**GLADE GAZETTE**

[School Webpage HERE.](http://education.fcps.org/ges/)

Parent Handbook [HERE](https://fcps.ezcommunicator.net/edu/frederick/upload/68/11593.pdf)

[Glade PTA’s webpage HERE](http://gladepta.ourschoolpages.com/Home)

Pay for field trips: <https://frederickcounty.schoolcashonline.com>

**GLADE PTA NEWSLETTER**

August 29, 2019

**School Calendar** *(Dates & Times Subject to Change)*

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| **Date** | **Event** | **Time** |
|  | **SEPTEMBER** |  |
| 3 | First day of school |  |
| 5 | Band Day – bring your instrument |  |
| 6 | Spirit Day – Wear your school colors |  |
| 9 | Girls on the Run  PTA General Meeting, Media Center | 3:45-5:15  7:00 |
| 10 | Back to School Night (Grades Pre-K, Kindergarten, 1st) | 6:00-7:30 |
| 11 | Girls on the Run  Back to School Night (Grades 2 and 4) | 3:45-5:15  6:00-7:30 |
| 12 | Band Day – bring your instrument  Back to School Night (Grades 3, 5 and Learning for Life) | 6:00-7:30 |
| 16 | Girls on the Run | 3:45-5:15 |
| 17 | Field Trip – Gr. 2 – Frederick Fair | 10:00-2:00 |
| 18 | Girls on the Run | 3:45-5:15 |
| 19 | Band Day – bring your instrument |  |
| 20 | Schools Closed – Fair Day |  |
| 23 | Girls on the Run | 3:45-5:15 |
| 25 | Girls on the Run  Volunteer Training | 3:45-5:15  6:30-7:30 |
| 26 | Band Day – bring your instrument |  |
| 27 | PTA Movie Night, Cafeteria | 7:00 |
| 30 | Girls on the Run | 3:45-5:15 |
|  | **OCTOBER** |  |
| 1 | Picture Day  Chess Club, Media Center | 3:45-5:00 |
| 2 | Girls on the Run | 3:45-5:15 |
| 3 | Band Day – bring your instrument  Bike & Walk to School Day |  |
| 7 | Girls on the Run  PTA Meeting, Media Center | 3:45-5:15  7:00 |
| 8 | 2-Hour Early Dismissal ***(AM PreK 9-10:30 PM PreK 12-1:30)*** | 9:00-1:30 |
| 9 | Schools Closed – Yom Kippur |  |
| 10 | Band Day – bring your instrument |  |
| 14 | Girls on the Run | 3:45-5:15 |
| 15 | Chess Club, Media Center | 3:45-5:00 |
| 16 | Girls on the Run | 3:45-5:15 |
| 17 | Band Day – bring your instrument  Good News Club, Rm. 142 | 3:30-5:00 |
| 18 | Spirit Day  PTA Fall Festival | 6:30-8:00 |
| 21 | Girls on the Run | 3:45-5:15 |
| 22 | Chess Club, Media Center | 3:45-5:00 |
| 23 | Schools Open 4 hours late—Parent/Teacher Conferences –Evening (No lunch served) No PreK classes | 1:00-4:00 |
| 24 | Schools Open 4 hours late—Parent/Teacher Conferences - Evening (No lunch served) No PreK classes | 1:00-4:00 |
| 25 | Schools Dismiss 3 hours early--Parent/Teacher Conferences-Afternoon (Lunch is served) No PreK classes  PTA Fall Book Fair | 9:00-12:00 |
| 28 | PTA Fall Book Fair  Girls on the Run | 3:45-5:15 |
| 29 | PTA Fall Book Fair  Chess Club, Media Center | 3:45-5:00 |
| 30 | PTA Fall Book Fair  Girls on the Run  Grandparents Ice Cream Social, Cafe | 3:45-5:15  6:00-8:00 |
| 31 | PTA Fall Book Fair (last day)  Band Day – bring your instrument  Good News Club, Rm. 142 | 3:30-5:00 |
|  | **NOVEMBER** |  |
| 1 | Fall Harvest Parties in Classrooms  PTA Trunk or Treat | 2:00-3:00  6:30-8:30 |
| 4 | Girls on the Run  PTA Meeting, Media Center | 3:45-5:15  7:00 |
| 5 | Picture Make-Up Day  Chess Club, Media Center | 3:45-5:00 |
| 6 | Race for Ed (rain date 11/7)  Girls on the Run  K University | 3:45-5:15  6:30-8:00 |
| 7 | Band Day – bring your instrument  Good News Club, Rm. 142  End Term 1 | 3:30-5:00 |
| 8 | Schools Closed – Teacher Work Day |  |
| 11 | Term 2 Begins  Girls on the Run | 3:45-5:15 |
| 12 | Chess Club, Media Center | 3:45-5:00 |
| 13 | Girls on the Run | 3:45-5:15 |
| 14 | Band Day – bring your instruments  Good News Club, Rm.142 | 3:30-5:00 |
| 15 | Spirit Day |  |
| 18 | Girls on the Run | 3:45-5:15 |
| 19 | Chess Club, Rm.142 | 3:45-5:00 |
| 20 | Girls on the Run | 3:45-5:15 |
| 21 | Band Day – bring your instruments  Good News Club, Rm.142 | 3:30-5:00 |
| 25 | Girls on the Run | 3:45-5:15 |
| 26 | Chess Club, Media Center | 3:45-5:00 |
| 27-29 | Schools Closed – Thanksgiving |  |

