

The school grounds are not supervised before 8:30am or after 3:15pm.

After the start of our day, our campus closes. All visitors must sign in at the front office. Our campus opens at 1:45 for kindergarten pick up and closes immediately after. It opens again from 3:15-3:30 and then closes till 4:15.

Unsupervised children should not be on campus.

Glenwood School Community Vision and Mission Statement

The purpose of the Glenwood School Community is to provide every student with a challenging educational program which develops and nurtures self-esteem, intellectual curiosity, independent thinking, and, in the process, creates a happy and productive citizen.

Glenwood is a place where you will find dedicated educators, committed families, and engaged students working collaboratively to create a positive and rigorous 21st century learning environment. Students and teachers have mutual respect and high expectations for one another in order to foster college and career readiness skills.



GENERAL INFORMATION

Attendance

The only legal excuses for absence from school are illness, injury, medical or dental appointments, and funerals in the immediate family. Please call or email the office at 485-2430 if your child is going to be absent or send a note stating the reason for the absence. Your child will receive an unexcused absence if the school is not contacted by an adult. The school does not receive funds for any absences.

When it is necessary for your child to be excused for any reason during the school day, a note must be sent or the school office contacted stating the reason. A child may not leave the school grounds during recess or lunch without first being excused by the school office and accompanied by their parent, guardian, or other adult listed on the student's emergency card. **Parents must come to the office when they call for their children, whether a note has been sent to the teacher or not.** This ensures the systematic protection of all.

Tardiness: It is essential that students be at school on time to begin the instructional day appropriately. Students who arrive after 8:45 are considered **tardy**. Tardiness should be avoided as it affects the other students in the classroom, the classroom teacher, and school operations. Any tardy student should report to the school office before proceeding to the classroom (BP/AR 5113-5113.1). Glenwood places a high value on classroom instruction and disruptions have a direct effect on student learning.

Therefore the following Glenwood School Absence/Tardy Policy has been developed:

Any pupil subject to compulsory full-time education who is absent from school without valid excuse more than three days, or tardy on each of more than three days in one school year shall receive a first letter for three days tardy or absent without a valid excuse, or a second letter for six days tardy or absent without valid excuse. Upon the seventh day of being tardy or absent without a valid excuse, a meeting between the parent/guardian and the school principal will occur. If tardiness or absenteeism continues, additional meetings will be required and alternative methods of remediation will be implemented. School authorities are ready to assist you in any way possible. If no solution is found, the School Attendance and Review Board (SARB) process may be initiated.

Independent Study

These contracts are encouraged for students who will be absent five or more consecutive days. The classroom teacher will assign work to be done during the absence period. When your child is absent, we receive no funding for him/her. The Independent Study contracts enable us to receive the funding we would not normally get (BP/AR 6158).

Parking and Student Drop-Off / Pick-Up

The school parking lot has marked parking spaces, which should be used when parents wish to walk their child to the classroom. If you park on the street, please do not block driveways. If you park on Knight Drive, your child is expected to walk across the footbridge. You may drop off and pick up your child in front of the school in the drop off lane. Never leave an unattended car in the drop off lane or blocking the traffic on the left side of the island. Please be aware of bus clearance; buses have priority at all times. Always heed the student crossing guards at the front of the school.

When **walking** to school, always obey the crossing guards on Knight Drive. Students should cross the street only when signaled by the crossing guard that it is safe. Main Drive is open for residents of Bayside Acres who walk or bicycle to school. Other students from outside that neighborhood are strongly discouraged from using Main Drive as a campus entry or exit point.

For safety reasons, you must walk your child into kindergarten rooms. There is no curb drop off for kindergarteners.

Bicycles/Scooters are not toys, but vehicles. The same rules that govern how cars, motorcycles, and trucks are to be driven apply to your child as a bicycle rider. The safety of all depends upon following the traffic laws of our city. No one should touch another person's bike unless that person is present and permission has been given. All students riding bikes or scooters must wear a helmet. Riders must exercise good sense and safe riding habits at all times or lose the privilege of riding to school. All students who ride to school must have a bike/scooter permit on file in the school office. Permits are available in the office.

Students should park their bikes and lock them in the bike racks. They should leave the rack area immediately and not return until school is dismissed. **Bikes may not be ridden at any time on school grounds.** Bikes should be walked across the footbridge when entering school. Scooters should be placed in the designated area and cannot be used during the school day.

Parking Lot Etiquette

For the safety of our students we request that "Parking Lot Etiquette" be observed at all times

- Please follow the traffic flow...enter at the entrance and look for the white arrows.
- Park only in designated parking spaces only.
- Use the drop-off lane to drop off and pick up your children.
- Children must always be accompanied by an adult in the parking lot.
- Car must not be left unattended in the drop off lane.
- Watch for students and parents who are crossing the parking lot
- Children are to exit or enter cars on the curbside of the car only.
- Heed the Safety Patrol monitors at the crosswalks – they are there to assist children and parents crossing from the parking lot to the school.
- Please do not talk on your cell phone during drop-off and pick-up
- Do not park in the cross walk.

Use common sense for the benefit & safety of ALL!

Telephone

The telephones in the school office are business phones. Children may not use them to call home for purposes other than real emergencies (BP 3513.11). School office phones are not to be used for setting up play dates.

Student cell phones or other electronic devices are to be turned off when arriving on campus and left in the student's backpack. They are never to be taken out of the backpack during the school day (8:30a.m. to 3:15pm). If a student is caught using a cell phone or other device, it will be kept in the school office and a parent/guardian must come to pick it up.

Pets

Pets of all kinds should be kept at home unless they are present for a specific educational purpose approved by the teacher. (AR 6163.2)

Daycare

After school daycare is provided by the San Rafael Recreation Department on the Glenwood School campus. For information call 485-3102. Jocelyn Hallroan is our site director.

Lost & Found

Lost and found items are kept in the Multi-purpose Room. At the end of each month, the school donates all unclaimed items.

Deliveries to Students

Forgotten homework, lunches, and/or other items that need to be delivered to students must be left in the office. We will ensure that they get to your child.

Field Trips

Parents who drive for a field trip must have a current Field Trip Driver Form on file in the office. When driving on a field trip, parents are authorized to take children to and from the specified field trip location only. (AR 6153)

Parties & Invitations

Invitations to birthday or other parties may not be distributed at school. Children who bring Valentine cards to school should bring one for every classmate.

Birthday Policy

The first morning gathering of each month, the students and staff will be asked to come forward to receive their birthday necklace. Happy Birthday will be sung and a cheer will be said by the whole school. July birthdays will be celebrated with June birthdays and August will be with September. There will be no classroom birthday celebrations with items brought from home. These items include food, prizes, and goodie bags. Any celebration or activity occurring in the classroom related to birthdays will be directed by the classroom teacher.

Lunches

Lunches are available for purchase, and financial assistance is available if needed. Visit www.srcs.org/lunches or the school office for more information.

Instructions:

mySchoolBucks.com is an online payment system for purchasing breakfast and lunch at school. You will be able to put money on your child's account as well as review your child's transaction history of meals purchased at school.

If your child(ren) qualifies for free meals, this information does not apply to you.

Registering for mySchoolBucks.com

- You will first need your child's permanent student ID number. This number can be found on the student ID card or report card
- Go to <http://www.mySchoolBucks.com/>
- Click Sign Up Now! And enter the required information
- Click Complete Registration to finish the initial registration process

Add Students to Your Family Account

- When you log in you will be taken to the homepage
- Click MyStudents from the main menu OR from the blue navigation bar above

- This is the listing of students on your account. It will be empty your first visit.
- Click Add Student and enter the required information
- Click Add next to your child's name to continue
- Click Add Student to repeat the process for additional children

Set Up Low Balance Email Notification

- Click Set Up Now on the mySchoolBucks.com home page
- Click box next to your child's name and change to On
- Enter the Dollar amount you want
- Click Submit

How To Make a Deposit

- Click Deposit Money located next to Add Student
- Enter amount of the deposit
- Click Calculate
- Click Make Deposit You will be directed to the PayPal website to enter payment information

SCHOOL CULTURE

Positive Eagle Program (PEP)

Our Positive Eagle Program (PEP) was once known as Positive Behavior Interventions and Supports (PBIS). PEP is the concept and philosophy that drives our school culture. The school community maintains engagement in the idea that doing and causing good things to happen, leads to positive relationships, which in turn, fosters an environment where more good things happen and more good choices are made. More simply, positive actions lead to positive feelings, which lead to more positive actions and so on.

PEP is taught through messages during the morning gathering, classroom discussions, special projects, PEP rallies, and playground conflict resolution. Students are rewarded for positive actions with lots of verbal praise and Golden Tickets. These can be redeemed for prizes in the student store, or can be put into a drawing for spending lunch recess with the school principal.

