

# GLENWOOD SCHOOL

Dear Glenwood Family:

Welcome to Glenwood. We are anticipating a very exciting school year. This handbook is designed to help students and parents understand the policies and procedures of Glenwood. This handbook is official board policy, and as such, Glenwood reserves the right to amend, alter, or delete portions of the handbook throughout the course of the school year as the Board and Administration deem necessary and proper without written notice.

Students enrolled in Glenwood are required to abide by these policies and procedures established by the Board and school. This applies to all school sponsored activities both on and off campus.

All parents/guardians, and students are required to read the handbook, and sign the signature page at the end of the handbook. Signature page must be returned to school no later than the end of the first week of school. Have a great year, and go gators!!!!

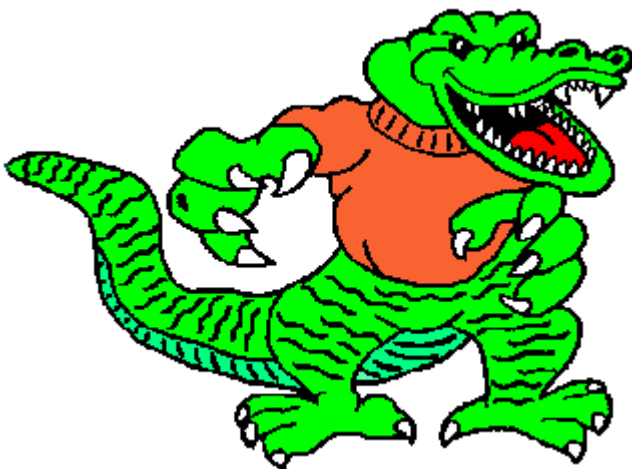
Sincerely,

Mr. Frankie Mitchum  
Headmaster

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## TABLE OF CONTENTS

Forward.....	3
Board of Trustees.....	4
History and Purpose .....	5
Mission Statement .....	6
Admission and Re-Enrollment Policies .....	9
Academic Policies.....	12
Attendance Policies and Procedures.....	24
Code of Conduct.....	28
Discipline Policies .....	33
Dress Code .....	43
Athletic Programs and Policies .....	44
Selection and Criteria for Student Recognition .....	46
General School Policies .....	50
Foundation Board.....	59
Parent Support Organizations.....	60
Alma Mater.....	70
Fight Song.....	71



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## **FORWARD**

The purpose of the parent/student handbook is to acquaint you with guidelines, and policies established by the Glenwood Board of Trustees, and Administration. It is the responsibility of each parent and student to become familiar with this information.

The Headmaster is responsible for carrying out these guidelines, and policies. Any situation that may arise which is not covered by this handbook, will be handled by the Headmaster according to Board policy, or at the discretion of the Headmaster. These guidelines, and policies are subject to revision when necessary. These changes will be announced, and each individual student has the responsibility to keep their handbook current.

Any questions about these guidelines, and policies should be addressed to the Headmaster.

### **School Mailing Address**

5801 Summerville Road  
Smiths Station, AL 36877

### **School Location**

5801 Summerville Road  
Smiths Station, AL 36877

### **Telephone**

334-297-3614

### **Fax**

334-214-9027

### **Internet Address**

[www.glenwoodgators.org](http://www.glenwoodgators.org)

### **Email**

[fmitchum@glenwoodgators.com](mailto:fmitchum@glenwoodgators.com)

### **BOARD OF TRUSTEES**

Darren Horne - President  
Ben Kennon - Vice-President  
Dawn White - Secretary  
Karen Melton - Treasurer  
Dee Williams  
Jody Walker  
Deidra Weirich  
Wes Hargrove  
Amy Tate  
Jill Hardy  
Mike Pointer  
Bucky Page  
Michael Cox  
Matt Perdue  
Mike Osman

### **Communications**

The Glenwood Board of Trustees believes that Glenwood School belongs to the families who choose the school for their children and support the mission, philosophy, and objectives of the school. The Board of Trustees, therefore, reaffirms its intent to:

1. Keep the school community members regularly and thoroughly informed through all channels of communication about programs, planning, and policies.
2. Welcome the advice and counsel of all members of the school at appropriate times.
3. Solicit the advice of the community through a variety of methods such as reports from PTO officers, room parents, and other committees.

### **Complaints and Grievances**

Constructive criticism concerning the school is welcomed by the Board of Trustees whenever it is motivated by a sincere desire to improve the quality of the educational program, or to assist the school in carrying out its responsibilities more effectively.

The Board has confidence in its professional administrative staff members and desires to support their actions. The Board also wishes to emphasize

operational or administrative duties such as supervision of personnel to include the hiring and the termination of personnel, implementing curriculum, and carrying out the day-to-day management of the school are responsibilities of qualified professional administrative staff.

No individual board member has the authority to settle or resolve a grievance or complaint. Any such action must come before the Board as a group.

The Board has established an administrative procedure for the handling of grievances and complaints. The Board will not get involved until the individual with a grievance or complaint has followed the administrative procedure set forth below:

1. The teacher or other non-administrative staff member, who is involved in the dispute or grievance, should be consulted to see if the matter can be resolved.
2. If the matter is not resolved satisfactorily, the appropriate administrator should be contacted.
3. If the matter cannot be resolved at this level, it will be referred to the Board in the following manner.

Matters referred to the Board must be in writing and signed and should be specific in terms of the action desired. The Board will not consider or act upon complaints or grievances that have not been explored at the appropriate administrative level. Staff members, who are the subject of complaints referred to the Board, will be given the opportunity to respond in person. Complaints or grievances that involve the character of an individual will be heard by the Board in executive session.

## **HISTORY AND PURPOSE**

Founded in 1970, Glenwood prides itself on being a school where family and Christian values are respected and classes are based on a traditional curriculum.

We recognize that a passion for learning is instilled foremost by parents, and we foster close ties among parents, teachers and administrators. Parental support is key both to the health of the school and to the education of each child.

Glenwood is a nondenominational Christian school that welcomes students of all faiths, ethnic origins and economic levels. We strive to create an environment that reflects the dignity of each person. With rigorous academic programs and healthy extra-curricular activities, Glenwood seeks to graduate students prepared for higher learning and for life as servant leaders in their communities and their families.

### MISSION STATEMENT

Glenwood School provides a quality, college preparatory education, as well as a quality general education for students who may not be college bound, in a Christian environment. Glenwood provides a safe campus where a student can grow intellectually, spiritually, physically and socially.

### BELIEFS

The pursuit of excellence is the primary focus and goal of Glenwood School. To that end, and to support and sustain our mission, Glenwood School emphasizes the following:

- **Quality Education** - Glenwood School strives to provide a faculty possessing the competence, qualifications, dedication, and personal character needed to accomplish this goal. Glenwood School strives to provide the faculty with the facilities, equipment, curriculum material, and support which are essential to meeting this goal.
- **College Preparatory Education** - The curriculum and instruction at Glenwood School are designed to impart to students the knowledge and skills necessary to excel in college, and any other postsecondary endeavor.
- **Environment** - Glenwood School strives to provide an environment that is safe, enjoyable, caring, and stimulating. Such an environment is intended to nurture the growth of well-balanced, responsible, and dedicated young people. Glenwood School encourages the active participation of parents and families.
- **Christian Principles** - Essential to the success of Glenwood School is the belief that Christian principles are the foundation upon which the school is founded.
- **Development of the Total Person** - Glenwood School emphasizes the development of each student to his/her full potential in all areas

of life including mental, physical, spiritual, and social. In light of this Glenwood School offers a variety of extra-curricular activities that give students the opportunity to develop all their talents. Glenwood School believes that quality administration, faculty, and staff are of the utmost importance. Glenwood employs teachers that hold college degrees, and meet qualification standards as established by its accrediting agencies.

### **VISITORS**

To provide a safe, and secure environment, and to limit class interruptions, all visitors **MUST** report to the school office upon arrival.

### **DAILY SCHEDULE**

The school day begins at 8:00 am First bell will ring at 7:55 a.m. Before school and after school care is available for elementary students. Before school care is available at 7:00 a.m. After school care is available for PreK-8 until 6:00p.m. The bell for dismissal rings at 3:10.

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### **ACCREDITATIONS AND MEMBERSHIP**

Glenwood School is accredited through AdvanED (formerly Sacs), and the Alabama Independent Schools Association (AISA).