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|  | **DECEMBER** |  |
| 2 | Girls on the Run  PTA Meeting, Media Center | 3:45-5:15  7:00 |
| 4 | Girls on the Run | 3:45-5:15 |
| 5 | Band Day – bring your instruments  Good News Club | 3:30-5:00 |
| 6 | PTA Movie Night | 7:00 |
| 10 | In-School Chorus Concert | 2:30 |
| 11 | Chorus Winter Concert, Cafeteria | 7:00 |
| 12 | Band Day – bring your instruments  Good News Club | 3:30-5:00 |
| 17 | Cultural Arts Program (Primary)  Cultural Arts Program (Intermediate) | 9:15-10:15  2:00-3:00 |
| 19 | Band Day – bring your instruments  Good News Club | 3:30-5:00 |
| 20 | 2-Hour Early Dismissal ***(AM PreK 9-10:30 PM PreK 12-1:30)***  Spirit Day | 9:00-1:30 |
| 23-31 | Schools Closed – Winter Break |  |
|  | **JANUARY** |  |
| 1 | Schools Closed – New Year’s Day |  |
| 2 | Band Day – bring your instruments  Good News Club, Rm.142 | 3:30-5:00 |
| 6 | PTA Meeting, Media Center | 7:00 |
| 7 | Chess Club, Media Center | 3:45-5:00 |
| 9 | Band Day – bring your instruments  Winter Band Concert, Café  Good News Club, Rm.12 | 2:00  3:30-5:00 |
| 14 | Chess Club, Media Center | 3:34-5:00 |
| 15 | Band Evening Concert at WHS (*Snow date Jan.22*) | 7:00 |
| 16 | Band Day – bring your instrument  Good News Club, Rm. 142 | 3:30-5:00 |
| 17 | Spirit Day  PTA Family Skate Night (*tentative*) |  |
| 20 | Schools Closed – Martin Luther King, Jr. Day |  |
| 21 | Chess Club, Media Center | 3:45-5:00 |
| 23 | Band Day – bring your instruments |  |
| 28 | Chess Club, Media Center  End Term 2 | 3:45-5:00 |
| 29 | Schools Closed, Teacher Work Day |  |
| 30 | Term 3 Begins  Band Day – bring your instruments |  |