Glenwood Expectations Chart

| | Location | | | | | | | |
|-------------------|--|--|---|--|--|--|--|---|
| School-Wide Rules | Hallways | Classrooms | Playground/Lunch | Bus | Assemblies | Bathroom | Emergencies | Arrivals/Dismissals |
| Be Responsible | <ul style="list-style-type: none"> Walk on right side Keep hallways clean Look forward when walking Stay with class Be aware of others Listen for directions | <ul style="list-style-type: none"> Be prepared Participate Do your personal best Use classroom materials appropriately I own my actions Turn in assignments on time Keep toys at home Take care of school property | <ul style="list-style-type: none"> Freeze when the bell rings and then line up with my class Try to solve problems first before telling an adult Stay within your designated areas Use equipment appropriately and return it Recycle | <ul style="list-style-type: none"> Follow bus rules Report problems to the bus driver Share seating or sit in assigned seat | <ul style="list-style-type: none"> Enter and exit quietly Wait to be dismissed Follow directions from adult in charge Track the speaker | <ul style="list-style-type: none"> Flush Wash hands Place paper towels in the trash Return to class promptly Request permission for bathroom breaks/pass Tell an adult if there are problems | <ul style="list-style-type: none"> Become quiet and listen for directions Follow directions immediately Walk, never run | <ul style="list-style-type: none"> Arrive on time Check in at the office if I arrive after 8:45am Wait for the teacher to dismiss the class before leaving Stay on the playground if the teacher is not in the classroom Follow school routines Go straight home/childcare/bus after school |
| Be Respectful | <ul style="list-style-type: none"> Respect other classes - voice level = 0/1 Respect personal space of others | <ul style="list-style-type: none"> Work quietly Raise a quiet hand Use kind words Use Whole body listening Follow adult directions Encourage others | <ul style="list-style-type: none"> Speak kindly to others Include others Follow directions from adults Be considerate of yard supervisors Follow rules of games and take outs Treat others as you want to be treated | <ul style="list-style-type: none"> Follow directions from bus driver Use quiet voices Stay seated | <ul style="list-style-type: none"> Face forward Clap when it's time to show appreciation for the speaker Use whole body listening Wait patiently for the assembly to start | <ul style="list-style-type: none"> Wait your turn Respect privacy of others Use bathroom quickly and quietly | <ul style="list-style-type: none"> Be safe and alert Be thoughtful of others | <ul style="list-style-type: none"> Greet others with politeness and a smile Choose a positive attitude Be respectful to the crossing guard and bus driver |
| Be Safe | <ul style="list-style-type: none"> Walk single file Keep hands and feet to self Walk at all times | <ul style="list-style-type: none"> Chairs on floor Use classroom equipment appropriately | <ul style="list-style-type: none"> Stay in designated areas Safe hands and feet Use equipment as intended Report injuries Play only approved recess games | <ul style="list-style-type: none"> Stay in seat Hands and feet to self | <ul style="list-style-type: none"> Sit on your bottom Hands and feet to self Stay with your class | <ul style="list-style-type: none"> Keep water in the sink Wash hands with soap and water | <ul style="list-style-type: none"> Walk when exiting the building Stay with your class or assigned teacher Remain calm | <ul style="list-style-type: none"> Use sidewalks and crosswalks Be aware of others Walk bike/scooter on school grounds Walk at all times |

The Glenwood Expectations Chart was developed by the Glenwood staff to outline the expectations in specific areas of the campus. It is meant as a tool to be used by the school staff and students to create some common agreements around how we conduct ourselves as Glenwood Eagles. It is a living document and will be reviewed annually.

Awards

Every month, students may be nominated by each classroom teacher to receive an award at one of our Principal's Awards. These awards are to foster a positive school environment where students are recognized for their progress toward social and academic growth. Teachers may use their discretion in honoring students in different areas. Students are nominated for their consistency and/or growth in any of the following areas: Respect, Responsibility, and Safety.

Discipline

Glenwood's three school rules are: **Be Respectful, Be Responsible, Be Safe**

The school's aim is not to prevent all problems by developing rules to cover every situation, but rather to foster an attitude of respect, cooperation, responsibility for personal behavior, and a sensitivity of risks.

Of course, problems will occur at school, just as they do at home or in the community. The process of problem solving is one of the most important lessons to be learned. Helping young people to identify problems, understand consequences, and accept decisions is the basis of the school's approach to discipline.

The help of parents is enlisted in achieving an attitude of responsibility on the part of the students. Parents are contacted by the school in cases of serious or repeated incidents of inappropriate behavior and consequences are determined together. In the case of severe or purposeful physical contact between students such as hitting, kicking, slapping, etc., the principal or his/her designee reserves the right to send a student home or suspend a student from school for up to five days

Uniform Complaint Procedures

The district shall investigate and seek to resolve complaints at the local level using the policies and procedures adopted by the local board as the Uniform Complaint Procedures. These procedures shall be used when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career/technical, Indian education, migrant education, vocational education, child care and development, programs, child nutrition programs, and special education programs.

School Volunteers & Visitors

Parents are welcomed and encouraged to visit classrooms. Please make advance arrangements with the teacher and/or school office. To insure safety and eliminate interruptions to the instructional day, all persons visiting the school campus must check in through the school office. Please sign in/out and take a Volunteer name badge. The principal or designee may refuse to register any visitor if he/she reasonably concludes that the visitor's presence or acts would disrupt the school, students, or employees; would result in damage to property; or would result in the distribution or use of a controlled substance (BP 1240; BP/AR 1250).

Observation Guidelines

- Several shorter visits are generally more informative and less disruptive than longer visits
- Please do not bring younger children with you
- The teacher will not discuss your child's progress when class is in session
- If you would like to see the work students are doing, please walk around quietly
- Ask the teacher where s/he would like you to observe
- Do not engage the teacher or students in conversation unless the teacher invites you to participate
- If you wish to discuss what you have observed, please make an appointment with the office

School tours with the principal are scheduled monthly and are on the school calendar located at www.glenwood.srcs.org.

Volunteer Guidelines

- Confidentiality – any observation concerning individual children is confidential. Conversations between volunteers and teachers regarding students in connection with classroom objectives are to remain private.
- Siblings – siblings are not to accompany volunteers while they work with students. Exceptions may be made with teacher approval.
- Vaccinations – Volunteers must comply with district health requirements before working with children and have a current TB test.
- Classroom Management – Volunteers will handle minor discipline problems in a friendly, firm manner. Major problems will be handled by the classroom teacher. Volunteers will follow the example demonstrated by the teacher with respect to classroom management.
- Cultural & Gender Sensitivity – Volunteers should act with cultural sensitivity when planning projects per teacher recommendation, and volunteers will treat boys and girls equally without stereotyping.
- Clean Up – Volunteers should include time for student clean up when planning projects.
- Classroom Consideration/ Role Model – Volunteers should not distract the children during projects by talking amongst themselves. Volunteers are role models and should demonstrate consideration, sensitivity, and general good manners for the children.
- Cancellation – Volunteers should always notify a teacher if they are unable to keep scheduled appointments, giving as much notice as possible. If appropriate, arrangements should be made for a substitute.
- Field Trip Drivers – Drivers must observe rules and have an Insurance Form on file in the school office. Under no circumstances may a field trip driver transport children anywhere but to and from the field trip destination. Siblings are not permit on field trips.
- Teachers' Space – The classroom is the teacher's office during non-student hours. Please keep the noise level low, and make sure your children clean up after themselves.

- Volunteer Sign-In – Volunteers need to sign in at the office upon arrival, put on a volunteer badge, and sign out when leaving.
- Orientation/Training – All volunteers must participate in a mandatory training prior to volunteering. These orientations are held in the fall and are designed to clarify expectations and to provide a consistent framework and reference point for all volunteers.
- Volunteer Manual- This manual can be found at gsf.glenwoodspirit.com/volunteer-squad.html
- Cell phones – Phones should not be used during classroom or playground volunteer time.

Communications

The school will keep parents informed of all activities and changes. School information and other materials are emailed or sent home weekly on Fridays in a student's *Hip Pocket Mail*. Your child's teacher may also send home periodic newsletters with important information. Should you have specific questions about any school program please call your child's teacher or the school office.

Parent-Teacher Conferences

Parent-Teacher Conferences offer the teacher an opportunity to better understand each child and enable the teacher to set goals with parents and students. One of the purposes of the school program is to work in partnership with families to meet the needs of individual students. The best way to get to know each student and family better is to develop regular communication between the school and home. There are two scheduled parent-teacher conference periods per year – one in the fall and one in the spring that are mandatory. If a parent wants to meet with their child's teacher for any reason, he/she can request a meeting at any time during the school year. Minimum day schedule will occur at conference times to provide sufficient time for parent/teacher conferences. The first days of Conference Weeks are non-student days to accommodate conferences.

Glenwood School Foundation (GSF) –Site parent association

The Glenwood School Foundation (GSF) is a non-profit 501(c)(3) corporation run entirely by parent volunteers and was established to fund school programs such as science, computer, P.E., music, and art courses not funded by the school district or State. In addition to maintaining core educational programs and supporting continued academic excellence, the GSF also provides for all field trips, classroom supplies, community building events and other activities to foster communications amongst parents, teachers, staff and administration. Programs funded by the GSF have contributed significantly to the academic success at Glenwood and helped it earn its status as a California Distinguished School, a California Golden Ribbon School, and a National Blue Ribbon School.

All parents are encouraged to become members of the GSF. To become a member, a parent must attend two consecutive GSF meetings and make a donation of any denomination. Everyone is invited to all the monthly GSF meeting, even if you are not a member.

HeadsUp- District parent association

HeadsUp is a non-profit community organization committed to assuring that a complete quality educational program is available to every child in San Rafael City Schools. The main fundraisers for HeadsUp are the annual Summerfest and Rockin' Run. In the elementary school district, HeadsUp provides funding for our school librarians, 3-5th grade music, and teacher stipends for Outdoor Education.

School Site Council (SSC)

Glenwood’s School Site Council is a group comprised of parents and staff members, directly assists in the development, implementation, and evaluation of the Single Plan for Student Achievement (SPSA).