# **BELL SCHEDULE**

## **2018-2019** **BELL SCHEDULE**

### **REGULAR**

1<sup>st</sup> Bell - 7:55  
Tardy Bell - 8:00  
1<sup>st</sup> Period - 8:00 - 9:00  
Break - 6<sup>th</sup> - 8<sup>th</sup> - 9:00 - 9:15  
2<sup>nd</sup> Period - 9<sup>th</sup> - 12<sup>th</sup> - 9:05 - 9:55  
2<sup>nd</sup> Period - 6<sup>th</sup> - 8<sup>th</sup> - 9:20 - 10:15  
Break - 9<sup>th</sup> - 12<sup>th</sup> - 9:55 - 10:15  
3<sup>rd</sup> Period - 10:20 - 11:10  
4<sup>th</sup> Period - 11:15 - 12:05  
5<sup>th</sup> Period - 12:10 - 1:25  
6<sup>th</sup> Period - 1:30 - 2:20  
7<sup>th</sup> Period - 2:25 - 3:15

6<sup>th</sup> - 8<sup>th</sup> Lunch - 12:10 - 12:30  
6<sup>th</sup> - 8<sup>th</sup> 5<sup>th</sup> Period Class - 12:35 - 1:25  
9<sup>th</sup> - 12<sup>th</sup> 5<sup>th</sup> Period Class - 12:10 - 1:00  
9<sup>th</sup> - 12<sup>th</sup> Lunch - 1:05-1:25

### **3 LUNCH PERIODS**

6<sup>th</sup> - 8<sup>th</sup> Lunch - 12:10 - 12:30  
Class - 12:35 - 1:25  
9<sup>th</sup> - 11<sup>th</sup> Class - 12:10 - 12:35  
Lunch - 12:35 - 12:55  
Class - 1:00 - 1:25  
12<sup>th</sup> Class - 12:10 - 1:00  
Lunch - 1:05-1:25

### **AM ACTIVITY**

1<sup>ST</sup> Bell - 7:55  
Tardy Bell - 8:00  
1<sup>st</sup> Period - 8:00 - 9:00  
Break - 6<sup>th</sup> - 8<sup>th</sup> - 9:00 - 9:15  
2<sup>nd</sup> Period - 9<sup>th</sup> - 12<sup>th</sup> - 9:05 - 9:50  
2<sup>nd</sup> Period - 6<sup>th</sup> - 8<sup>th</sup> - 9:20 - 10:05  
BREAK - 9<sup>th</sup> - 12<sup>th</sup> - 9:50 - 10:05  
AM Activity - 10:10 - 10:35  
3<sup>rd</sup> Period - 10:40 - 11:25  
4<sup>th</sup> Period - 11:30 - 12:15  
5<sup>th</sup> Period - 12:20 - 1:35  
6<sup>th</sup> Period - 1:40 - 2:25  
7<sup>th</sup> Period - 2:30 - 3:15

6<sup>th</sup> - 8<sup>th</sup> 5<sup>th</sup> Lunch - 12:20 - 12:40  
6<sup>th</sup> - 8<sup>th</sup> Class - 12:45 - 1:35  
9<sup>th</sup> - 12<sup>TH</sup> 5<sup>th</sup> Period Class - 12:20 - 1:10  
Lunch - 1:15 - 1:35

### **REGULAR BREAK SCHEDULE**

6<sup>th</sup> - 8<sup>th</sup> - 9:00 - 9:15  
9<sup>th</sup> - 12<sup>th</sup> - 10:00 - 10:15

### **REGULAR LUNCH SCHEDULE**

6<sup>th</sup> - 8<sup>th</sup> - 12:10 - 12:30  
9<sup>th</sup> - 12<sup>th</sup> - 1:05 - 1:25

OR

9<sup>th</sup> - 11<sup>th</sup> - 12:35 - 12:55  
12<sup>th</sup> - 1:05 - 1:25

### **AM BREAK SCHEDULE**

6<sup>th</sup> - 8<sup>th</sup> - 9:00 - 9:15  
9<sup>th</sup> - 12<sup>th</sup> - 9:50 - 10:05

### **AM LUNCH SCHEDULE**

6<sup>th</sup> - 8<sup>th</sup> - 12:20 - 12:40  
9<sup>th</sup> - 12<sup>th</sup> - 1:15 - 1:35

OR

9<sup>th</sup> - 11<sup>th</sup> 12:50 - 1:10  
12<sup>th</sup> - 1:15 - 1:35



### **3 LUNCH PERIODS**

6<sup>th</sup> - 8<sup>th</sup> Lunch - 12:20 -12:40  
Class - 12:45 - 1:35  
9<sup>th</sup> - 11<sup>th</sup> Class - 12:20 - 12:50  
Lunch - 12:50 - 1:10  
Class- 1:15 - 1:35  
12<sup>th</sup> Class - 12:20 - 1:10  
Lunch - 1:15-1:35

### **PM ACTIVITY**

1<sup>st</sup> Bell - 7:55  
Tardy Bell - 8:00  
1<sup>st</sup> Period - 8:00 - 9:00  
BREAK - 6<sup>th</sup>- 8<sup>th</sup> - 9:00 - 9:15  
2<sup>nd</sup> Period - 9<sup>th</sup> - 12<sup>h</sup> - 9:05 - 9:50  
2<sup>nd</sup> Period - 6<sup>th</sup> - 8<sup>th</sup> - 9:20 - 10:05  
Break - 9<sup>th</sup> - 12<sup>th</sup>- 9:50 - 10:05  
3<sup>rd</sup> Period - 10:10 - 10:55  
4<sup>th</sup> Period - 11:00 - 11:45  
5<sup>th</sup> Period - 11:50 - 12:35  
6<sup>th</sup> Period - 12:40 - 1:55  
7<sup>th</sup> Period - 2:00 - 2:45  
PM Activity - 2:50 - 3:15

### **PM BREAK SCHEDULE**

6<sup>th</sup> - 8<sup>th</sup> - 9:00 - 9:15  
9<sup>th</sup> - 12<sup>th</sup> - 9:50 - 10:05

### **PM LUNCH SCHEDULE**

6<sup>th</sup> - 8<sup>th</sup> - 12:40 -1:00  
9<sup>th</sup> - 12<sup>th</sup> - 1:25 - 1:50

OR

9<sup>th</sup> - 11<sup>th</sup> - 1:05 - 1:25  
12<sup>th</sup> - 1:35 - 1:55

6<sup>th</sup> - 8<sup>th</sup> Lunch - 12:40 - 1:00  
6<sup>th</sup> 8<sup>th</sup> - 6<sup>th</sup> Period Class - 1:05 - 1:55  
9<sup>th</sup> - 12<sup>th</sup> 6<sup>th</sup> Period Class -12:40 - 1:30  
9<sup>th</sup> - 12<sup>th</sup> Lunch - 1:25 - 1:55

### **3 LUNCH PERIODS**

6<sup>th</sup> - 8<sup>th</sup> Lunch - 12:40 -1:00  
Class - 1:05 - 1:55  
9<sup>th</sup> - 11<sup>th</sup> Class - 12:40 - 1:05  
Lunch - 1:05 - 1:25  
Class- 1:30 - 1:55  
12<sup>th</sup> Class - 12:40 - 1:30  
Lunch - 1:35-1:55

The bell is a signal to teachers, not the students, to dismiss class. **DO NOT** allow students to dismiss themselves. Make sure each class leaves the room in good order. Teachers should dismiss class on the bell to give students adequate time to reach the next class. At no time should students be allowed to line up at the door to wait for the bell.

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## **ADMISSIONS AND RE-ENROLLMENT POLICIES**

### **Non-Discrimination Policy**

Glenwood School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally

accorded, or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs

### Admissions Policy

As an independent school, Glenwood reserves the right to deny admission to any student. Also, Glenwood reserves the right to ask any student to leave at any time for any reason when the Administration and, or Board believe it is in the best interest of Glenwood. This also includes the right not to allow students to return for the next school year.

Glenwood does not accept, honor, or follow Individualized Education Plans established by public schools, psychometrics, psychologists, or psychiatrists.

### Admission Procedure

1. Application for admission
2. Administration interview with student and parent(s)
3. Review of academic records to include:
  - a. Must have passed all classes on last report card for grades 1-8. Have at least a 2.5 GPA on a 4 point scale on cumulative transcript for grades 9 -12. A student with a GPA of 2.4 or less may be considered on a probationary basis.
  - b. Standardized test scores.
  - c. A senior transferring in must be on track to graduate, and must be in good standing with the previous school.
4. Review of disciplinary file.
  - a. Students expelled from another school will not be admitted.
  - b. Students currently serving a suspension from another school will not be considered for admission until the suspension period is completed.
  - c. Students who have a documented behavioral problem that may interfere with the teaching or learning process will not be admitted.
5. Pass drug test where applicable.
6. Acceptance by Administration.
7. Student and parents notified of decision.
8. Signed enrollment contract, and payment of initial fees.

NOTES: Students who have been found guilty, or have a charge pending for serious offenses will not be accepted.