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|  | **FEBRUARY** |  |
| 3 | PTA General Meeting, Media | 7:00 |
| 4 | Chess Club, Media Center | 3:45-5:00 |
| 6 | Band Day – Bring your instruments  Good News Club, Rm.142 | 3:30-5:00 |
| 10 | PTA Winter Book Fair |  |
| 11 | PTA Winter Book Fair  Chess Club, Media Center | 3:45-5:00 |
| 12 | PTA Winter Book Fair |  |
| 13 | PTA Winter Book Fair  Band Day – Bring your instruments  Valentine’s Parties in Classrooms | 2:00-3:00 |
| 14 | 2-Hour Early Dismissal ***(AM PreK 9-10:30 PM PreK 12-1:30)***  PTA Winter Book Fair (last day) | 9:00-1:30 |
| 17 | Schools Closed – President’s Day |  |
| 18 | Chess Club, Media Center | 3:45-5:00 |
| 20 | Band Day – bring your instruments  Good News Club, Rm.142 | 3:30-5:00 |
| 25 | Chess Club, Media Center | 3:45-5:00 |
| 27 | Band Day, bring your instruments  Good News Club, Rm. 142 | 3:30-5:00 |
|  | **MARCH** |  |
| 2 | PTA General Meeting, Media Center | 7:00 |
| 4 | 2-Hour Early Dismissal ***(AM PreK 9-10:30 PM PreK 12-1:30)***  Mid-term | 9:00-1:30 |
| 5 | Band Day – bring your instrument  Good News Club, Rm. 142 | 3:30-5:00 |
| 12 | Band Day – bring your instrument  Good News Club, Rm. 142 | 3:30-5:00 |
| 13 | Spirit Day |  |
| 17 | Social Studies/Science Fair ***Set-Up*** |  |
| 18 | Social Studies/Science Fair | 6:00-8:00 |
| 19 | Band Day – bring your instruments  Good News Club, Rm. 142  Social Studies/Science Fair ***Pick-Up*** | 3:30-5:00 |
| 26 | Good News Club, Rm. 142 | 3:30-5:00 |
|  | **APRIL** |  |
| 1 | Talent Show Auditions | 3:45-5:00 |
| 2 | Band Day – bring your instruments  Good News Club, Rm. 142  Talent Show Auditions | 3:30-5:00  3:45-5:00 |
| 6 | PTA General Meeting, Media Center | 7:00 |
| 8 | 2-Hour Early Dismissal ***(AM PreK 9-10:30 PM PreK 12-1:30)*** | 9:00-1:30 |
| 9 | Schools Closed – Teacher Work Day |  |
| 10 & 13 | Schools Closed – Spring Break |  |
| 16 | Band Day – bring your instrument  Good News Club, Rm. 142 | 3:30-5:00 |
| 17 | Spirit Day  PTA Movie Night | 7:00 |
| 23 | Band Day – bring your instrument  Good News Club, Rm. 142 | 3:30-5:00 |
| 28 | Schools Closed – Primary Elections |  |
| 30 | Band Day – bring your instrument  Good News Club, Rm. 142 | 3:30-5:00 |

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|  | **MAY** |  |
| 1 | Moms n’ Muffins, Café | 8:00-8:55 |
| 4 | PTA General Meeting, Media Center | 7:00 |
| 5 | Field Trip – Fountain Rock – Gr. 2 (Epling/Defibaugh/Shah) | 9:30-12:00 |
| 6 | Field Trip – Fountain Rock – Gr.2 (Ciocco/Sinton) | 9:30-12:00 |
| 7 | Band Day – bring your instrument  In-School Band Concert, Café  Good News Club, Rm. 142  Talent Show Rehearsal | 2:00  3:30-5:00  3:45-5:00 |
| 8 | Talent Show | 7:00-9:00 |
| 11 | Band Evening Concert at WHS | 7:00 |
| 14 | Band Day – bring your instrument  Good News Club, Rm. 142 | 3:30-5:00 |
| 15 | Walk/Bike to School Day  Spirit Day  PTA May Fair | 5:30-8:00 |
| 20 | Chorus Evening Concert, Café | 7:00 |
| 21 | Band Day – bring your instrument  Cultural Arts Program (Primary)  Cultural Arts Program (Intermediate)  Good News Club, Rm. 142 | 9:15-10:15  2:00-3:00  3:30-5:00 |
| 25 | Schools Closed – Memorial Day |  |
| 27 | Volunteer Appreciation Celebration, Café | 7:00 |
| 28 | Band Day – bring your instrument  Good News Club, Rm. 142  Kindergarten Orientation | 3:30-5:00  6:30-7:30 |
| 29 | Dads n’ Donuts, Café | 8:00-8:55 |
|  | **JUNE** |  |
| 1 | PTA General Meeting | 7:00 |
| 3 | Field Day (rain date June 4) |  |
| 4 | Good News Club, Rm. 142 | 3:30-5:00 |
| 5 | 5th Grade Celebration, Café |  |
| 8 | 5th Grade Picnic |  |
| 10 | Last Day of School for Students (if no snow days)  2-Hour Early Dismissal ***(AM PreK 9-10:30 PM PreK 12-1:30)***  Move-Up Day  5th Grade Tug-o-War  5th Grade Clap-Out | 9:00-1:30  9:00-9:55  10:00-10:20  1:00 |