The California *Education Code* requires school site councils to:

- Measure effectiveness of improvement strategies at the school
- Seek input from school advisory committees
- Reaffirm or revise school goals
- Revise improvement strategies and expenditures
- Recommend the approved SPSA to the governing board
- Monitor implementation of the SPSA

| <i>Parent Members</i> | Site Leadership Team | <i>Staff Members</i> |
|-----------------------|-----------------------------|-----------------------------|
| Len Schultz | Kim Goodhope | Jenni Conte (Certificated) |
| Julia Wong | | Andrea Cashman (Classified) |
| Jill Sheehan | | Laura Mogannam (ELAC) |
| | | Lisa Bordley (Certificated) |

English Learner Advisory Council

The English Learner Advisory Council (ELAC) assists parents in becoming informed about and comfortable with our district’s Master Plan for English Learners and the school’s Single Plan for Student Achievement. ELAC meetings are open to the public; all parents are encouraged to attend.

Curriculum & Programs

Curriculum

Parents receive an overview of the grade level curriculum at Back to School Night. Teachers develop their programs based on Common Core State Standards. Key standards for grades K-8 can be found on the district website at <http://www.srca.org/standards>. Curriculum materials used in the classroom are state-adopted and research-based. The current district adopted curriculum materials are:

- Houghton Mifflin – Language Arts
- Everyday Math – Mathematics
- Scott-Foresman – Social Studies
- Harcourt – Science

Assessment & Testing

Ongoing assessment of student progress is essential to a successful academic program. Testing takes many forms, including teacher-developed tests, curriculum-embedded tests, student self-evaluation, teacher observation, and standardized tests.

- California standardized test the SBAC: 3rd-5th
- CST Science Assessment: 5th grade
- SRI (Scholastic Reading Inventory): 1st-5th
- Fountas and Pinnell (F&P): K-5th

Reporting & Records

There are four reporting periods each school year. In October, you will meet with your teacher during Fall Conferences. The first report card is sent home in December. The second report card is given to you during Spring Conferences. The final report card is sent home at the end of the school year. Report cards are standards-based with teacher comments. Parents and guardians are entitled to view their child's records at any time. Please contact the office in advance to request the records be available to you.

Homework

The purpose of homework is:

- To challenge children to explore more intensively those areas studied in the classroom.
- To help children develop independence, self-reliance and responsibility in completing projects.
- To reinforce classroom instruction in promoting good study habits and skills.
- To ensure sufficient repetition of work done in class to permit acquisition of mastery. This may include simple arithmetic and penmanship practice, reading logs, essay writing, journals, etc.

Parents can help contribute to the success of these homework assignments by providing an environment that is free of distraction and affords some privacy for the student. The estimated amount of time students should spend on homework daily is listed below. (BP/AR 6154)

| Grade | Time |
|-------|---------------|
| 1-2 | 15-30 minutes |
| 3 | 30-45 minutes |
| 4-5 | 45-60 minutes |

Library

The Glenwood School library plays a vital role in the total educational program. From the first week of kindergarten to the last week of fifth grade, students have access to the library through scheduled class visits every week and small group research time. Glenwood has over 12,000 books on its shelves. An average of over 3,000 books are checked out each month. Time is always included to browse and check out books. Holly Kuhlman is our school library clerk.

Student Council

The Student Council involves third through fifth grade students in the government of the school. Responsibilities include decision-making in a democracy, promoting school spirit, participating in activities to improve the school environment, and contributing to special programs. New officers are elected each fall.

Outdoor Education

Fifth grade students participate in Outdoor Education for one week each year. This environmental education program utilizes naturalists, counselors, and classroom teachers in an outdoor setting. Students attend Marin County Office of Education's Walker Creek Ranch in West Marin. The fifth grade teachers spend the week with their students. The cost of the trip is approximately \$200 per student. This fee is paid by the fifth grade families and, in part, by the GSF.

Student Study Team (SST)

The Student Study Team is a group made up of classroom teachers, the Resource Specialist, the Speech and Language Pathologist, the Counselor, the School Psychologist, the Principal, and parents. The group meets when there are concerns with a student's success at Glenwood. The team reviews student strengths as well as areas of concern. The Student Study Team plans strategies and organizes resources for addressing problems and concerns. A Student Study Team meeting can be requested by any of the above named parties, but most often occurs after various interventions have been unsuccessful. The team operates as a function of regular education.

Counseling

Limited counseling services may be available for students and parents. Student and family referrals are made through the Student Study Team or by individual request.

Resource Specialist and Speech & Language Programs

The Psychologist, Resource Specialist, and Speech & Language Pathologist work together to identify students in need of Special Education services.

A district psychologist is available to Glenwood students. Individual consultation, testing, and diagnosis is done as requested by the school Student Study Team. No child is tested without parental consent, and the parents are included in a follow-up conference in which test results are explained and specific recommendations are made. The teachers and principal welcome parent participation in this diagnostic/prescriptive approach. Parents are active participants in setting learning goals for students who need special assistance. An Individual Educational Plan (IEP) is written for every child who qualifies for Special Education. Students who are identified for the resource program are scheduled with the specialist teacher for intensive assistance in skill development. Children in this program spend the major portion of the day in their regular classroom. The specialist teacher works closely with the classroom teacher to implement the IEP.

Title I

Title I provides additional academic support and learning opportunities for students at schools with high percentages of socioeconomically disadvantaged children. The program is intended to help ensure that all students meet state academic standards. (BP/AR 6171)

English Language Development

Students who are not fully fluent in English, based on California English Language Development Test (CELDT) results, participate in the English Language Development (ELD) program to increase English vocabulary and fluency. Teachers use specific instructional strategies to help students access core curriculum while learning English. For more information, see <http://www.srcs.org/eld>. (BP/AR 6174)

Emergency Cards

At the beginning of the school year, each student will be given an Emergency Card to be completed by his/her parent or guardian and returned to school. Should any accident occur, or should your child show evidence of illness while at school, every effort will be made to contact you or the persons named on the Emergency Card. (BP/AR 5141)

Emergency Procedures

In the event of an emergency, the school may have to be closed. Updated information will be made available to local radio and/or television stations, and through ConnectEd phone calls, website updates, and/or emails. The safety of our students is of paramount importance to us and we will not do anything that will jeopardize their safety. We will be in complete coordination with all emergency agencies. (BP 3516.5)

Medication

If a student needs to take any prescribed medication during the school day, we must have a written statement from both parent and doctor. This can be done by completing an Authorization to Administer Medication form and submitting it to the school secretary. The medication must be kept in a locked box in the nurse's office and must be labeled with the student's name and the required dosage.

Over-the-counter medications to be administered to a student during the school day must be labeled with the student's name, kept in the nurse's office, and accompanied by an Authorization to Administer Medication Form. (BP/AR 5141.21)

Lice

Head lice are prevalent and may appear on any child. Lice checks are conducted by school staff and trained parent volunteers. When live head lice are found, parents will be notified and the student will be sent home. Parents will receive information and suggested treatments. Students may return to school when they are free of live lice and nits. (BP 5141.33)

YOUTH SERVICES

Family and Personal Counseling

| | |
|---|----------|
| (BACR) Bay Area Resources | 444-5580 |
| Catholic Charities | 972-1200 |
| Center for Families in Transition | 924-5750 |
| Community Mental Health | 499-6835 |
| Family Service Agency | 491-5700 |
| Huckleberry Youth Programs | 258-4944 |
| Jewish Family & Children's Services | 491-7960 |
| San Rafael Youth Services Bureau | 485-3025 |
| Community Institute of Psychotherapy | 459-5999 |

Legal Services

| | |
|-------------------|----------|
| District Attorney | 499-6450 |
| Legal Aid | 492-0230 |

Youth Participation/Support

| | |
|------------------------------------|----------|
| Big Brothers/Big Sisters | 453-3800 |
| Pickleweed Rec Ctr | 485-3077 |
| Suicide Prevention 24 Hour Hotline | |
| Crisis | 499-1100 |
| Grief | 499-1195 |
| Spectrum LGBT Center | 472-1945 |

Health Services

| | |
|---------------------------|----------|
| American Cancer Society | 454-8464 |
| Huckleberry Teen Health | 258-4944 |
| Marin AIDS Project | 457-2487 |
| Marin County Health Dept. | 473-4400 |

Hospitals

| | |
|---------------|----------|
| Kaiser | 444-4460 |
| Marin General | 925-7000 |

Alcohol/Drug/Tobacco Counseling

| | |
|----------------------|----------|
| Alcoholics Anonymous | 499-0400 |
| Al-Anon & Ala-teen | 455-4723 |
| BACR | 444-5580 |
| Henry Ohloff | 451-3411 |

(Tobacco Use Prevention Education) TUPE
Lisa Schwartz 499-5804

National Resources

| | |
|---|---------------------|
| STAND! Against Domestic Violence (24hr. hotline) | 888-215-5555 |
| Cocaine hotline.com (Hotline for all drug abuse issues) | 800-663-7847 |
| | 800-NODRUGS |
| Covenant House (Domestic Violence hotline) | 800-999-9999 |
| National Suicide Hotline (24 hour hotline) | 800-784-2433 |
| National Suicide Prevention Lifeline | 800-273-TALK (8255) |
| New Hope Crisis Hotline (24 hour counseling center) | 714-639-4673 |
| Youth Crisis Hotline | 800-843-5200 |

Other Contact Information:

- <http://marin.networkofcare.org/mh/home/index.cfm>
- <http://211bayarea.org/index.php> Bay Area Wide – 211 United Way Sponsored Services
- Marin Abused Woman Services
 - Hotline: 924-6616 (English)
 - 924-3456 (Spanish)
- Hospice By The Bay (Grief Counseling) 526-5699 x8500
- Suicide Prevention & Crisis Hotline 499-1100

This document sets forth the rights and responsibilities for students under the District's Internet Safe and Responsible Use Policy and Regulations.