### **Parents Enrollment Agreement (Contract)**

Glenwood relies on tuition and fee payments to operate. Therefore, it is imperative that all accounts remain current. Terms of the enrollment contract and payment options are available in the business office. In addition to the enrollment contract, parents are responsible for paying the cost of any damage or loss of school property by their child or children. Tuition will be managed through Facts Tuition Management.

### **Delinquent Accounts**

Glenwood's primary source of income is tuition and fees. Tuition and fees must be paid on time per the enrollment contract so that monthly financial obligations of the school can be met. The following procedures deals with past due accounts.

1. On the day the account is 30 days late access to INow will be cut off until payment is made. Payment includes all applicable fees, including late fees.
2. A letter will be sent when the account becomes 45 days late indicating that if payment is not received within 15 days of the date the letter was sent participation in all extra-curricular activities (including competitive athletics) will be prohibited until the account is current, or a written payment plan is approved by the Headmaster. If the plan is not followed, item 3 below becomes effective immediately.
3. A second letter will be sent when the account is 60 days late indicating that the student or students may not attend class until the account is current. The student or students also may not re-enroll for the next school year if the account is more than 60 days past due.
4. Seniors with a past due account will not be allowed to participate in the graduation ceremony until the account is paid in full. All documents to include transcripts and diplomas will be withheld until the account is current.
5. All accounts, with the exception of seniors whose account must

be paid by May 17<sup>th</sup> to participate in graduation activities, must be paid in full by May 31<sup>st</sup> or the student or students will not be eligible to re-enroll for the next school year. All report cards will be held until accounts are paid in full.

NOTE: Students with previous year account balances will not be allowed to participate in summer programs until accounts are paid in full.

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## ACADEMIC POLICIES

### Religious Activity

**Prayer:** Each school day begins with a prayer or devotion. The prayer may be led over the intercom, by the teacher, by the Student Government Association, another approved group, or by students in the classroom. Some teachers may begin class sessions with a short prayer or devotion.

**Lower School Chapel:** The Lower School will have a short chapel service each Wednesday at 8:15 a.m. The service normally includes student participation.

**Upper School Chapel:** The Upper School will have chapel service each Thursday. Speakers are sought from the community to give positive examples and witness to a Christian life.

**Curriculum:** The A BEKA curriculum, which is used in grades K3 through six, is a high quality curriculum based on a Christian perspective.

All students are expected to participate in all religious activities.

### Pledge of Allegiance

Each morning (and at most school functions), students recite the Pledge of Allegiance while standing respectfully, with hands over their hearts. The same practice is appropriate for the National Anthem. Students of other nationalities will be asked to stand and show proper respect during the pledge. The staff will be sensitive to the beliefs and traditions of all of our students.

## Honors and Awards

**Headmaster's List:** Students must have an A in all academic classes.

**Honor Roll:** Students must have all As and Bs in all academic classes.

**NOTE:** Academic classes are English, Math, Social Studies, and Science.

**Valedictorian and Salutatorian:** Students must be on the honors diploma track and must have taken all honors classes. Students must have attended Glenwood for six complete and consecutive semesters. This means that students must be enrolled in Glenwood by the second semester of their ninth grade year. The student with the highest numeric average will be named Valedictorian. The student with the second highest numeric average will be named Salutatorian. In the event of a tie after computing the numeric averages to the thousandths place, all students in the tied positions will be honored. Numerical averages will be computed after the first semester of the senior year.

## Academic Report Cards

Report cards for all grades are issued at the end of each nine-week grading period. Credit is awarded for grades 8-12 at the end of the first and second semesters. The semester grade is the only grade that is recorded on the student's transcript. The student's average and GPA is calculated based on the semester grades. Academic report cards are considered a very important communication link with the parents. Please review the report card with your child. If you have any questions about a grade, contact the teacher for clarification.

## Academic Warning and Probation

Academic Warning status occurs when a student's GPA and grades indicate that a student is heading toward Academic Probation. Academic Warning status is issued at the end of each reporting period for which the student's cumulative GPA is below 2.0 and/or the student fails any course.

Academic Probation is a severe warning that occurs when a student's GPA and grades are dangerously low, and immediate action is required for a student to earn/his/her way back to "good standing". Academic Probation is issued at the end of each semester for which a student's cumulative GPA is below 2.0 and/or the student fails any course. A student may be placed on

academic probation for the next school year if the GPA is below 2.0 and/or the student fails any course for the previous year.

Actions

- Any new student admitted to Glenwood with a GPA of 2.4 or lower will be placed on Admissions Probation. The student will have one semester to maintain his GPA of 2.0 or higher, and pass all courses. Failure to do so could lead to dismissal. New students are allowed to participate in extracurricular activities while on Admission Probation.
- Academic Warning period lasts until requirements are met, or the student is placed on Academic Probation.
- Academic Probation occurs in the following grade reporting period.
- Students on Academic Probation will not be allowed to participate in extracurricular activities including athletics.
- If a student on Academic Probation fails to meet requirements the following reporting period, the student is subject to dismissal.

Administrative Procedures

- Students/parents will be notified in writing by the Headmaster when a student is placed on Academic Warning or Academic Probation.
- INOW progress reports will be sent home to be signed by parents and returned to school.
- Coaches/sponsors will be notified when a student is placed on Academic Warning and Academic Probation.
- Electives are considered when computing the GPA.
- Final decisions concerning Academic Warning and Academic Probation will be made by the Headmaster.

**Annual Academic Review**

The school reserves the right to review the academic and disciplinary record of the student at the end of each year to determine if Glenwood is able to meet the student's academic needs and if the student should be invited to return the following year.

**Course Withdrawals**

Students may not drop a course unless approved by the Headmaster and counselor.

## Graduation Requirements

### Honors Diploma

	<i>COURSE TITLE</i>	<i>COURSE UNIT VALUE</i>
English (4)	Honors English or English DE (9-12)	1 unit/course <b>4 units total</b>
Mathematics (4 of the following)	Algebra I, Honors Geometry, Honors Algebra II, and Honors or DE Pre-calculus with Trig, Honors Calculus, Honors Statistics	1 unit/course <b>4 units total</b>
Science (4)	4 Courses Honors or DE Science (Biology I, Chemistry, Honors Chemistry, Biology II, Anatomy, Honors Biology, Honors Physics)	1 unit/course <b>4 units total</b>
Social Studies (4)	Honors World History, Honors U.S. History to 1877, Honors or DE U.S. History 1877-Present, Honors or DE Government/Economics	1 unit/course <b>4 units total</b>
Foreign Language (2)	Variety of Languages are Available	1 unit/course <b>2 units total</b> (same language)
Physical Education (1)	Physical Education	1 unit/course <b>1 unit total</b>
Technology Proficiency (.5)	Computer	0.5 unit/course <b>0.5 unit total</b>
Fine Arts (.5)	Any Fine Art courses	0.5 unit/course <b>0.5 unit total</b>
Health Education (.5)	Health	0.5 unit/course <b>0.5 unit total</b>
Community Service (.5)	Community Service	0.5 unit/ course <b>0.5 unit total</b>
Electives (4)	Various Selections	4 units/course <b>4 units total</b>
	<b><i>Total</i></b>	<b><i>25 Total Units</i></b>

**Advanced Diploma**

<i>COURSE GROUP (Units Required for Graduation)</i>	<i>COURSE TITLE</i>	<i>COURSE UNIT VALUE</i>
English (4)	English (9-12)	1 unit/course <b>4 units total</b>
Mathematics (4)	Algebra I, Geometry, Algebra II with Trig, Algebra III, Pre-calculus Business Math & Statistics	1 unit/course <b>4 units total</b>
Science (4)	4 Courses of Science (Biology I, Chemistry, Anatomy, Environmental and Biology II are required)	1 unit/course <b>4 units total</b>
Social Studies (4)	World History, U.S. History to 1877, U.S. History 1877-Present, Government/Economics	1 unit/course <b>4 units total</b>
Foreign Language (2)	Variety of Languages are Available	1 unit/course <b>2 units total</b> (same language)
Physical Education (1)	Physical Education	1 unit/course <b>1 unit total</b>
Technology Proficiency (.5)	Computer	0.5 unit/ course <b>0.5 unit total</b>
Fine Arts (.5)	Any Fine Arts Courses	0.5 unit/course <b>0.5 unit total</b>
Health Education (.5)	Health	0.5 unit/course <b>0.5 unit total</b>
Community Service (.5)	Community Service	0.5 unit/course <b>0.5 unit total</b>
Electives (3)	Various Selections	3 units/course 3 units total
	<b>Total</b>	<b>24 Units</b>

**\* Algebra I-credit in 8<sup>th</sup> grade**

The Alabama Independent School Association gives the local school board the authority to make the decision toward permitting the awarding of a High School Carnegie unit for successful completion of Algebra I in the 8<sup>th</sup> Grade. Therefore, Glenwood Board Policy provides that students who successfully



complete Algebra I during 8<sup>th</sup> Grade Year will receive one (1) Carnegie unit toward High School graduation.