**ADMINISTRATIVE ANNOUNCEMENTS**

Dear Glade Families,

It is with a full heart and great enthusiasm that we welcome you to our 2019-2020 school year at Glade. We want to extend a special welcome to all of our new families and a warm welcome back to our returning families as well.

As we look ahead to what will be the best year yet at Glade, we want to take an opportunity to share some information about who we are, what we do here at Glade, and how important it is to us that your family is involved in, engaged with, and informed about your students’ school life.

Our School Motto at Glade is *Work Hard, Be Kind.* It is simple and unambiguous, and intentionally so.

*Work Hard*: We come to school each and every day to learn, teach and do our best work. Every day is critically important as we only have 180 of them in a school year. The single most important thing we ask of you as a parent is to strive to have your student in school, on time, and ready to learn every one of those 180 days.

*Being Kind*: We want to learn in a respectful, welcoming, and caring environment for students and adults alike. We recognize and praise students for acts of kindness to others and for demonstrating empathy and compassion for others. We believe that when a child feels loved and cared for, the groundwork has been laid for learning.

Our School Mascot is the *Jaguar.*

Our School Colors are *Blue & Yellow,* which are the same as the other schools in our Walkersville feeder pattern. On Friday September 6, we will have our first Spirit Day of the year. Students are encouraged to wear our school colors.

This coming year, we have several new staff-members joining our Glade family as well as a new PTA President.

Heather Putnam - Assistant Principal

Shannon Hall - 2nd Grade long term substitute for Mrs. Epling (maternity leave)

Terry Fowler-Meggitt - 4th Grade

Trish Crompton -Special Educator

Hannah Tolbert - Special Educator

Angela McElwee - EL Teacher

Nicki Shannon - Speech Language Pathologist

Addie Roop - School Counseling Intern

Heidi Schmidt - Occupational Therapist

John Dye - PTA President

Our 2019-2020 Parent Handbook has been revised an updated for this year. Please take some time now to review it. It will answer the vast majority of questions that you have about our school. You can find it on our website and also at the top right corner of the Gazette.

Communication is the key to so many successes in life. Let’s make sure that we have healthy and active two-way communication throughout the year. There will be many opportunities to do so. Only through an active and positive partnership between home and family can students truly excel and reach their potential.

With a warm welcome to a new school year,

Yours in education,

Lorcan OhEithir, Principal

Heather Putnam, Assistant Principal

Dear Glade Families,

I am very excited to join the Glade Elementary School Community as Assistant Principal.  As some of you know, I have been a part of the community as a parent for the past four years.  I have two daughters who have enjoyed their Glade experiences and am very excited to be a part of the wonderful community that has positively impacted them.

I began my career in 1998 teaching second grade for three years in Washington County after earning my undergraduate degree from Shepherd University.  In 2001, I transferred to Frederick County accepting a position at Parkway Elementary. I remained there for thirteen years in a variety of position including: classroom teacher, interventionist and Literacy Specialist. During that time, I earned my Masters’ Degree from Hood College in Reading and then later received an additional certification in Administration in 2012.  In September 2014, I had the opportunity to serve as an Acting Assistant Principal/Math Interventionist at Monocacy Valley Montessori Public Charter School. Most recently, I spent 5 years at Brunswick Elementary as Assistant Principal.  I look forward to meeting each and every one of you in the coming weeks!