A. Educational Purpose

1. The district Internet system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
2. The district Internet system has not been established as a public access service or a public forum. The district has the right to place restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in this policy, the student disciplinary policy and regulations, and the law in your use of the district Internet system.
3. You may not use the district Internet system for commercial purposes. This means you may not offer, provide, or purchase products or services through the district Internet system.
4. You may not use the district Internet system for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Access to Materials

1. You will not use the district Internet system to access material in violation of the following standards:
 - a. **Prohibited Material.** Prohibited Material may not be accessed at any time, for any purpose. The district designated the following types of materials as Prohibited: obscene materials, child pornography, material that appeals to a prurient or unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions, material that has been designated as for "adults" only, and material that promotes or advocates illegal activities.
 - b. **Restricted Material.** Material that is Restricted may not be accessed by elementary or middle school students at any time for any purpose. Restricted Material may be accessed by high school students in the context of specific learning activities that have been approved by a teacher, Materials that may arguably fall within the description provided for Prohibited Material that have clear educational relevance, such as material with literary, artistic, political, or scientific value, will be considered to be Restricted. In addition, Restricted Material includes materials that promote or advocate the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are Restricted unless such sites have been specifically approved by the school.
 - c. **Limited Access Material.** Limited Access Material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that are directed by a teacher or during periods of time that a school may designate as "open access" time. Limited Access Material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investments.
2. If you mistakenly access inappropriate information, you should immediately disclose this access in the manner specified by your school. This will protect you against a claim that you have intentionally violated this Policy.
3. The district has installed a Technology Protection Measure to protect against access to inappropriate material. The determination of whether material is appropriate or inappropriate is based on the content of the material and the intended use of the material, not on the protection actions of the Technology Protection measure. (add the following if the district is using a Technology Protection Measure that may block access to inappropriate material: If you think that the Technology Protection Measure has prevented you from accessing appropriate material, you may request that the material be reviewed and, if appropriate, unblocked, in the manner established by your school.)

C. Privacy and Communication Safety Requirements

1. Personal contact information includes the your name together with other information that would allow an individual to locate you, including, but not limited to, your parent's name, your home address or location, your work address or location, or your phone number.
2. If you are an elementary or middle school student, you will not disclose your full name or any other personal contact information for any purpose.
3. If you are a high school student, you will not disclose personal contact information, except to education institutions for educational purposes, companies or other entities for career development purposes, or with specific staff approval.
4. You will not disclose names, personal contact information, or any other private or personal information about other students under any circumstances. You will not forward a message that was sent to them privately without permission of the person who sent them the message.
5. You will not agree to meet with someone they have met online without your parent's approval and participation.
6. You will promptly disclose to your teacher or other school staff any message you receive that is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a staff member.

D. Illegal, Unauthorized, and Inappropriate Uses and Activities

1. **Illegal Activities**
 - a. You will not attempt to gain unauthorized access to the district Internet system or to any other computer system through the district Internet system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files.

- b. You will not make deliberate attempts to disrupt the district Internet system or any other computer system or destroy data by spreading computer viruses or by any other means.
- c. You will not use the district Internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

2. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to all speech communicated through the district Internet system, including but not limited to public messages, private messages, and material posted on web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

3. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. Copyright law can be very confusing. If you have questions ask a teacher.

E. System Security and Resource Limits

1. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.

2. Resource Limits.

- a. You will use the system only for educational and career development activities and limited, high-quality, personal research.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- c. You will not misuse district, school, or personal distribution lists or discussion groups for sending irrelevant messages.
- d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- e. You will subscribe only to approved high quality discussion groups that are relevant to your education or career development.
- f. Excessive use of the district Internet system may raise a reasonable suspicion that you are using the system in violation of district policy and regulations.

F. Privacy

1. You should expect no privacy in the contents of your personal files on the district Internet system and records of your online activity. All student use of the Internet will be supervised and monitored. The district's monitoring of Internet usage can reveal all activities you engage in using the district Internet system. The district specifically asserts ownership of all information on its system.
2. Routine maintenance and monitoring of the district Internet system may lead to discovery that you have violated this policy, the student disciplinary code, or the law. An individual search will be conducted at the district's discretion.
3. Your parents have the right to request to see the contents of personal computer and e-mail files at any time.

G. Discipline

1. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district Internet system.
2. In the event there is a claim that you have violated this policy or student disciplinary code in your use of the district Internet system, you will be subject to discipline pursuant to the disciplinary policy and regulations. In addition to any consequences from the disciplinary policy and regulation, additional restrictions may be placed on your use of your Internet as the result of any violations.

G. Limitation of Liability

1. The district will not guarantee that the functions or services provided through the District Internet service will be without error. The district will not be responsible for any damage you may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The district is not responsible for the accuracy or quality of the information obtained through the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm that may result

from your intentional misuse of the system. You may only use the system if your parents have signed a disclaimer of claims for damages against the District.

Student Section

Student Name _____ Grade _____

School _____

I have read the District's Student Safe and Responsible Use Internet Policy and Regulations and Student Internet Use Policy and Regulations, each of which are attached hereto and incorporated in this agreement as if set forth in full. I agree to follow the rules contained in these policies and regulations. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures. I further understand that any files, electronic mails and other information on the district's network or on the district's equipment is subject to search at any time, and that I retain no rights of privacy or ownership in that information, regardless of any personal password I may have.

Student Signature _____ Date _____

Parent or Guardian Section

I have read the District's Student Safe and Responsible Use Internet Policy and Regulations and Student Internet Use Policy and Regulations, each of which are attached hereto and incorporated in this agreement as if set forth in full. I understand that if my child violates the rules, the access can be terminated and my child may face other disciplinary measures.

I further understand that any files, electronic mails and other information on the district's network or on the district's equipment is subject to search at any time, and that neither I nor my child retain rights of privacy or ownership in that information, regardless of any personal password I or my child may have.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services or exposure to potentially harmful or inappropriate material or people. I understand that I can be held liable for damages caused by my child's intentional misuse of the system.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Policy. I will emphasize to my child the importance of following the rules for personal safety.

I hereby give permission for the school to post the following information/material on the Internet:

Option 1: Students will use limited student identification (first name and last initial or other school-developed identifier). Group pictures without identification of individual students are permitted.

Option 2: No information or material may be posted.

Parent Signature _____ Date _____

Parent Name _____

Home Address _____ Phone _____



Glenwood Elementary Allergy Protocol

The purpose of the following protocol is to have a unified approach for the management of allergies on Glenwood's campus and to provide all children with a safe and consistent learning environment. The protocol applies to all allergies, known or unknown, which may result in anaphylactic shock, thereby requiring the administration of epinephrine. These allergies include exposure to certain types of food (most commonly peanuts, tree nuts, shellfish, fish, eggs, soy, wheat, and milk), bee stings, latex, and medication such as penicillin or aspirin.

GATHER RELEVANT INFORMATION FROM FAMILIES OF CHILDREN WITH KNOWN ALLERGIES

Children with food allergies and their parents have firsthand experience with allergic reactions and are most familiar with a child's unique signs and symptoms. Parents should give the school documentation that supports a doctor's diagnosis of allergy, as well as information about prior history and current risk of anaphylaxis. A sample form is attached as appendix one. This information is critical for preventing risk of exposure to allergens and outlining the actions that must be taken if allergen exposure occurs.

Upon identification of a child with allergies, Glenwood will:

1. Explain the school's standardized allergy plan to the parents
2. Ask the parents to provide a photograph of the student and information about the allergen, including a diagnosis and list of symptoms from the child's doctor or allergist. If the allergist recommends that Benadryl be given to the child for minor reactions, that information should also be provided. This information should include whether the child has a history of anaphylaxis. This picture will be maintained both in the school office and in the allergic child's classroom.
3. Parents should include contact information and the contact information of the child's doctor.
4. If the child has been prescribed an Epi-pen, parents should bring at least one to school. At a minimum, any child with an Epi-pen prescription should have an Epi-pen in the school office.
5. Each Epi-pen that is brought to school must be logged into the tracking document located in the nurse's station. The document will list the child's name, the location of the Epi-pen, and the expiration date of the Epi-pen. The document will be checked monthly by office administrative staff, and parents will be notified of the impending expiration of an Epi-pen.
6. The Epi-pen, child's picture, list of allergens, and symptoms should be displayed in the closet in the school office.
7. Glenwood Elementary also strongly recommends that children with known allergies wear a bracelet or shoelace tag identifying them as having a life-threatening allergy.