**Community Service Hours**

Each student will be required to complete 100 community service hours prior to graduating from Glenwood. Each student will be strongly encouraged to complete twenty-five (25) of the 100 hours during each school year (9-12). Of the 25 hours to be completed each year, 15 of the service hours must be completed from work opportunities outside of Glenwood School (60 hours total). The remaining 10 hours may be completed from work opportunities either inside or outside Glenwood. An approved list of community service work opportunities will be provided for each student. Community Service hours completed will be turned in to the Guidance Counselor who will record them on the Community Service form contained in each student’s file. Students entering Glenwood after their ninth grade year will have their hours pro-rated.

**The Parent Guidance Worksheet**

To assist parents or guardians in helping their students select the appropriate diploma track, the following **Parent Guidance Worksheet** is provided.

Parent Course Monitor					
COURSE	GRADE				TOTAL
	9	10	11	12	
ENGLISH					
MATH					
SCIENCE					
SOCIAL STUDIES					
P.E.					
HEALTH					
FOREIGN LANGUAGE					
COMPUTER APP.					
FINE ARTS					
CAREER NOTEBOOK					
ELECTIVES					

### Dual Enrollment Courses

Each year Glenwood School offers certain high school courses for grades 11 & 12 for college credit through a dual enrollment agreement with Southern Union State Community College (SUSCC). In order to take high school courses for college credit, students must meet these criteria: (1) they must have an overall 80 numeric average (2) they must have written permission from the principal to take these courses; and (3) they must have junior or senior standing. (4) Must meet admission requirements established by SUSCC. Upon receiving approval to take dual-enrollment courses, the student must see the dual-enrollment coordinator and pay the required SUSCC tuition for these courses. Dual-enrollment courses are offered at Glenwood; therefore, students will not have to leave campus. For additional information about Glenwood's dual enrollment program, parents should contact Glenwood's dual enrollment coordinator at (334) 297-3614.

### Honors Program

Numerous studies have shown that the rigor of a student's high school curriculum is the single best predictor of college success. The National Association for College Admission Counseling's (NACAC) annual admissions survey consistently finds that student performance in college preparatory classes is the most important factor in the admission decision. Therefore, Glenwood encourages enrollment in honors courses even if your student has the impression that only "TOP" students should take these courses, or the fear that taking a challenging course might result in a lower GPA. Honors level courses are worth the extra effort.

Students and parents need to understand that college admission officers place a lot of weight on honors courses on an applicant's transcript. Admission officers are not impressed by straight A's when they are all enrolled in "EASY" courses. Many colleges' recalculate applicants' GPAs giving extra credit for honors courses. Colleges look for rigor and strength of schedule.

As a college preparatory school Glenwood maintains a comprehensive honors program to make it possible for academically talented and high achieving students to increase the challenge of their studies. Glenwood

teachers in the honors program are committed to preparing students to achieve academic excellence that will ensure superior preparation for college course work. An honors level course is more rigorous than advanced level courses. The course material is presented at a faster, more rigorous pace and in greater depth. Students are elected for the honors program based on ability and academic achievement. Students are strongly discouraged moving from honors to advanced courses. Subsequently class changes from honors to advanced will not be allowed without teacher recommendation, parent conference with teacher and Headmaster, and Headmaster's approval. Honors classes will begin the ninth grade year. To qualify for the honors diploma, students must take all honors courses offered in all core courses.

### **STANDARDS FOR PLACEMENT IN HONORS PROGRAM**

1. The student must have a minimum yearly average of 90 during the previous school year, in each core courses, or get Headmaster approval.
2. The student must have scored above the class average in the subject area categories on the previous school year's standardized achievement test.
3. The student must have the recommendation of the teacher in core courses the previous year.

### **STANDARDS TO CONTINUE IN THE HONORS PROGRAM**

1. The student must maintain a minimum yearly average of 85 during the previous school year.
2. The student must have a recommendation of the student's core class teacher from the previous year.

### **Grading Scales/Criteria**

A	90-100, 4.0 GPA
B	80-89, 3.0 GPA
C	70-79, 2.0 GPA
D	65-69, 1.0 GPA
F	0-64, 0 GPA

Note: A grade of incomplete (I) indicates that course requirements have not been completed. This grade may be given by a teacher under extenuating

circumstances, but the work must be made up in a reasonable time as stipulated by the teacher and the administration or a grade of F will be recorded. The following courses will receive extra points on each semester grade because of the difficulty of each.

- Honors 9, 10, 11, 12 English + 5
- Honors 10, 11 US History +5
- Honors 12 Government/Economics +5
- Honors Biology +5
- Honors Chemistry +5
- Honors Physics +5
- Honors Algebra II +5
- Honors Pre-Cal +5
- Honors Calculus +5
- Honors Statistics +5
- Honors Geometry +5
- All DE Classes + 10

Computing GPA and Numerical Averages in grades 9-12  
(Including 8<sup>th</sup> grade Algebra)

**GPA**

All grades will count toward the GPA except additional PE classes after the initial requirement, and teacher aide.

**REGULAR SCALE**

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0

Weighted classes (Dual Enrollment and Honors Classes) are given an additional point.

- A = 5.0
- B = 4.0
- C = 3.0
- D = 2.0

To figure GPA you take the points assigned to each grade and divide by the number of credits taken.

### REGULAR SCALE EXAMPLE

	<u>Course</u>	<u>Grade</u>	<u>Points Earned</u>
1.	Math	B	3
2.	Science	C	2
3.	Social Studies	A	4
4.	English	B	3
5.	PE	A	4
6.	Bible	B	3
7.	Art	A	<u>4</u>
			23

$$23 \text{ points earned} \div 7 \text{ credits taken} = 3.28$$
$$\text{GPA} = 3.28$$

### DUAL ENROLLMENT/HONORS CLASSES SCALE EXAMPLE

	<u>Course</u>	<u>Grade</u>	<u>Points Earned</u>
1.	DE Calculus	A	5
2.	DE English	B	4
3.	Economics	B	3
4.	DE Chemistry	B	4
5.	PE	A	4
6.	Bible	A	4
7.	Art	A	<u>4</u>
			28

$$28 \text{ points earned} \div 7 \text{ credits taken} = 4.0$$
$$\text{GPA} = 4.0$$

If a student fails a class they DO NOT earn any points, but the class counts as a credit taken. If the student re-takes the course and passes they receive the points earned but both credits are counted. Re-taking the course DOES NOT remove the F from the transcript.

## CUMULATIVE GPA

To calculate the cumulative GPA total the number of points for all semesters and /or years, and divide by the total number of credits taken.

## NUMERICAL AVERAGE

Add all numerical grades and divide by the number of credits taken.

## Failures

In courses that are two semesters in length, credit for the course is determined by the average of the two semesters. In other words, a student could fail one of the semesters but still receive credit as long as the total average is 65 and above. Summer school will no longer be required for a semester failure for classes that are two semesters long. This is AISA policy.

## Summer School Credit Policy

The following policy was adopted by the Glenwood Board of Trustees concerning the acceptance of credits received at an approved summer school program.

Students enrolled in Glenwood for grades 9-12 must earn 22 of the 24 credits at Glenwood School in order to receive a Glenwood diploma. No more than two (2) outside credits can be earned in any one discipline area.

Any student enrolling as a sophomore can earn only two (2) credits outside of Glenwood School. Any student enrolling as a junior to Senior can earn only one (1) credit outside of Glenwood School.

## Semester Examinations

In grades 6-12, a comprehensive examination will be administered at the end of each semester in all core courses.

The examination will cover all material presented during the semester. The exams count 10% of the semester grade. Semester exams will be scheduled the last week of each semester. Semester exams **MUST BE** taken on the scheduled date. No exams may be taken early. Exams missed with an excused absence will be allowed to be made up. Exams missed with unexcused absences **WILL NOT** be allowed to be made up. Excused

absences are determined by the administration. Core courses are English, Math, Social Studies & Science.

### **Semester Exam Exemptions**

Students in grades 10-12 may be exempt from semester exams by the following:

1. Academic exemption:
  - a. Must have at least a 90 or above average in the course.
  - b. Must not have no more than one disciplinary referral to the office during that semester.
2. Attendance exemption:
  - a. Must have 80 or above average or higher in the course.
  - b. Must not have 7 combined of the following: tardies, absences, check-ins, and check-outs.
  - c. No more than one disciplinary referral to the office during the semester.

