



PARENT INFORMATION



CAMPUS VISITORS

All visitors must be able to provide a government issued, photo I. D. at each visit. Photos of the I.D. will not be accepted. Visitors will check in at the front office and receive a Visitor Badge which must be worn at all times in the building. When leaving the building, **visitors must check out with the front office** and return the badge. Visitors will be allowed on Campus beginning August 24, 2022.

VOLUNTEER INFORMATION

We look forward to welcoming volunteers to Glen Loch. A Volunteer Application must be completed on the CISD website (<https://www.conroeisd.net>) in order to volunteer.

ATTENDANCE LINE

To report an absence for your child, please call our attendance line at **281-298-4900 by 9:00 a.m.** and leave a message stating your child's name, teacher's name, reason for the absence, person reporting the absence, and a phone number. When your child returns to school, a note explaining the absence should be brought to their teacher.

MORNING HOURS

Students may arrive starting at 7:30 a.m., at which time they may go to Active Start (weather permitting) or to breakfast in the cafeteria. **The school day begins at 8:00 a.m.** and the cafeteria closes for breakfast at that time as well. Announcements begin at 9:30 a.m..

ARRIVING TO SCHOOL AFTER 8:00

Students arriving to school after the tardy bell (8:00) are considered tardy. **Students arriving to school after the tardy bell has rung should be brought to the front of the school to enter through the front doors. Students must stop at the front desk. A parent should come into the school with the student to sign the student in for the day.** Students are considered absent if they arrive to school after 9:00 a.m. unless there is a medical appointment note documenting the reason.

If you need to come in for any reason other than signing your child in during the morning, we ask that you wait until 8:15 a.m. to allow the front office to process in any tardy students.

ARRIVING TO SCHOOL AFTER AN APPOINTMENT

If your child is arriving late to school due to an appointment, or returning to school after an appointment, please come into the office with your child and bring a doctor's note, to ensure your student is not marked tardy or absent for the day.

BIRTHDAY / HOLIDAY TREATS AND CELEBRATIONS

Birthday treats, such as brownies or cookies, must be **store bought** due to allergy, safety and sanitation concerns. Treats are served in the classroom at a time designated by the teacher. Goodie bags are not allowed at school and will be returned home with student if brought to school.

VISITING AT LUNCH TIME

We want to ensure the safety and security of everyone as they enjoy time together. Please be sure to sign up to have lunch with your child at least 24 hours in advance, as we have a limited amount of space for each grade level.

<http://tiny.conroeisd.net/JaJdx>

MEDICATION AT SCHOOL

Students may not bring medication to school. A parent or guardian must bring medication and sign it into the clinic. All medication must be in the original container and properly labeled. The school nurse must have a written and dated request from the parent or legal guardian to administer any medication.

LOST AND FOUND

Our Lost and Found can be found in front lobby. Parents can come between 9:00 a.m. and 1:30 p.m. to look for missing items. Anything left at the end of each 9 week period will be bagged up and donated.

SPECIALS SCHEDULE

KG	1:15 - 2:05 p.m.
1st	2:10 - 3:00 p.m.
2nd	10:30 - 11:20 a.m.
3rd	8:40 - 9:30 a.m.
4th	9:35 - 10:25 a.m.

LUNCH SCHEDULE

KG	12:00 - 12:30 p.m.
1st	11:30 - 12:00 p.m.
2nd	12:30 - 1:00 p.m.
3rd	11:45 - 12:15 p.m.
4th	12:15 - 12:45 p.m.

FORGOTTEN ITEMS /DELIVERIES

Please help your student be fully prepared for their day by ensuring that they have all needed materials (backpack, lunch, water bottle, etc...) as they arrive at school. Water bottles and lunches may be placed on the drop-off cart by the front doors right inside the front lobby doors **before 11:20 a.m.** All deliveries need to be labeled with your child's name and grade level to ensure proper delivery. **Deliveries are made daily at 11:20 a.m. to a drop-off table at the end of each hallway.**

If you need eye glasses delivered to your child, please do not put them on the drop off the cart. Bring them into the office for immediate delivery to your child.

Any class work, binders or homework that is dropped off will be placed in the teacher's mailbox for them to pick up during the day. Delivery of flowers, balloons, etc. to students at school are not permitted.

ILLNESS AT SCHOOL

If your child is exhibiting any symptoms of illness, please keep your child home. Your child will be sent home from school if: they have a measured temperature of 100 degrees or greater, loss of taste or smell, vomiting, diarrhea, significant muscle pain or body ache, shortness of breath or difficulty breathing (not related to environmental, physical activity or history of chronic illness as documented by a physician), new onset of sore throat, new onset of severe headache not resolved with rest or other interventions, new onset cough, and congestion or prolonged symptoms of any of the above with worsening severity. Student must be picked up within one hour of notification from the school, and the nurse will advise you of the criteria needed for your child to return to school.

A change of clothing should always be kept in each student's backpack in case of a spill, fall in the mud, or restroom accident. The nurse has a very limited supply of extra clothes and will try to find something suitable for the student to wear, but having their own set of clothes will save time and help the student be more comfortable.

TRANSPORTATION CHANGES

All transportation changes must be received by 2:30 p.m. You may send a written note to your child's teacher, or fill out a form in the front office. **Please include the date, your child's full name, bus number (if applicable), and your signature.** If an emergency arises, you may send an email to GlenLochTransportation@ConroeISD.net or call to change using your password. The e-mail must include all of the above information, including a parent signature, and must be received before 2:30 p.m.

Please send a new note for each day the change occurs; we cannot accept notes for multiple days or with multiple changes. District policy states that a student may only ride the bus they are registered to ride; students may not have a transportation change to ride a different bus.

GREEN TRANSPORTATION SIGNS

If your child is a car rider or Kinder/1st grade walker, you will have to have a green transportation sign to pick them up during the dismissal process. **Should you forget the sign, you can come in and get a green sign and get back in line OR wait in your vehicle until the dismissal process is complete to come in and sign your child out. No exceptions will be made to this policy.**

To request a new green transportation tag, please email your request to GlenLochTransportation@ConroeISD.net. Once your tag is ready for pick up, you can come into the school before 2:30 pm to pick it up, showing your ID or it can be sent home in your child's backpack.

CHECKING OUT OF SCHOOL EARLY

If you need to pick your child up early, please do so **before 2:30 p.m.** We are unable to call back to a class after that time.

AFTER SCHOOL

Students will need to plan ahead and be organized when getting ready for dismissal. Students will not be allowed to re-enter the building to go back to class for homework or items they forgot. Parents are asked to stay in their vehicle or on sidewalks during dismissal time and will not be permitted in building until dismissal process is complete. Should you arrive after dismissal is over, please park and come in to sign your child out.

IMPORTANT SAFETY INFORMATION

- Please stay in line at the car rider liner and do not try to pass vehicles waiting for students to load or unload.
- Please do not drop your student off in the parking lot.
- **Please do not bring your pets onto school property.** We have students who are highly allergic to and/or are frightened of animals.
- Please label your child's belongings (Jackets, Lunch Box, Water Bottles, etc.)