STAFF AND CLASSROOM VOLUNTEER TRAINING

Glenwood should be ready to respond to severe allergic reactions in children with no history of anaphylaxis or no previously diagnosed food allergies. At the beginning of each school year, all school staff, including encore staff (if possible) will take a separate allergy training class. This class will cover the following:

1. The common signs of anaphylaxis and the difference between minor symptoms and life threatening symptoms. The training will emphasize that the signs of anaphylaxis vary wildly from person to person. The most common signs are: **Mucous Membrane Symptoms** (marked by red watery eyes, swollen lips, swollen tongue, or swollen eyes) **Skin Symptoms** (marked by itchiness, flushing, rash, or hives) **Gastrointestinal Symptoms** (marked by vomiting, diarrhea, bloating, or acid reflux) **Upper Respiratory Symptoms** (marked by nasal congestion, sneezing, hoarse voice, trouble swallowing, dry cough, or numbness around the mouth) **Lower Respiratory Symptoms** (deep cough, wheezing, shortness of breath, difficulty breathing, or chest tightness) **Cardiovascular Symptoms** (pale or blue skin color, fatigue, weak pulse, dizziness, fainting, confusion/shock, hypotension [decrease in blood pressure], or loss of consciousness) and **Mental or Emotional Symptoms** (sense of impending doom, irritability, change in alertness or general confusion)
2. Proper administration of an Epi-pen.
3. Explanation of the Glenwood's allergy protocol.

At the beginning of each year, Glenwood will also hold a mandatory parent volunteer orientation. A portion of this orientation will be devoted to a training program identical to the one given to staff.

EPI-PEN PLACEMENT AND MAINTAINENCE

All children with known allergies and an Epi-pen prescription must have an Epi-pen in the school office. Given the cost of such medication, Glenwood will not require further Epi-pens. However, it is strongly recommended that a child with known allergies have an additional Epi-pen in the classroom and in the yard.

NOTE: Senate Bill No. 1266 is currently pending in the state legislature. This bill would require school districts to stock Epi-pens not specifically assigned to a student at each school. If at some point it is allowed by state law, Glenwood will stock emergency medical kits with Epi-pens to be used for anaphylaxis emergencies.

All Epi-pens should be checked monthly by office administrative staff to ensure they do not expire. If an Epi-pen is within a month of expiration, the child's parents should be notified, and a new Epi-pen should be brought into the school.

RESPONSE TO ALLERGIC REACTION

At the yearly staff training, staff will be informed of Glenwood's standard response to an allergic reaction. Additionally, parents of children with known allergies will be provided with an explanation of Glenwood's default response protocol. Staff will be trained on the signs of major anaphylactic shock, and will administer epinephrine if any child is in shock (with or without a known allergy). In the event a child is showing minor signs of exposure, as taught at the teacher training and listed on the emergency care plan sheet, a teacher may administer Benadryl, if provided by the parents. The teacher should then call the child's emergency contact, and watch the child for worsening symptoms of shock. For parents who have not chosen to provide Benadryl, the default protocol will be followed.

If a child with known allergies is exposed to the known allergen, or is showing the aforementioned signs of major anaphylactic shock, staff should follow the response protocol:

1. Child should not be moved or do anything which may elevate the heart rate and hasten the body's allergic response.
2. The first Epi-pen should be administered to the child
3. Call 911
4. Child should be monitored for recurrence/increase in symptoms prior to emergency responders' arrival.
5. If symptoms recur prior to responders' arrival, the second Epi-pen should be administered.

After responders arrive, staff should contact the child's parents to inform them of their child's allergy emergency and tell them where the child is being transported. Because medical attention is needed urgently in this situation, staff must not wait for parents to come and pick up their children before calling 911.

Any allergy emergency must be documented by the school on Form H305, Accident/ First-Aid Report.

Documentation of event should include the following:

1. Time and location of the incident.
2. Food allergen that triggered the reaction (if known).
3. If epinephrine was used and the time it was used.
4. Notification of parents and EMS.
5. Staff members who responded to the emergency

Glenwood should take additional steps within 24 Hours of a nonfatal allergy reaction

1. Review anaphylactic or allergic episode with parent or guardian and student.
2. Identify allergen and route of exposure—discuss signs and symptoms with parent or guardian. Update child's school document if necessary.
3. Review actions taken by staff and discuss positive and negative outcomes. Discuss any needed revision to care plan based on experience or outcome.
4. Ask parent or guardian to replace Epi-pen that was given, if needed.

SAFETY PLAN FOR CHILDREN WITH KNOWN ALLERGIES

For all students with known allergies, Glenwood Elementary will offer the following classroom safety plan. Parents of children with allergies may modify this plan as they see fit. All teachers and parent classroom volunteers will be trained on the safety plan and will understand that following the standardized protocol is mandatory.

1. At the beginning of the school year, parents may elect to send home a letter, notifying the classroom of the child's allergy, and, in the case of food allergies, asking that the known allergen not be sent to the school. Parents may also ask those parents who are willing to do so to pledge not to include the allergen in their child's lunch for the entire school year. It will be emphasized in the letter that it is merely a request that the allergen not be sent to school. This is especially helpful in the kindergarten setting. Sample letters are attached in appendix B.
2. Creation of an allergen free table. Students that sign the allergen pledge can sit at this table with the student with known allergies. The table will clearly be marked as allergen free (e.g. "Allergy Safe Table") with a laminated sign. A list of those students signing the allergen free pledge will also be placed next to the table, so as to allow staff to readily identify those students that can safely sit at the table. This option may be less desirable for older children, but may be presented as an option for all grade levels.
3. Parents are strongly encouraged to provide the classroom with hand wipes or baby wipes so the students can wipe their hands upon returning to the classroom after snack and lunch. If parents provide these wipes, the teacher will facilitate hand cleaning so the classroom remains allergen free.
4. Protocol for lunch during rainy days needs to be developed. For kindergarteners, lunch in the multi-purpose room can include an allergen free area. For older grades, a plan needs to be devised that balances the desire to keep the classroom allergen free and the desire of non-allergy students to not be treated differently than those students in non-allergy classrooms. It is the hope of the Student Safety and Wellness Committee that the GSF can provide hand wipes to all classrooms to facilitate the washing of hands after a rainy day lunch. Teachers should also wipe down all tables after eating lunch in the classroom, so as not to inadvertently expose a child to an allergen.
5. Glenwood Elementary practices a school-wide policy of no food sharing during snack or lunch.

PLAN FOR FOOD ACTIVITIES IN CLASSROOMS OF CHILDREN WITH FOOD ALLERGIES

The purpose of this plan is to maintain a safe environment for children with food allergies while preserving the richness of the present curriculum for all students. It is also the intent of this protocol that all existing Glenwood food-based traditions are honored and continued safely. As questions or concerns arise with this balance, the student safety and wellness committee will act to answer the questions and support all members of the Glenwood community.

1. For any activity involving food, staff and parents will use food that is on an appropriate “safe-food” list. An example of such a list is attached as appendix 3. These lists will be maintained by the Student Safety and Wellness Committee and will be updated periodically. These lists are maintained school-wide and all classrooms and encore staff must use the foods on the list. These lists must also be communicated to party parents. Party parents will be given a letter explaining the importance of using foods from the allergy safe list. In the event that a parent brings food into the classroom that is not from the approved list, the teacher must explain that the food cannot be shared by the students.
2. A list of all food activities should be generated at the beginning of the year so as to effectively plan for food activities and ensure the students have a rich experience. It is the intent of the Student Safety and Wellness Committee that all classrooms have the exact same experience so as not to create resentment in classrooms with children with allergies.
3. After parties, reusable party packs should be taken home and washed in the dishwasher, to ensure they are effectively cleaned.

FIELD TRIPS

It is the goal of Glenwood to maintain a safe environment for all children while on field trips and maintain the traditions of prior class trips. Field trip protocol will be part of the annual teacher training.

1. When soliciting drivers for the field trip, teachers will invite the parents of students with food allergies to chaperone or go with their child on the field trip. Many parents may want to go, but they cannot be required to go.
2. In the event the parent of the child with allergies cannot attend the field trip, the teacher will ride in the car with the student with allergies and bring the child’s Epi-pen.
3. The teacher should know where the nearest medical facility is located, and should have a working cell phone with them at all times.
4. In the event that the students will be eating snacks or lunch on the trip, the student’s teacher should make a reasonable attempt to recreate the allergic child’s regular lunch safety plan.

GSF AND GLENWOOD SPONSORED FOOD EVENTS

The Student Safety and Wellness Committee will appoint a liaison to work with the school and the GSF for all school sponsored events that involve food. The liaison will work to provide allergy information to parents for all food at the event, and will attempt to ensure an allergy safe option is present for children with food allergies. For the 2014-2015 school year, the liaison will be John Dasher.



National Association of School Nurses

Sample Letter to all parents in a classroom with students with food allergies

Dear Families,

This year we welcome several students to our classrooms with food allergies. We invite your help and cooperation to help them stay safe.

We have students who are allergic to _____ different foods or food groups. Reactions range from mild to life threatening. There are several practices that will be in place to help prevent allergic reactions:

1. Students will wash their hands upon arrival to the classroom and again before and after lunch.
2. All ___ grade rooms will be designated as (peanut /tree nut) allergy aware spaces. There will be no classroom projects with peanut butter or peanut shells. Please do not send any of these projects into the classroom with your child.
3. Parents who will send a lunch from home for their child are free to pack the foods of their choice. It is our hope that families CHOOSE not to send foods containing peanut butter or nuts.
4. There will be special days and occasions that students may want to bring a snack to share. Please call ___ ___ for “allergy safe” suggestions. Or, consider sending/donating a book or game to the class in your child’s name.

We look forward to working together with you to have a wonderful year in _____ grade. If you have any questions regarding our allergy aware room, please call us at _____ .

Sincerely,

(Teachers Names)

(Principal’s name)

(School Nurse’s name)

(Adapted from Minneapolis Public Schools (n.d.). Welcome back letter. Food allergies in the classroom.) (9/10)

EXAMPLE LETTER:

Fellow Kindergarten Parents,

Our son, Andrew, has a life-threatening peanut & tree nut allergy. Andrew has only been exposed to peanuts once and it resulted in severe abdominal cramps, vomiting, and loss of consciousness (fainting from a life-threatening decrease in his blood pressure). Inadvertent exposure or ingestion of only a trace (1/1000) of a peanut or tree nut could cause Andrew to go into anaphylactic shock, which can be fatal if not treated immediately.