Students that are exempt have the option to take the semester exam. If student opts to take the exam, the exam will be counted only if the exam improves the student's semester average. Absences due to school related functions approved by the administration **DO NOT** count against exemptions. Students who have been suspended must take all exams. Also, any student that has been found guilty of cheating must take all exams. Semester exam exemptions are on a per class basis. Students cannot be exempt from DE exams.

**NOTE:** Exemptions are not official until the last day of each semester, which is the day prior to the first exam. Students not present on this date **WILL NOT** be exempt.

### **Academic Progress Reports**

All grades are available on INOW. Contact Registrar Heather Davenport for access code.

### Student Records

**All records are the property of Glenwood School.** The parent or guardian is authorized to view any record that is maintained on his or her child, both informal and formal, by any member of the faculty or staff. Records include, but are not limited to grade books, cumulative folders, transcripts, as well as personal records of the student maintained by any member of the faculty or staff. Though a parent or guardian has the right to view his or her child's record, he or she may not view other students' records, even if his or her child is mentioned in the record. **NOTE:** Once a student reaches the age of 18, only he or she has access to his or her academic records.

**Cumulative folder:** The cumulative folder is an informal folder, maintained on every student. The folder is only active while the student is enrolled. Upon departure, the folder and its contents are placed in an inactive file for future reference.

**Transcript:** Transcripts, or any information contained thereon, may not be released to any third party, except for members of the faculty and staff having official need for the information, without the expressed, written permission of the parent or the student if over 18 years of age. Official transcripts are sent directly to third parties, such as colleges, by the school under the school seal, with written permission as stated above. Original transcripts will remain on file at Glenwood as a permanent record. Students should be aware that the transcript is a permanent record of their school years. The transcript contains official grades, standardized test scores and attendance information.

### Teacher Grade Books

The official source document for all grades earned by students is the teacher's grade book. The teacher is expected to record items such as student progress, grades earned, homework completed, and attendance. The teacher's grade book belongs to the teacher and ultimately to the school. Access to the grade book has the same restrictions as the student's cumulative folder and transcript.

## ATTENDANCE POLICIES AND PROCEDURES

### Attendance

The school year consists of 175 student school days. Regular school attendance is a requirement by Alabama State Law and is necessary for good



scholarship. Frequent absenteeism is a major cause of poor academic performance. Also, tardies to class is disruptive to the teacher, and other students in the class. Every effort should be made by parents to have their children in regular attendance and on time. Family vacations should be scheduled during school holidays. The compulsory school attendance law provides that every child between the ages of 7 and 17 years of age shall be required to attend, public, private, or church school for the entire length of the school year. School administrators are required under the law to enforce the compulsory school attendance laws. Violations of the compulsory school attendance law could result in a child being considered truant, parents fined, and driver's license suspended; Students not in attendance for at least 3 periods will be considered absent for the entire day.

### Absences

Absences are either excused or un-excused. Parents may keep their child out of school for any reason. However, the determination of whether an absence is excused or un-excused will be made by the administration. For each semester, any student who accumulates more than 10 absences from school or classes may not receive credit for the course, and/or not be promoted to the next grade level. Absences due to school sponsored events are not included in the total. Extenuating circumstances will be dealt with on an individual basis. In accordance with state law, a parent/guardian must explain in writing the cause of every absence of students under their control. Every student, upon returning to school after an absence, must bring the written excuse signed by the parent/guardian to the school office. The administration will determine if the absence should be excused or unexcused. The written excuse should be provided on the day the student returns to school. Failure to provide a written excuse within two days of the student's return will be considered an un-excused absence, and missed school work WILL NOT be allowed to be made up.

Excused absences are as follows:

- A. Personal illness
- B. Serious illness or death in immediate family
- C. Inclement weather or emergency condition which could be dangerous to the life and health of the students as determined by the administration.
- D. Legal quarantine
- E. Prior permission of the administration

1. Pre-arranged absence, a written request should be presented to the Headmaster 5 days in advance of the absence.
2. Driver's test. One time only. Student must provide documentation of test.
3. College campus visits. Seniors may take three days, and juniors two days for visits to college campuses. A written request and advance approval is required. Documentation of the visit is required.
4. Request and advance approval is required. Documentation of the visit is required.
5. Court subpoena
6. Late night school activities approved by the Headmaster.

NOTE: The school requires a physician's excuse for doctor and dental visits.

#### Un-excused Absences:

Absences for any reason other than those defined above are un-excused absences. Notes that say "Appointment" or "Personal" will be unexcused.

#### Anticipated Absences

When possible, parents should schedule students' appointments and family trips/vacations after school or during school holidays. However, when this is not possible, parents are asked to adhere to the following:

- Send a written request at least 5 days prior to the absence.
- All request and academic arrangements must be finalized 3 days prior to the absence. It is the student's responsibility to finalize the arrangements with the faculty and administration.
- The Headmaster or Lower School Principal may deny permission based on academic or attendance deficiencies, or previous abuse of the pre-arranged absence.
- On an approved request, the student must contact each teacher to obtain assignments to be completed during, or immediately after the absence. Each teacher must sign the request form.
- The student must complete any assignments by the return date of the pre-arranged absence.
- Assignments not completed at the appropriate time will result in a grade of zero.
- If a student checks out to attend a school sponsored or AISA event (not as a participant) he/she is expected to attend the entire event that day as long as Glenwood is participating.

## Unanticipated Absences

If students have unanticipated absences, parents are asked to call the school prior to 9:00 am.

**Make - up Work** Students absent for any excused reason will be allowed to make-up work missed at a time agreeable to the teacher. Time allowed for make-up work should be relative to the number of days missed. Example: If a student is absent with an excuse for 3 days, they would have 3 days to make-up work missed. When a student is absent, and knows beforehand his assignments, projects, tests, reports, etc., he/she is required to complete the assignments upon the day of return. Students are encouraged to contact classmates or teachers to obtain information regarding missed assignments. Students checking out for school sponsored events should check with teachers for assignments they will miss. Students checking out for unexcused reasons will receive a daily grade of "0" for each class missed, and will not be allowed to make up work missed.

## Tardiness

Part of the child's education is learning the importance of being on time. Promptness shows respect and is an indicator of good character. Students are expected to be on time for school, all classes, and all school functions. Students must report to 1<sup>st</sup> period no later than 8:00am. The first bell will ring at 7:55, and tardy bell will ring at 8:00 am. All students arriving after 8:00am should report to the office to receive a pass to class. When a student is tardy to school more than 6 times each quarter he/she will be assigned Saturday school. If a student has excessive tardies to school more than once each quarter the student will be placed on in-school suspension. Students assigned to Saturday School will have to pay the supervisor \$10.00 per hour. Students placed on ISS will pay the supervisor \$60.00 per day. Excessive class tardies are when the student is late to a class more than 5 times each quarter. Excessive class tardies will result in disciplinary action under the Code of Conduct.

## Checking out of School

### Lower School

A student who needs to be checked out of school will be called to the lower school office to be picked up by a parent. Parents must come to the office to check out their child. Parents are not to go to the classroom unless allowed by the office. Any person, other than a parent or guardian, who requests a check out for a student must have his/her name on the students emergency

form, and the office must be notified prior to check out. Photo identification may be required.

**Upper School**

Students will check out through the upper school office. A student who is in the upper school checking out of school for non-school reasons must bring a note from parent/guardian and present it to the upper school office prior to break. The note should be specific regarding the reason for check out. Notes that say “appointment” or “personal” will be unexcused. If a student checks out for a doctor or dental appointment, a note must be presented from the doctor, or dentist verifying the appointment upon the student’s return to school. The student must also present their check out slip to their teachers to get assignments for any work missed.

Students participating in an athletic event or any extracurricular activity will not be excused from classes the day of or the day following the event in which he/she is participating except for travel time. Students are required to complete all assigned work in time specified by the teacher. Students who are absent from school the day of the athletic event or extracurricular activity will not be allowed to participate in that activity unless approved by the administration. Students checking out for unexcused reasons will receive a daily grade of “0” for each class missed, and will not be allowed to make up work missed.

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**CODE OF CONDUCT FOR GLENWOOD STUDENTS**

Students enrolled in Glenwood are required to abide by the Code of Conduct established by the board and the school. This applies to all school sponsored activities including, but not limited to the following:

1. Regular school activities
2. Transportation for school sponsored activities
3. Athletic events
4. Club or organization events
5. School sponsored social events
6. School groups representing the school
7. Vehicles driven and/or parked on school property

Glenwood students attending events at other private and public schools are expected to abide by Glenwood Code of Conduct. In addition, students are expected to maintain a good reputation in the community. Off campus behavior that negatively reflects on Glenwood School, and/or is either disruptive to the school's educational process or a safety risk to students/faculty, as determined by the administration, is subject to disciplinary actions up to and including expulsion.