Sincerely,

Heather Putnam

**COMMUNICATION**

For comprehensive school system information please visit [www.fcps.org](http://www.fcps.org). For questions about your child’s learning, always address your questions to your child’s teachers first. This year you may access the revised Parent Handbook and the GES school year calendar on the Glade website and our Facebook group. For information specific to Glade Elementary, there are **three** main sources:

**The Glade Gazette** The Glade Gazette and Glade PTA communicate through one newsletter, which you may access in 3 places: It will be sent electronically through [Find out First](http://www.fcps.org/fof/ges), will be available on our [Facebook Group](https://www.facebook.com/groups/GladePTA/), and also linked on our school webpage [here.](http://education.fcps.org/ges/) The Gazette will go out on the third Thursday of the month. The Gazette content will include a calendar of upcoming events, a message from the principal, information from our PTA and other information that is necessary for parents to have the most connected and successful experience with our community school. #GESConnected #GESWorkHardBeKind

**Find Out First** All FCPS parent/guardian FindOutFirst accounts are generated from the email address provided to the school. All other community (including other family) members must sign up or re-subscribe for this school year at [www.fcps.org/fof](http://www.fcps.org/fof).  FindOutFirst sends email from FCPS and our school plus emergency-closing notices via text message when you enter your mobile phone/carrier. FOF is used for school newsletters, notices, reminders and emergency news, as necessary.

**Websites** [Our school website](http://education.fcps.org/ges/) is a great way to access staff contact information, media center and electronic resources for learning, as well as archived Gazette newsletters. The [Glade PTA website](http://gladepta.ourschoolpages.com/Home) is a must visit for information about all of the amazing things our community does to support our school, and how you can support your child’s education here.

Watch for a weekly **Thursday folder** with important information from the teacher, office, PTA and some community events. This year, we continue a weekly feedback/evaluation checklist that your child and teacher will complete together to give you an indication of how they are progressing with work habits and social interactions in class. Please discuss these with your child. We believe that these tools are just a starting point in conversation between you and your child’s teacher – if you see something that concerns you, it is best to get in touch with the teacher sooner rather than later.

**Classroom teachers** are communicating with families electronically through Remind, Facebook pages, classroom blogs or webpages, and many other methods. Please ask your child’s teacher if you are not sure how they are keeping in touch with you. Be proactive – call or ask if you are wondering. Some information cannot go out electronically. In order to conserve paper and prevent duplicate copies of information being sent home, we will distribute printed information to the youngest child in the family or to the only child in the family aka Youngest /Only (YO).   
  
Please carefully review the **FCPS Calendar Handbook**. It contains vital information regarding our school system, our school, procedures and expectations.

**Safety**We will perform at least 10 fire drills during the school year, in addition to our weather drills, lockdown drills, and shelter in place drills. At school, our answer to questions about why we perform lock down drills is "to practice being safe".  We consider the discussion of news events/tragedies to be a personal family decision.

**Peanut and Other Allergies**We have “nut free” and “more severe allergies” lunch tables in the cafeteria for children needing to sit away from others who may be eating nut-related products or products such as fish, eggs, shellfish, and others. We also have structures in place to support the social inclusion of students who may need to access the allergy free spaces at lunch. Please contact your child’s teacher if you are interested in this for your child. It is recommended that parents of students with food allergies notify your child’s teacher, our nurse, Penny Shannon, or our Health Technician, Becki Esposito (Ms. Becki).  We need documentation from your child’s physician regarding the specifics of the food allergy. Health room: **240-236-2056.**

For the health and safety of all students, **we do not allow any outside food** (cupcakes, cakes, cookies, candy, ice cream, etc.) **to be sent to school and passed out** to a class of students at lunch in recognition of a child’s birthday.