Our family is working with the school and Andrew's teacher to mitigate the chance of contamination and create as safe a school environment as possible for Andrew. We would like to ask that you consider not sending your daughter or son to school with anything containing peanuts or tree nuts. We realize this may be inconvenient, problematic, or simply too much to ask, and we respect your decision, whatever it may be. In the event you are willing to consider sending your child to school with a nut-free lunch, we have attached a list of nut-free snacks to help make your decision easier. Our hope with this school-approved letter is to provide another layer of safety for Andrew.

We are happy to discuss this with you further. Please feel free to reach out and call or email us with questions or concerns.

Thank you,

John and Meghan Dasher
home: (415) 458-5818
jmdasher629@gmail.com
mkdasher13@yahoo.com

SAFE SNACK GUIDE

Snack options free of peanuts, tree nuts, and egg

CRACKERS

- All-Bran Crackers - Multi-Grain
- Cheese Nips - Cheddar, Reduced Fat Cheddar, SpongeBob Square Pants
- Cheez-It - Original, Reduced Fat, Big, White Cheddar, Reduced Fat White Cheddar, Hot & Spicy, Parmesan & Garlic, Duoz, Scrabble Junior, Cheddar Jack, Pepper Jack, Baby Swiss, Italian Four Cheese, Colby, Whole Grain, Gripz
- Cheez-It Snack Mix
- Goldfish - Baby Cheddar Cheddar Colors, Mix-Up, Parmesan, Pizza, Pretzel, Saltine, Whole Grain
- Goldfish Flavor Blasted - XPlosive Pizza, Xtra Cheddar, Slammin' Sour Cream & Onion
- Goldfish Mix-Up Adventures - Pretzel & Flavor Blasted Xtra Cheddar Xtra Cheesy Pizza
- Goldfish Grahams - Cinnamon, Chocolate, Chocolate Chip, Vanilla
- Goldfish 100 Calorie Pouches - Cheddar, Pretzel
- Keebler Club - Original, Reduced Fat, Multi-Grain, Buttery Garlic, Minis Original, Minis Multi-Grain
- Keebler Club Snack Sticks - Original, Honey Wheat
- Keebler Sandwich Cracker - Club and Cheddar
- Keebler Wheatables - Golden Wheat, Toasted Honey Wheat
- Kellogg's Special K Crackers - Multi-Grain, Savory Herb
- Kraft Handi-Snacks - Premium Breadsticks 'n Cheese Dip, Mister Salty Pretzels 'n Cheese Dip
- Nabisco 100 Calorie -Sweet & Salty Mix Kettle Flavor
- Nabisco 100 Calorie Nabisco Premium Saltines - Original, Unsalted Tops, Hint of Salt, Fat Free, Whole Grain, Minis, Fresh Stacks
- Nabisco Premium Soup & Oyster Crackers
- Pepperidge Farm Baked Naturals Cracker Chips -Simply Potato, Cheddar & Sour Cream Potato, Simply Multi-Grain
- Pepperidge Farm Baked Naturals Cheese Crisps - Cheddar Four Cheese Italian Herb
- Pepperidge Farm Baked Naturals Wheat Crisps -Toasted Wheat
- Pepperidge Farm Distinctive Crackers - Golden Butter
- ShopRite Society Crackers
- ShopRite Cheese Crackers
- ShopRite Whole Wheat Wafers - Original, Reduced Fat, Rosemary & Olive Oil
- ShopRite Wheat Snacks - Original, Reduced Fat
- ShopRite Saltines - Original, Fat Free, Unsalted Tops, Wheat
- ShopRite Bits Crackers - Original, Low Sodium, Wheat, Roasted Vegetable " ShopRite Oyster Crackers
- Stoned Wheat Thins - Original, Lower Sodium, Mini
- Sunshine Saltines - Krispy Original
- Town House - Original, Wheat, Reduced Fat
- Town House Toppers - Original
- Town House Flipsides Pretzel Crackers - Original, Reduced Fat, Cheddar Garlic & Herb
- Town House Flatbread Crisps - Italian Herb, Sea Salt & Olive Oil
- Triscuit - Original, Reduced Fat, Hint of Salt, Garden Herb, Rosemary & Olive Oil, Fire Roasted Tomato & Olive Oil, Cracked Pepper & Olive Oil, Roasted Garlic, Rye with Caraway Seeds
- Triscuit Minis - Original
- Triscuit Thin Crisps - Original, Parmesan Garlic, Four Cheeses, Chile Pepper
- Wheat Thins - Original, Reduced Fat, Hint of Salt, Ranch, Reduced Fat Garlic & Herb, 100% Whole Grain, Sundried Tomato & Basil, Multigrain, Parmesan & Basil
- Wheat Thins Fiber Selects - 5 Grain, Garden Vegetable

PRETZELS

- Gerbs Pretzels
- Utz Halloween Pretzel Treats
- Utz Hard Pretzels
- Utz Pretzel Sticks -Cinnamon, Country Stix
- Utz Pretzel Varieties – Butter, Waffle, Holiday Shaped, Nuggets, Phineas and Ferb Shaped, Pop'z, Rods, Wheels
- Utz Select Pretzel Sticks – Butter, Pumpnickel, Seven Whole Grain, Toasted Sesame
- Utz Select Pretzels -Everything, Honey Wheat Braided Twist
- Utz Special Pretzels - Extra Dark, Multigrain, Regular
- AllerEnergy Gluten-Free Soft Pretzel
- Bachman -Twist, Butter Twist, Mini Bite Size, Thin N Right, Pretzel Rods, Kidzels, Pretzel Stix, Nutzels (bite-size), Hard Sourdough, Pita Pretzel Squares, Kidzels 100 Calorie Pack
- Herr's -Extra Thin, Rods, Whole Grain Pretzel Sticks Honey Wheat
- Kraft Handi-Snacks Mister Salty Pretzels 'n Cheese Dip
- Newman's Own -Salted Sticks, Salted Pretzel Rounds, Unsalted Pretzel Rounds, Spelt Pretzels
- Nabisco 100 Calorie Mister Salty Pretzels - Milk Chocolate, Yogurt Flavored
- Oatzels -Original, No Salt Added
- Pepperidge Farm Goldfish Pretzels
- Pepperidge Farm 100 Calorie Pouches Goldfish Pretzels
- Rold Gold -Thins, Sticks, Rods, Tiny Twists, Lightly Salted Tiny Twists, Tiny Twists Cheddar Tiny Twists Honey Mustard, Sourdough, Honey Wheat, Cheesy Garlic
- ShopRite - Mini, Mini Fat Free, Mini No Surface Salt, Gem, Amish Pretzel Sticks, Amish Pretzels Fat Free, Amish Pretzels No Surface Salt, Thin, Thin Fat Free, Waffle, Rods, Stick Pretzels Fat Free

CORN/TORTILLA CHIPS

- Late July Organic Multigrain Tortilla Chips -Dude Ranch, Mild Green Mojo, Red Hot Mojo, Sea Salt by the Seashore, Sublime, Summertime Blues, Sweet Potato
- Utz Com Chips - BBQ
- Utz low/at Baked Tortilla Chips
- Utz Organic Tortilla Chips -Blue Corn, White Corn, Yellow Corn
- Utz Tortilla Chips -Dippable, Multigrain, Restaurant Style, White Round, Yellow Round
- Bachman Tortilla Chips - Restaurant Style, MultiGrain
- Doritos - Nacho Cheese, Cool Ranch, Spicy Nacho, Tacos Flavor, Spicy Sweet Chili, Toasted Corn, Pizza Supreme
- Garden of Eatin' Tortilla Chips - Blue Corn, White Corn, Yellow Corn, White Corn, Blue Chips, Red Hot Blues, Guac-A-Mole
- Herr's -Restaurant Style, Bite Size Dippers
- Natural Tostitos Organic Yellow Corn, Blue Corn
- Sage Valley - Yellow Corn Tortilla Chips
- Santitas -Tortilla Triangles
- Stacy's Pita Chips -Simply Naked, Cinnamon Sugar, Parmesan Garlic & Herb
- Sun Chips - Original, Harvest Cheddar French Onion, Garden Salsa, Jalapeno Jack
- Tostitos - Restaurant Style, Scoops, Crispy Rounds, Multigrain, Multigrain Scoops, Bite Size, Hint of Jalapeno, Hint of Lime
- Tostitos Artisan Recipes -Roasted Garlic & Black Bean, Fire-Roasted Chipotle
- Casa Sanchez Thin and Light

VEGETABLE CHIPS

- Enjoy Life Lentils Crunchy Lentil Chips -Dill & Sour Cream, Garlic & Parmesan, Light Sea Salt, Margherita Pizza

- Tiger Nuts - Premium Organic, Supreme Peeled
- Good Health Natural Foods –Veggie Chips, Veggie Stix, Pizza Veggie Stix
- Sensible Portions - Garden Veggie Straws, Garden Veggie Chips
- Pirate's Booty Veggie