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### **General Expected Behavior**

The following general behaviors are designed to achieve appropriate behavior while teaching character and self-discipline:

Students are expected to be courteous and obedient, and to show proper respect to each member of faculty and staff at all times.

Students shall change classes in an orderly and quiet manner for the safety and well-being of all students.

Students must maintain an acceptable level of noise in the hallways, classrooms, and cafeteria.

Students shall not congregate in groups in the hallway.

School restrooms are maintained for the health and convenience of all students. Students are expected to conduct themselves in an orderly fashion and help maintain clean restrooms.

It is the responsibility of students, faculty and staff to help keep the school buildings and campus clean.

The school telephone is for official business and emergency use only. Students will be allowed to use the phone in case of sickness.

All students are to conduct themselves in a proper manner at all assemblies, athletic contests, and other school events on and off campus.

Students and parents are reminded that inappropriate behavior, actions or language at any athletic event could result in Glenwood being fined and

placed on probation by the AISA. If the offense is severe enough, Glenwood could be prohibited from participating in athletics.

No student activity will be conducted anywhere on school property at any time without supervision by a sponsor or approved adult personnel.

Knives, razor blades, dangerous weapons, fireworks, stink bombs, mace, and pornography are not permitted on the school campus at any time. Violators are subject to suspension and/or expulsion.

Possession, use, distribution, or sale of alcohol, illegal drugs, prescription drugs, and over the counter drugs are not allowed. Violators will be suspended and/or expelled. Sale of controlled substances on school grounds will result in immediate expulsion. If prescription drugs are needed for an illness or injury they are to be kept in the school office with the doctors' prescription and dosage attached. The prescription must be in the student's name, not the parent's name.

All medications (prescription or over the counter) must be brought to the school by parent or guardian. The student medication information form must be filled out prior to dispensing medicine, and must be on file in the school office. School personnel will not administer the medication without proper signature. The proper medication forms may be picked up at the school. If you have any questions, please contact the school.

Students in hallways during the school day while classes are in session must have a hall pass from their teacher.

Students should enter and leave buildings in an orderly manner.

Cell phones are allowed for grades 6-12 as long as they are not seen or heard during class time. Cell phones should be turned off during all classes unless allowed by teacher. Cell phones may be used during break and lunch. Cell phones may be searched for inappropriate content when determined necessary by the administration. Cell phone misuse is a Class II offense. Cell phones may be used in class as directed by the teacher. 1<sup>st</sup> offense - Phone is taken up and sent to the office and may be picked up after school. 2<sup>nd</sup> offense - Phone taken to office and may be picked up by parent. 3<sup>rd</sup> offense - Phone cannot be brought to school for the remainder of the

semester. Teachers may allow the use of cell phones in their class for education purposes. Ear buds and head phones are only allowed under teacher discretion in the classroom.

Students shall not damage or destroy school equipment and/or property. Parents will be held financially responsible for damage or destruction of school equipment and/or property.

Students are expected to be mannerly and respectful of others in the lunchroom by:

1. Remaining seated until dismissed.
2. Keeping voices at normal to low levels.
3. Not leaving the lunchroom with food or drink.
4. Putting trash in proper containers.
5. Not throwing objects or food.
6. Leaving the table and surrounding area clean and orderly.
7. No running.

Open containers are not allowed except at break and lunch. Food is not allowed in any classroom. Energy drinks are not allowed during the school day. No drinks of any kind allowed in classrooms.

Student harassment of any type will not be tolerated, including verbal, physical or sexual. This also includes harassment through electronic social media. Violators are subject to suspension and/or expulsion.

**Bullying and/or cyber bullying will not be tolerated.**

- Bullying is defined as unwelcome verbal, written or physical conduct directed at a student by another student which has the effect of:
  1. Physically, emotionally and mentally harming a student;
  2. Damaging, extorting, or taking a student's personal property;
  3. Placing a student in reasonable fear of physical, emotional, or mental harm;
  4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- Cyber bullying includes, but is not limited to the following: misuses of technology; harassing, teasing, intimidating, threatening or terrorizing another student, faculty, or staff member by way of any technological tool, such as sending or posting inappropriate or

- derogatory email messages, text messages, instant messages, digital
- pictures or images, or website postings (including blogs) which has
- the effect of:
  1. Physically, emotionally, or mentally harming a student, or faculty or staff member.
  2. Placing a student or faculty or staff member in reasonable fear or physical, emotional, or mental harm.
  3. Placing a student or faculty or staff member in reasonable fear of damage to or loss of personal property.
  4. Creating an intimidation or hostile environment that substantially interferes with a student’s educational opportunities.

Note: The term “bullying” or “cyber bullying” shall not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyber bullying. All students are encouraged to report bullying or cyber bullying complaints to any faculty or staff member.

All forms of bullying and cyber bullying are strictly prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline as outlined in the Student Code of Conduct.

Harassing text messages are considered a form of cyber bullying and will be handled according to the cyber bullying policy.

**“Sexting” or “Sex Texting” is the act of sending and/or receiving explicit photos of yourself or others via electronic means.**

Sexting is not only a violation of school policy but “it is a crime”. State of Alabama Section 13A-12-192, Code of Alabama 1975 makes it a crime to possess and intend to disseminate sexually explicit visual depictions of a person 17 years of age or younger.

Under these statutes, any student who sends or receives nude or sexually explicit photos of a person under the age of 17 could be arrested and prosecuted. Also, an individual convicted under one of the above statutes



can be required to register as a convicted sex offender. The library is a classroom where students are to abide by the librarian's rules including conforming to the school computer use rules.

Field trips are part of the school day, and all school rules apply. Students not participating in field trips may be asked by teachers to do special assignments about the trip.

Only students who are licensed to drive a motor vehicle are permitted to drive on campus. Vehicles must be parked in the designated area. Students shall park vehicles as they arrive on campus and immediately leave the parking area. Vehicles are off limits during the school day. Students are not to ride in back of a truck on campus. All vehicles shall remain in the designated area until school is dismissed. All vehicles must be driven in a safe manner and at their lowest speed. Violators are subject to disciplinary measures including possibly having driving privileges revoked on school property. All students are to park in front of the school. Students with after school practices may move their vehicles to the back parking lot during 7<sup>th</sup> period P.E. class time. Turn off music when arriving on campus.

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## **DISCIPLINE POLICIES**

### **Student Discipline**

A high level of discipline is required for the safety of all students. Parents play an important role in the discipline and the formation of character of Glenwood students. Parents are expected to support the discipline code and to insist that their children abide by the rules. Discipline at Glenwood is assertive but positive in application.

### **Honor Code**

Personal honor and integrity are among the most important qualities that a person can possess. Glenwood expects all students to adhere to honorable conduct in their pursuit of excellence. As such, the following Honor Code has been established to provide an environment that encourages mutual trust and integrity among administrators, teachers, and students.

Upon acceptance to Glenwood, students are required to abide by this Honor Code, its conditions, and its enforcement requirements. Violations of the Honor Code include the following:

### Academic Dishonesty

Academic dishonesty is knowingly giving or receiving information or assistance on any graded work which is understood to represent individual effort. This includes, but is not limited to the following:

- The giving or receiving of any unauthorized help on any assignment including homework, tests, quizzes, vocabulary tests, essays, worksheets, research papers, lab test, etc.
- Providing information about a test, quiz, exam, etc. to students who have not yet taken it.
- Plagiarism, the unauthorized use or presentation of another's words or ideas, either written, or in electronic format, as your own without proper permission, and documentation of credit of the source of information.
- The use of calculators, or electronic devices to get answers during tests, quizzes, exams, etc. (Teacher may specifically authorize the use of these items for some assignments).

All tests, quizzes, and exams must be pledged. A teacher may also choose to make other assignments subject to pledge.

Sample Pledge: "On my honor, I have neither given nor received unauthorized assistance on this test."

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Student Signature

### Lying

Intentionally misrepresenting the facts and/or truth to any teacher, or administrator. Forging of another person's signature is a form of lying.

## Stealing and Vandalism

The taking of another's property without permission, and the willful destruction or defacement of school property are violations of the Honor Code. Suspension and/or expulsion may result from this violation.

### First Offense

The student who violates the academic dishonesty policy will:

- a. Receive a zero "O" for that graded activity
- b. Have parents notified
- c. Have exemption privileges revoked in all classes
- d. Be ineligible to join any honor societies for the current year
- e. Be removed from any honor society for one year.

### Second Offense

The student who violates the academic dishonesty policy a second time will receive all of the first offense consequences plus he/she will be suspended from school.

### Third Offense

The student who violates the academic dishonesty policy a third time is subject to expulsion.