FCPS [Wellness Regulation 400-82](http://coldfusion02.fcps.org/legal/400-82.pdf) follows state and federal law. The revisions to the regulation, made March 18, 2015, read in part: “For health and safety reasons, **parents/visitors are only permitted to bring in food that is intended for consumption by their individual student**.  For health and safety reasons, **students are only permitted to bring in food for personal consumption**.” This means that FCPS families are not permitted to bring foods to school to share with other students such as to celebrate a birthday. Please check with your child’s school if you have questions about alternatives that students might appreciate. Thank you for considering the health and safety of all students.

**Cafeteria Information**, including menus, prices, and a Prepay option is available [here.](http://www.fcps.org/food-services/menus.cfm)

**The link above on the electronic copy will take you to the Food Services page on fcps.org**

**Bus Riders**   
**Students may ride only the school bus to which they are assigned.** Inviting friends home via the school bus makes it difficult for schools and bus drivers to account for students and can cause bus capacity problems. In an emergency situation only, school principals may approve a parental request allowing a child to ride another bus. Bus drivers can honor the request only if they receive a parent note that is also signed/approved by the school administration. We say that our buses are Glade on Wheels – expectations for safety and behavior are the same as in school. Please speak with your child about their experience riding the buses – get to know the driver, ask questions, and stay connected.

If you need to make any changes to your child’s dismissal routine, you must inform the front office by 3:00pm. Send a note with your child in the morning also, if possible.

**Custody**If there is a child custody situation regarding your child, please make sure you share that information with your child’s teacher and the office. It is extremely important that a copy of the court document be delivered to the school and placed in the child’s permanent record folder. Should the school not have this documentation, we have no recourse but to release your child to either parent upon request.

If your family is working through some difficulties, we are supportive and respectful of your privacy. For parents of students who live in two households, please inform your child’s teacher if you have an additional communication request.

**Weapons**   
**Possession of any firearm or other weapon by a student on school property is strictly forbidden. This also includes look-alike weapons.** The penalties for violation are detailed in the Discipline section of the FCPS handbook. Please remember it is a **serious offense** to possess a weapon of any kind on school property.

**Address change**Please provide a new proof of residency (a copy of a property tax bill, gas bill, electric bill, water/sewer bill or a signed current lease/rental agreement, no phone/cable bills).

**Attendance**Mr. ÓhEithir, Mrs. Putnam, and our teachers are appreciative of having all children in school every day that they are healthy. If attendance is a challenge, please be proactive and call us. To review the entire FCPS policy, please visit here ->[FCPS website](http://apps.fcps.org/dept/legal/430.pdf), or in your FCPS Calendar Handbook. **All absences, late arrivals, and early dismissals need a parent note** within two days of the absence, or they are unexcused and marked unlawful. Be sure to include the child’s first and last name.  Even if you have called the school to report an absence, which is not required at the elementary level, we still require a note upon returning to school.  You may print one off -> [“***A Note to School***”](http://education.fcps.org/ges/sites/default/files/gladenote.pdf)

**Calling All Volunteers!**

**NEW volunteer training** is scheduled for Wednesday, September 25 from 6:30-7:30pm in the media center. Volunteers who are new to our school must attend a training session prior to volunteering in our school. You only need to attend ONE of these sessions. If you have already been trained in the past, you must still update your confidentiality statement for this current year. You may also consider this a refresher as things change from year to year. All new volunteers must complete training before they may begin volunteering.

**Arrival and Dismissal**

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| Bus Riders | | | |
| * Buses approach from Glade Rd to the front entrance loop. Bus drivers release students as directed by school duty staff. * Buses exit to Glade Rd. * Special buses will drop off in the car rider loop in the morning and pick up in the loading dock area in the afternoon to accommodate special needs of students. | | | |
| Car Riders-Kiss and Go in the AM. | | | |
| Traffic flow | * Cars will enter the car rider loop on Glade Rd. Traffic will maintain a single line and move to the right around the Loop. | | |
| Car-rider unloading/loading | Duty staff will direct the loading and unloading of students from vehicles. Parents are asked to remain in their vehicles at all times during the loading and unloading to make the process more efficient and safer for all.  **Please note:**  Speed limit in parking lot is 5 mph. Car rider door closes at 8:55am. Late arrivals must park in the front parking lot and escort students to the front office at the main entrance. | | |
| Walkers – Arrival and Dismissal | | | |
| AM – 8:30-8:55am  Walkers arrive and enter the building through the car-rider/walker door next to the Gym. This door is located at the back of the building where car-riders drop off.  PM 3:30  Walkers will be dismissed at 3:30, before all other students. They will exit the building as in previous years, by the playground. Parents are to wait at the gate until the assigned staff member dismisses the students to them. | | |
| All other Arrivals/ Dismissals | | | |
| Tardy arrival/medical appointments/picking up a sick child from the health room | * Between 8:55 and 3:25, students arriving to or leaving GES **must be accompanied** to/from the main office by a **parent or guardian.** * Please park in the front lot and walk to the front entrance. * A buzzer system is in place to facilitate access to the building. | The front entrance is the **only** point of access to the building for visitors during the school day. | |