POTATO CHIPS

- Utz Baked Crisps - BBQ, Cheddar and Sour Cream, Original
- Utz Potato Chips - BBQ, Carolina BBQ, Cheddar and Sour Cream, Crab/Old Bay, Honey BBQ, No Salt, Onion and Garlic, Red Hot, Regular, Salt & Vinegar Salt and Pepper, Southern Sweet Heat BBQ
- Utz Ripple Baked Chips
- Utz Ripple Potato Chips
- Utz Wavy Potato Chips - Baby Back Ribs, BBQ, Regular, Tabasco Flavored
- Baked Ruffles - Original, Cheddar & Sour Cream
- Baked Lay's - Original, Sour Cream & Onion, Parmesan and Tuscan Herb
- Boardwalk - Salt & Vinegar, Jalapeno
- Cape Cod Original, Sour Cream & Green Onion
- Herr's - Crisp 'n Tasty, Ripples, Sour Cream & Onion, Barbecue, Salt & Vinegar, Lightly Salted, Red Hot
- Herr's Kettle Cooked - All Natural, Mesquite BBQ, Dark Potato Chips, Reduced Fat,
- Kettle Brand - Sea Salt, Sea Salt & Vinegar, Buffalo Bleu, Fully Loaded Baked Potato, Sweet Onion, Sour Cream and Onion, Jalapeno
- Kettle Brand Bakes -Sea Salt, Aged White Cheddar, Hickory Honey Barbeque, Sea Salt & Vinegar
- Lay's - Classic, Barbecue, Sour Cream & Onion, Lightly Salted, Cheddar & Sour Cream, Wavy Original, Salt & Vinegar, Garden Tomato & Basil ,Honey Mustard, Honey Barbecue
- Lay's Kettle Cooked - Original, Sea Salt & Vinegar, Reduced Fat, Jalapeno, Sea Salt & Cracked Pepper
- Munchos
- Mystic Kettle Potato Chips - Regular Reduced Fat, Dark Russet, Sea Salt & Vinegar
- Natural Lay's - Sea Salted
- Popchips - Original Potato, Barbeque Potato, Cheddar Potato, Sour Cream & Onion Potato, Sea Salt & Vinegar Potato, Salt & Pepper Potato
- Fritos - Original, Flavor Twists Honey BBQ, Scoops, Bar-B-Q
- Pringles - Original, Reduced Fat, BBQ
- Pringles Snack Packs - Original,100 Calorie Snack Packs Original
- Ruffles - Original, Reduced Fat, Sour Cream & Onion, Cheddar & Sour Cream, Loaded Chili & Cheese, Molten Hot Wings
- ShopRite – Original, Krinkle Cut, No Salt Added, Salt & Vinegar, Barbecue
- ShopRite Organic - Barbecue
- ShopRite Kettle Potato Chips - Original, Sea Salt & Pepper
- Wise -All Natural, Lightly Salted, BBQ, Unsalted, Salt & Vinegar Onion & Garlic, Honey BBQ
- Wise Ridgies -All Natural, Sour Cream & Onion, Cheddar & Sour Cream

POPCORN

- Divvies Popcorn - Caramel Corn, Kettle Corn
- Utz Popcorn - Butte, Cheese, White Cheddar
- Utz Tabasco Flavored Popcorn - Butter Cheese
- Bachman - Original, Light
- Good Health Natural Foods - Half Naked Popcorn with a Hint of Olive Oil

- Kurly Korn - Premium Cinema Popcorn
- Sage Valley - Lite Organic Popcorn
- Smartfood -White Cheddar Reduced Fat, Movie Theater Butter
- Wise - Original Butter White Cheddar
- Whole Foods 365 Brand

RICE-SNACKS

- Quaker Quakes Rice Snacks - Caramel Corn, Ranch, Sea Salt & Cracked Black Pepper Kettle Corn, Chocolate, Sweet Chili, Cheddar Cheese, Sour Cream & Onion
- Lundberg Organic Rice Cakes - Rite with Popcorn, Brown Rice, Machi Sweet, Sweet Green Tea

PORK RINDS

- Utz Fried Pork Rinds
- Utz Pork Rinds - BBQ, Hot and Spicy, Salt and Vinegar

CHEESE SNACKS

- Utz Cheese Balls - Hot, Plain
- Utz Cheese Curls - Crunchy, Hot, Plain, Tabasco, White Cheddar
- Cheetos Puffs, Puffs Honey BBQ, Crunchy, Flamin' Hot, Crunchy, Baked
- Herr's Baked Cheese Curls
- Kurly Kurls
- Kurly Go Rounds
- Original Tings Crunchy Corn Sticks
- Pirate's Booty - Aged White Cheddar ,Sour Cream & Onion, New York Pizza
- Smart Puffs
- Sage Valley -White Cheddar Puffs
- Wise Cheez Doodles - Puffed, Puffed O's, Crunchy

Peanut Butter Alternatives/Spreads

- Don't Go Nuts Soy Butter - Chocolate, Cinnamon Sugar, Lightly Sea Salted, Pure Unsalted, Slightly Sweet
- Gerbs Sea Salted Butters - Pumpkin, Sunflower
- J.M.Healthy Soy Nut Butter - Chocolate, Honey Creamy, Honey Chunky, Original Creamy, Original Chunky, Unsweetened Creamy, Unsweetened Chunky
- SunButter Sunflower Seed Spread - Creamy, Natural Creamy, Natural Crunch, Natural No-Stir,
- Natural No-Stir On the Go, Natural Omega-3, Organic Unsweetened
- Wowbutter - Peanut Butter Taste Creamy, Crunch

GRANOLA/TRAIL MIXES/SEEDS

- Bee Nut Free Trail's End Trail Mix
- Enjoy Life Seed & Fruit Mixes - Beach Bash, Mountain Mambo
- Enjoy Life Granola - Cinnamon Raisin Crunch, Double Chocolate Crunch ,Very Berry Crunch
- Gerbs Granola - Cranberry Harvest, Dark Chocolate, Original Blend
- I.M.Healthy_ Granola -Plain, w/Fruit
- Gerbs Pumpkin Seed Kernels - Lightly Sea Salted, Raw, Roasted, Unsalted
- Gerbs Raw Black Chia Seeds

- Gerbs Raw Brown Flax Seed
- Gerbs Raw Hemp Seed Kernels
- Gerbs Salad Toppers - Cape Cod Antioxidant Mix, Cracker 0-unch Mix, Super Seeds Mix
- Gerbs Seed Meal - Raw Flax Seed, Raw Pumpkin Seed, Raw Sunflower Seed, Whole Hemp Seed
- Gerbs Snack Mixes -SuperFruits, Sweet & Salty ·
- Gerbs Sunflower Seed Kernels - Lightly_ Sea Salted, Raw, Roasted Unsalted
- Gerbs Whole Hemp Seeds - Roasted Unsalted, Sea Salted
- Gerbs Whole Roasted Pumpkin Seeds - Lightly Sea Salted, Raw, Roasted Unsalted
- Gerbs Whole Roasted Sunflower Seeds - Lightly Sea Salted, Raw
- NoNuttin' Granola - Blueberry Maple, Cranberry Apple, Vanilla Cinnamon, Vanilla Caramel
- NoNuttin' Trail Mix - Berry Delight, Fruit Explosion, Energy Explosion

FRUIT SNACKS/ DRIED FRUIT

- Barefruit All Natural Apple Chips - Chile Lime, Cinnamon, Fuji Red, Granny Smith, Sea Salt Caramel
- Brothers-All-Natural Fruit Clusters - Apple Cinnamon, Blueberry Apple, Raspberry Apple
- Brothers-All-Natural Fruit Crisps -Asian Pear, Banana, Fuji Apple, Fuji Apple with Cinnamon, Mandarin Orange, Mango, Mixed Berry, Peach, Pineapple, Strawberry, Strawberry-Banana
- Gerbs Dried Fruits - Blueberries, California Raisins, Cranberries, Goji Berries, Tart Cherries
- Annie's Organic Bunny Fruit Snacks – All Flavors
- Funky Monkey Snacks -Appleman, Bananamon, Carnaval Mix, JiveALime
- Betty Crocker Fruit Roll-Ups
- Betty Crocker Fruit By The Foot
- Fruit Gushers
- Betty Crocker Fruit Flavored Snacks - Dora the Explorer Scooby-Doo, SpongeBob Square Pants, Shark Bites
- CJif Kid Organic Twisted Fruit - Strawberry, Mixed Berry
- Trader Joes Organic Fruit Wraps – All Flavors
- Materne GOGO Squeez Apple Sauce on the Go – All Flavors

MARSHMALLOWS

- AllerEnergy - Marshmallows, Marshmallow Treats, Marshmallow Creme
- ShopRite Marshmallows
- Campfire Marshmallows

GRAHAM CRACKERS

- Cinnamon Grahams -: Plain, Low Fat
- Goldfish Grahams -Cinnamon, Vanilla, Chocolate, Chocolate Chip
- Keebler Grahams - Original, Cinnamon, Honey
- Keebler Scooby-Doo Graham Cracker Sticks -Honey, Cinnamon
- Keebler Grahams Bites -Cinnamon
- Nabisco Grahams -Original
- Nabisco Honey Maid - Honey, Low Fat Honey, Cinnamon, Low Fat Cinnamon, Chocolate, Fresh Stacks
- ShopRite -Sugar Honey Grahams, Sugar Honey Grahams Low Fat, Chocolate Grahams
- Teddy Grahams - Cinnamon, Honey, Chocolate, Chocolatey Chip, Mini