## Code of Conduct: Violations and Sanctions

Each classroom teacher will deal with general classroom disruption by taking disciplinary action within the classroom, including making a call to the parent/guardian. Individual teachers are to have written classroom disciplinary policies including consequences. Only when action taken by the teacher is ineffective, or the disruption is severe, should the student be referred to the Administration. A copy of teacher disciplinary policies should be given to each student. A copy must also be on file in the school office. Violations of the code of conduct are grouped into three classes:

- Class I - Minor
- Class II - Intermediate
- Class III - Major

Each classification, if followed by a disciplinary action, is to be administered by the Administration. Before determining the classification of a violation,

the Administration will hear the student’s explanation and consult further with witness if necessary. The disciplinary action taken will be determined by whether the student is an elementary or secondary student, the number of times he/she has committed violations, and the severity of the violation.

**Class I – Minor Offenses**

1. Excessive distraction of other students.
2. Chewing gum.
3. Excessive tardiness.
4. Non-conformity to dress code.
5. Public display of affection.
6. Food or drink in unauthorized areas.
7. Open containers in unauthorized areas.
8. Unauthorized use of school or personal property.
9. Minor disruption at any school-sponsored event.
10. Failure to keep locker clean and free from food and trash.
11. Placing items on top of lockers.
12. Continued refusal to complete class assignments.
13. Failure to come to class prepared.
14. Failure to return any document that requires signature in the time specified.
15. Littering on school property.
16. Any other violation that the Administration may deem reasonable to fall within this category.

**Class I Minor offenses will result in the following sanctions:**

**Elementary Students**

1. First violation – Student conference and parental contact when warranted.
2. Second violation – Parental contact and/or disciplinary action.
3. Subsequent violation – Disciplinary action such as probation, detention, assignment relative to violation, loss of field trip privileges, loss of break privileges, work detail, etc.

## Secondary Students

1. First violation – Student conference and parent contact when warranted.
2. Second and subsequent violation – Disciplinary action such as probation, detention, and special assignment related to violation, work detail, loss of break privileges.

## Class II Intermediate Offences

1. Receipt of 3 minor offense referrals within a consecutive nine week period.
2. Defiance of school employee's authority
3. Possession and/or use of tobacco products to include vape, juuls, and e-cigarettes. This also includes paraphernalia.
4. Vandalism
5. Stealing, larceny, petty theft of less than \$100
6. Gambling activities involving money and valuables less than \$100
7. Possession of or the selling of stolen property with the knowledge it is stolen
8. Forgery of any type to include parent signature
9. Disrespectful words, actions or attitude toward a school employee
10. Use of profane or obscene language or gestures
11. Possession of pornographic/suggestive material
12. Threats and/or extortion
13. Harassment of students and employees to include harassing communications
14. Falsifying or changing any school document
15. Cheating – see cheating policy
16. Plagiarism
17. Fighting
18. Inappropriate touching of another student
19. Violation of internet and computer rules
20. Activation of electronic devices, including cell phones during class time (including detention)
21. Bullying/cyber bullying
22. Sexting or sex texting
23. Any other violation which the Administration may deem reasonable to fall with this category.

**Class II Intermediate offenses will result in the following sanctions:**

### **Elementary Students**

**First Violation** – Parental contact and disciplinary action such as detention, loss of break privileges, and/or Saturday school.

**Subsequent Violation** - Parental contact and suspension for one to five days

### **Secondary Students**

**First Violation** – Parental contact and detention, work assignments, Saturday School, suspension for up to five (5) days.

**Subsequent Violation** – Parental contact and suspension for three (3) to five (5) days. Special circumstances or repeat offenses may warrant a suspension of up to ten (10) days or a recommendation for expulsion.

### **Class III Major Offenses**

1. Receipt of two intermediate offenses within any consecutive 18 week period after the first issuance.
2. Drugs – The unauthorized use, possession, sale, misuse/abuse or being under the influence of drugs, illegal – prescription – over the counter. The Code of Alabama 16-1-2-4.1 (a) (b) (c) (d) and Legislative Act 94-783 states “ A person/student who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both”
3. Possession and/ or use of alcoholic beverages (see Drug/Alcohol Testing Policy)
4. Violation of Drug/Alcohol Policy
5. Battery upon any person including employees
6. Robbery – Taking of money or other personal property by force or threats.
7. Stealing – Larceny – Grand Theft – The intentional taking and/or carrying away of property valued more than \$100
8. Gambling – Intentional, unlawful participation in gambling activities including more than \$100
9. Burglary of school property
10. Possession of dangerous weapons or devices which include, but are not limited to firearms, knives, mace, chains, and/or artificial play

weapons. Possession of a deadly weapon on school premises with intent to do bodily harm is a Class C felony.

11. Possession of and/or discharging firearms or fireworks.
12. False reporting of bomb threats or other catastrophe.
13. Any sexual acts or written and/or verbal proposition to engage in sexual acts.
14. Unjustified activation of fire alarm
15. Computer hacking or misuse of computers
16. Inciting or participation in disorderly activities that disrupt the educational process
17. Criminal mischief - Willful and malicious injury or damages in excess of \$200 to property of school or another person.
18. Any other violation when the administration may deem reasonable to fall within this category.

### **Class III - Major offenses will result in the following sanctions:**

**First Offense** - Parental contact and up to ten days out of school suspension, Law Enforcement personnel will be contacted when warranted, and charges filed, possible expulsion. Sale of controlled substances on school grounds will result in immediate expulsion.

**Second and Subsequent Offenses** - Expulsion from Glenwood and contact of Law Enforcement personnel when warranted and charges filed. Any violations of drug and alcohol policies will result in loss of privileges to participate in extracurricular activities for 60 days or until graduation, whichever occurs first.

### **Formal Disciplinary Actions (Sanctions)**

**Detention** - May occur before or after school. Before school detention will begin at 7:00 a.m. on designated days. After school detention will begin at 3:15 p.m. on designated days. Student will report to the designated faculty/staff member. This may include work detail.

**Saturday School** - Saturday school will be from 9:00 a.m. to 1:00 p.m. on designated Saturdays. Students' assigned Saturday school will be required to pay the staff member their daily rate of pay.

**Suspensions - In-School - I.S.S    Out of School - O.O.S**

**Conduct Probation** – This is a period of time specified by the Administration during which a student must correct his/her behavior while abiding by all rules and regulations.

**Expulsion** - Permanent removal of a student from Glenwood by the Board at the recommendation of the Administration.

**Physical Restraint** –School personnel have the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself or herself, other students, faculty staff, parents, etc.

### Student Drug Testing Policy

The program advocates universal drug testing of all students in grades 9-12. The testing will be as follows:

1. Initial testing- All students entering the 9<sup>th</sup> grade, and any student entering in grades 10-12 must be drug tested to comply with this program. Testing will be conducted over the course of 2-4 weeks.
2. Random testing – Students will then be randomly selected (using random number generator and alphabetical list of students) throughout the school year to achieve a goal of 25% of the grades 9-12 student body by the end of the school year. Testing fee will be at the expense of Glenwood.
3. Follow-up testing/suspicion – Any student testing positive will be tested at 90-120 day intervals at the parents expense. This may be in addition to those required by outside counseling agencies to which the individual is referred. Also, any student in grades 9-12 who is suspected by the Headmaster of drug use will be tested.

\* The complete policy adopted by the Board is available for parent review by Headmaster or Counselor for review.

**NOTE:** Students who violate the drug and alcohol policy will be suspended from participating in extracurricular activities for a minimum of 60 days.



### Contraband Searches

The headmaster reserves the right, if contraband is suspected, to search students and their belongings to include, but not limited to handbags, book bags, lockers, and cars. When possible, the student will be present, but it is not necessary.

A personal body search may be conducted. If a body search is conducted, it will be done by the headmaster in the presence of one other staff witness.

Female students will be searched by a female staff member in the presence of a second female staff member.

### Corporal Punishment

Corporal punishment will not be administered by any member of Glenwood's staff or faculty. In keeping with the school's positive approach to discipline, the faculty and staff will seek a more positive way of correcting students.

### General Disciplinary Regulations

The administration has the authority to make reasonable and necessary rules governing the conduct of students while in school. Students are considered to be under the jurisdiction of the rules before, during, and after school. This includes all school-related activities. Students whose conduct is unsatisfactory and who violate good order and common sense will be subject to disciplinary action. If students violate school policies, rules, or regulations, they may be subject to the following disciplinary action by the staff or faculty:

1. **Denial of Privileges:** Students may be excluded and otherwise denied privileges that are normally accorded them. This punishment is available for use by all faculty and staff, but is normally carried out by the person granting the privilege.
2. **Detention:** Students may be detained after school for any infraction of school rules by any member of the faculty and staff. In assigning detention, school personnel must give a 24-hour notice of detention so as not to inconvenience the parent.