**PTA NEWS**

The PTA hopes everyone had a fantastic summer and is ready for the new school year. We are excited to start the new year with many great opportunities to add to your children’s academic experience at Glade. We are always looking to engage families and you are invited to join the PTA for its first meeting of the year on Monday, September 9 at 7PM in the Glade Media Center. We will be discussing the calendar of PTA events. We hope to see many new faces as we look to provide great opportunities for enriching your children’s learning at Glade.

*John Dye, President*

**Frederick County Health Department/Frederick County Public Schools**

**HEALTH ROOM INFORMATION**

The School Health Nursing Team consists of the Registered Nurse (RN), Licensed Practical Nurse (LPN), and Health Room Technician (HRT). The RN is assigned to more than one school, so your child will most likely be seen by the LPN or HRT who is assigned to the school.

Listed below are a few guidelines to help ensure a healthy and positive experience for your child while he/she is in school:

**What health information do I need to provide to my child’s school?**

**Physical Examination Form:** All students entering Maryland schools are required to have a physical examination completed by their health care provider (HCP) within nine months prior to entering the public school system or within six months after entering the system. Your HCP will have a form or the state form can be downloaded from [www.fcps.org](http://www.fcps.org).

**Proof of Immunization:** You are required to provide documentation of your child’s immunizations before attending the first day of school. Your child will not be able to attend school until proof of **all** Maryland State required immunizations is received.

**Confidential Health Information Cards:** These cards are distributed at the beginning of each school year. Please notify Health Room Staff with any changes in your child’s health.

**What if my child needs to take medicine at school? ALL** medications to be taken at school, whether prescription or nonprescription (over-the-counter), **must** have a Medication Authorization form completed by the child’s HCP and parent. This form is available from the Health Room Staff and at [www.fcps.org](http://www.fcps.org). This form along with the medication, in a properly labeled bottle or original unopened package, must be given directly to the Health Room Staff by the parent/guardian. Students are not permitted to carry medications to and from school except for emergency medications approved by the RN and HCP. Parent/Guardians will be notified at the end of the school year as to how to handle any unused medications in the Health Room.

**What if my child is sick or injured at school?** The Health Room Staff will evaluate all injuries and symptoms of illnesses. First aid will be provided as necessary and parents/guardians will be notified as appropriate. Documentation of the health room visit will be sent home with student.

**When should I keep my child home?**

**Your child should stay home from school if he/she has one or more of the following symptoms:**

- Temperature of more than 100

- Vomiting

- Diarrhea

- Undiagnosed rash or skin infection

Please keep your child home from school for 24 hours after the last episode of vomiting, fever, and/or diarrhea. If these symptoms persist for more than 24 hours, you should contact your child’s health care provider.

**To help ensure a healthy experience at school and help prevent illness:**

* Notify the Health Room Staff when your child has an infectious disease such as strep throat, pneumonia, conjunctivitis, rash, etc.
* Make sure your child washes their hands at appropriate times (i.e. before meals, after restroom use, after playing, after sneezing/coughing in their hands, when visibly dirty, etc.) to cut down on the spreading of germs.

Please call the health room with any questions concerning your child’s health at 240-236-2056

*Amanda Topper, RN Becki Esposito, HRT*

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Registered Nurse Health Room Technician