COOKIES

- Bee Nut Free Cookies - Chocolate Chip, Oatmeal Raisin, Sunny Honey Cookie Drops
- Cybele's Free-to-Eat Cookies -Chocolate Chip, Chocolate Chunk Brownie, Oatmeal Raisin
- Divvies Cookies- Chocolate Brownie, Chocolate Chip, Molasses Ginger, Oatmeal Raisin, Sugar
- Enjoy Life Crunchy Cookies -Chocolate Chip, Double Chocolate, Sugar Crisp, Vanilla Honey Graham
- Enjoy Life Soft-Baked Cookies -Chocolate Chip, Double Chocolate Brownie, Gingerbread Spice, Snickerdoodle
- HomeFree Gluten Free Cookies -Chocolate Chip, Oatmeal
- HomeFree ·GlutenFree Mini Cookies -Chocolate Chip, Double Chocolate Chip, Vanilla
- Lucy's Gluten Free Cookies -Chocolate, Chocolate Chip, Cinnamon Thin, Ginger Snap, Maple Bliss, Oatmeal, Sugar
- Sweet Alexis Cookies -Chocolate Chip, Ginger, Lemon Sugar, Oatmeal Chocolate Chip, Oatmeal, Shortbread, Sunflower Butter Chocolate Chip
- Sweet Alexis Novelty Vanilla Cookies -Baseball, Basketball, Blue, Flower, Happy Face, Heart, Patriotic, Shamrock
- Sweet Alexis "Wheatless"Cookies -Chocolate Chip
- Barnum's Animal Crackers -Original
- Chips Ahoy - Chocolate Chip, Reduced Fat, Candy Blasts, Chunky, Chewy, White Fudge, Chunky, Mini
- Dare Foods-Breaktime -Chocolate Chip, Oatmeal, Ginger
- Dare Foods Pure Chocolate Whippet
- Keebler Vanilla Wafers- Original, Mini
- Lorna Doone Shortbread Cookies
- Nabisco 100 Calorie Packs -Chips Ahoy Thin Crisps, Lorna Doone Shortbread Cookie Crisps
- Nabisco Biscos Sugar Wafers -Creme Filling
- Nabisco Ginger Snaps
- Newtons -Original Fig, Fat Free, Whole Grain, Strawberry, Raspberry
- Newtons Minis -Whole Grain Fig
- Newtons Fruit Crisps -Apple Cinnamon
- Oreos -Original, Double Stuff
- ShopRite Scrunchy Animal Crackers
- Snackwells 100 Calorie Packs -: Vanilla Creme Sandwich, Double Chocolate Chip Cookies,
- Fudge Drizzled Chocolate Chip Cookies, Fudge Shortbread Fudge Petites, Mint Fudge Shortbread Fudge Petites

NUTRITION/CEREAL/ENERGY/GRANOLA BARS and TOASTER PASTRIES

- Bee Nut Free Energy Bars (and Bits and Pieces) - Cranberry Citrus, Sunflower Fig Ginger
- Bee Nut Free Granola Bars (and Bits and Pieces) - Chocolate Chip, Ten Mile Tropical
- Candice Foods Energy Bars - Blueberry Vanilla, Chocolate Cherry, Chocolate Fudge, Chocolate Mint, Chocolate Orange, Mocha Java, Raspberry Banana
- Don't Go Nuts Energy Bars - Blueberry Blast, Boogie Board Bash, Celestial Campout, Gorilla Power, Lift Service, Whitewater Chomp
- Enjoy Life Baked Chewy Bars - Caramel Apple, Cocoa Loco, Mixed Berry, SunButter Crunch
- Enjoy Life Decadent Soft Baked Bars - Cherry Cobbler, Chocolate SunButter, Cinnamon Bun, S'Mores
- AllerEnergy Nutrition Bars -Apple Cinnamon, Blueberry, Cherry Blossom, Chocolate Chip
- EnerPro - Double Chocolate Bar, Oatmeal Chocolate Bar
- Nonuttin' Granola Bars -Apple Cinnamon, Chocolate Chip, Double Chocolate Chunk, Raisin

- Nutri Grain Cereal Bars - Blueberry, Strawberry, Apple Cinnamon, Blackberry, Mixed Berry, Raspberry, Cherry Pomegranate, Strawberry Acai
- Special K Bar - Blueberry, Strawberry, Chocolatey Drizzle, Raspberry Cheesecake, Vanilla Crisp
- Kellogg's Rice Krispies Treats - Original
- Kellogg's Pop Tarts - Brown Sugar, Cinnamon, Blueberry Unfrosted, Frosted Apple, Frosted Strawberry, Strawberry Unfrosted, Low Fat Frosted Strawberry, Frosted Cherry, Frosted Wild Berry
- Kellogg's Pop Tart Mini Crisps - Frosted Chocolate, Frosted Strawberry
- Nature's Path Organic Toasted Pastries - Frosted Chocolate, Frosted Strawberry, Frosted Cherry Pomegranate, Blueberry

BAKING/FLOURS/MIXES

- Allergic Solution Cake Mixes - Carob, Vanilla
- Allergic Solution Yeast Free Bread Mix
- Allergic Solution Pancake/Waffle Mix
- Amanda's Own Confections - Chocolate Chips
- Divvies Frosting - Chocolate, Vanilla
- Divvies Semisweet Chocolate Chips
- Enjoy Life Baking Chocolate - Semi-Sweet Mega Chunks, Semi-Sweet Mini Chips
- Gerbs Dark Chocolate Chips
- Gerbs Gluten Free Rolled Oats
- HomeFree Gluten Free Oat Flour
- HomeFree Gluten Free Quick Oat Flakes
- HomeFree Organic Tapioca Starch
- HomeFree Soy Lecithin Powder
- HomeFree Sunflower Lecithin Powder
- Southern Homestyle Gluten Free Corn Crumbs - Cornflake, Tortilla

ICE POPS AND BARS

- Dole Fruit Bars - Variety 12 Pack (Strawberry, Grape, Raspberry)
- Luigi's Real Italian Ice - 6 Pack Varieties: Cherry, Lemon, Lemon & Strawberry, Mango, Watermelon & Blue Raspberry
- Marino's Italian Ice -12 Pack Varieties: Blue, Bubble Gum, Cherry, Chocolate, Cola, Grape, Lemon, Lime, Mango, Orange, Pineapple, Rainbow, Strawberry, Tropical, Watermelon
- ShopRite Red White Blue Pops 12 Pack
- Minute Maid Juice Bars -12 Pack Varieties: Cherry, Grape, Orange
- Breyers Pure Fruit Bars - 12 Pack Strawberry, Orange, Raspberry

CHOCOLATE

- Amanda's Own Confections Chocolate Bars
- Amanda's Own Confections Chocolates - Shape Varieties, Crispy Bark, Marshmallow Clusters, Peppermint Bark
- Divvies Chocolate Bar - Benjamin Crunch, Divine Chocolate, Semi-Sweet Chocolate with Rice Crunch
- Divvies Hand-Poured Chocolate - Divvisaurus Chocolate Dinosaur, BOO!! X 2 Ghosts, BAG O' BATS

- Enjoy Life Boom Chaco Boom Chocolate Bars - Dark Chocolate, Ricemilk Chocolate, Ricemilk Crunch
- Pascha Organic Dark Chocolate - 55% Cacao, 55% Cacao with Cocoa Nibs, 55% Cacao with Goldenberries, 70% Cacao, 85% Cacao
- Sun Cups - Dark Chocolate Mint Cup, Dark Chocolate Sun Butter Cup, Milk Chocolate Caramel Cup, Milk Chocolate
- Sun Butter Cup
- Nonuttin' - Dark Chocolate Chunks
- Hershey 1s Chocolate Bars - 1.55 oz Bars (Note: other sizes may not be safe)
- Hershey's Chocolate Kisses - Plain, Special Dark

CANDY

- Amanda's Own Confections - Assorted Gourmet Jelly Beans, Sour Gummy Bears, Sour Gummy Worms
- Charms - Pops, Blow Pops, Mini Pops
- Charms Blow Pop Bubblegum
- Charms Sour Balls
- Charms Squares
- Crows
- Cry Baby Sour Gumboils
- Divvies Solid Gum Balls
- Divvies Super Stars
- Dots
- Double Bubble - Gumballs, Twist Wrap,
- Sugar Daddy
- Surf Sweets - Fruity Bears, Fruity Hearts, Gummy Bears, Gummy Worms, Peach Rings, Sour Berry Bears, Sour Worms, Spooky Spiders, Watermelon Rings
- Surf Sweets Jelly Beans - Original, Spring Mix
- Parade Cotton Candy
- Sugar Daddy
- Tear Jerkers Sour Bubble Gum
- Tootsie Fruit Rolls – Cherry, Lemon, Lime, Orange, Vanilla
- Tootsie Pop Drops
- Tootsie Pops - Cherry, Chocolate, Grape, Orange, Raspberry
- Andes Mints -All varieties
- Mike and Ike
- Skittles - All varieties Dum Dum Pops
- Frooties
- Good & Plenty
- Hot Tamales
- Kraft Caramels
- Lifesavers Hard Candies
- Lifesavers Gummies
- Lifesavers Gummies Collisions
- Milk Duds
- Jolly Rancher Hard Candy
- Jolly Rancher Doubles
- Pez
- Push Pop
- Red Vines
- Razzles
- Raio
- Smarties
- Sour Patch Kids
- Sour Punch Straws - Apple, Strawberry
- Starburst Fruit Chews - All varieties
- Starburst GummiBursts - All varieties
- Starburst JellyBeans - All varieties
- Tootsie Rolls
- Twizzlers - All wrapped varieties
- Whoppers - Original Only
- Zours