3. **Suspension:** Either in-school or out of school.
4. **Probation:** Students will be placed on disciplinary probation when their conduct is not in keeping with the rules and regulations as set forth by the administration. The administration will determine the length and conditions of probation. Students who show no improvement during the probationary period may be asked to leave Glenwood School. Positive improvement must be evident before the probation is lifted.
5. **Probation:** Students who show no improvement during the probationary period may be asked to leave Glenwood School. Positive improvement must be evident before the probation is lifted.
6. **Expulsion:** This is a punishment of last resort. Normally the parent will be given the opportunity to withdraw the student prior to expulsion, thus preserving the student's reputation and allowing for a fresh start in another school. Though the headmaster is not bound to particular offenses or punishments, the following are examples of incidents that would normally result in expulsion:
  - Multiple fighting incidents
  - Bringing a weapon on school property (Authorities will be called.)
  - Multiple incidents of sexual harassment
  - Theft (Authorities will be called.)
  - Vandalism (Authorities will be called.)
  - Possession of drugs (Authorities will be called.)
  - Civil disobedience
  - Multiple defiant actions
  - Multiple incidents of disrespect toward school personnel
  - Serious moral transgressions, in or out of school
  - Multiple incidents involving alcohol
  - Multiple cheating incidents
  - Continued violation of school rules

The headmaster is not bound by this list. Students may be expelled for any offense that, in the opinion of the headmaster, is a serious transgression and contrary to good order.

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## DRESS CODE

It is the belief of the Board and the school that proper dress and grooming are an indication of respect for one's self, as well as respect for others. All students are expected to be neat, clean, and appropriately dressed at all times. Students dress will be in good taste and will not be extreme, indecent, dirty, or unsafe. Any dress or garment that tends to distract, disturb, is noticeably unusual, strange or interferes with the educational process is not allowed. Any student deemed by the Administration to be inappropriately dressed may be sent home. Any absence that results from correction of dress will be considered unexcused. Repeated violations could result in further action under the Code of Conduct.

Specific dress code requirements include, but are not limited to, the following:

1. Shoes are to be worn at all times.
2. House shoes or pajamas/sleepwear are not allowed except on designated days.
3. Halter tops, tank tops, spaghetti straps, strapless tops, crop tops, racer back, shirts with inappropriate language or slogans, see through fabric, and camouflage military type clothing are not allowed.
4. Sleeveless shirts for girls should extend from base of neck to the top of the arms.
5. Sleeveless shirts for boys are not allowed.
6. Shorts, skirts, and dresses should extend mid-thigh and below.
7. Midriffs and cleavage are not to show.
8. Braless attire for girls is not allowed.
9. Undergarments (except T-shirts) shall not be visible at any time.
10. All shorts, pants, slacks, etc. shall be worn at waist level. No sagging.
11. Visible body piercing, visible tattoos, body art, and unnatural hair color are not acceptable.
12. Girls piercing for earrings worn in the earlobe are permissible. No more than 2 piercings per earlobe. Earrings on boys are unacceptable.
13. No article of clothing with holes that shows undergarments is allowed. Clothes with holes above the knees are not allowed.
14. Hair shall be well groomed and neatly styled. Cut no longer than the bottom of the ear on the sides, not below the eyebrows, nor completely over the collar in the back. Longer hair tucked behind

- the ears is not acceptable.
15. Boys are expected to be clean shaven, having no beard or mustaches. side burns may be no longer than the bottom of the ear.
  16. No alcoholic beverage, illegal drugs or tobacco advertisement; obscene, suggestive or inappropriate language on clothing or accessories allowed.
  17. No hats, caps, bandanas, sunglasses or headgear may be worn in the school building during the school day.
  18. No clothing that has chains attached is allowed.
  19. Nike shorts may be worn the last day of each school week. Nike Shorts must adhere to #6 above.
  20. Tights, leggings, or jeggings worn as pants are not allowed. When allowed on special occasions; the students rear must be completely covered.
  21. Boys cannot wear tights under shorts.
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## **ATHLETIC PROGRAMS AND POLICIES**

### **Alabama Sports Official Bill**

Alabama has severe punishment for angry sports fans that attack game officials, coaches and administrators. The crimes of harassing, menacing, and assaulting sports officials, coaches, and administrators are harsher than normal convictions for harassment, menacing, and assault. This law applies to all levels of athletics.

### **Student Athletes**

Glenwood offers a comprehensive, competitive athletic program. Student athletes are subject to AISA and Glenwood School eligibility rules. Individual team coaches may set additional team criteria for membership. Any athlete who is fined for unsportsmanlike conduct must pay this fine.

### **Student Athletes of Driving Age**

Student athletes, who are of driving age, may not drive themselves to and from out of town ballgames. These students are required to be transported by a parent or an adult approved by Glenwood. Any student athlete in violation of driving to an out of town game is considered a spectator and will not be allowed to participate in that sporting event. All athletes must ride in school provided transportation when provided. Please refer to transportation guidelines.

# SCHOOL TRANSPORTATION GUIDELINES

With the help of our parents, Booster Club, and other donations, we have been able to purchase two buses to provide safe and reliable transportation for students to use on field trips, athletic trips, etc.

With this comes a need to establish some written guidelines for the usage of our buses. The following information is designed to offer you a better understanding of the process.

Student safety is first, and foremost. We are fortunate to have 10 of our staff members, and 3 volunteers certified and trained to drive our buses. A great deal of responsibility rest on the drivers shoulders. By law, the bus driver is the sole authority of the bus, and all who ride on it. All passengers, including adults, are expected to follow the instructions of the driver.

Chaperones are an integral part of bus trips. At a minimum, we will adhere to the following ratios.

Pre-K - 5 - At least 1 adult for every 5 students

6 - 8 - At least 1 adult for every 10 students

9 - 12 at least 1 adult for every 15 students

The chaperone's responsibility is to assist the driver in maintaining passenger control and in enforcing procedures for the safety of all passengers. As such the following rules must be followed by All Passengers:

1. Students must talk quietly. Remember, loud talking, or noise could divert the driver's attention, and may result in a serious accident.
2. Keep entire body inside the bus at all times.
3. Do not place items in the aisles, and driver's compartment.
4. Never tamper with the bus, emergency door/window exit, or any other equipment
5. All passengers are to remain seated at all times while the bus is moving.
6. No smoking. Possession of lighters, and/or matches are prohibited.
7. Use of obscene, profane, or vulgar language is prohibited.
8. In case of road emergency, remain in the bus and follow the driver's instructions.
9. No eating, gum chewing, or drinking is allowed without driver approval.
10. Weapons of any kind are prohibited.

11. Passengers will assist in keeping the bus clean; and refrain from damaging it.
12. Request to use video/audio system must be approved by the driver.

The above rules are not meant to be ALL - inclusive, and may change as the need arises.

**IMPORTANT:** It is school policy that when transportation is provided for any event, all students who are participating in the event must ride in the school provided transportation to the event. Students are allowed to ride home from the event with their parents with the approval of the person in charge, and a signed waiver by the parent. Exceptions to this policy must be approved in advance by the Headmaster. If this is approved, a transportation waiver must be signed by the parent.

## **SELECTION CRITERIA FOR STUDENT RECOGNITION**

### **Homecoming Queen (Football)**

Candidates will be selected by the senior class. Senior girls who have been enrolled at Glenwood in consecutive, non-repeating years since tenth grade, and are in good standing with the Student's Code of Conduct are eligible. The current Miss Glenwood is not eligible. Each senior will receive a list of the eligible students, and will vote for a Queen. The top three girls will be identified through the process. The list of the top three girls will be given to students in grades 10-12, and the students will vote for one for Queen. The remaining two candidates will serve on the court. The tenth and eleventh grade courts will be selected in the same manner. Candidates must have been enrolled at Glenwood for the prior two years. Candidates must be in good standing with the Student's Code of Conduct.

### **J.V. Homecoming Queen (Football)**

The selection process will be identical to the selection of the Homecoming Queen, with only grades 6-9 voting. Nominees for JV Homecoming Queen will be ninth grade girls who have attended Glenwood for at least their seventh and eighth grade years, and are in good standing with the Student's Code of Conduct. The student with the most votes will be named Queen. The sixth, seventh and eighth grade courts will be selected in the same manner.

### Mr. & Miss Glenwood

This is the highest honor that a Glenwood student can receive. Mr. and Miss Glenwood must have attended Glenwood for their ninth, tenth, and eleventh grade school years. Students must have an overall 80 numeric average or higher, and be in good standing according to the Glenwood Student's Code of Conduct. All seniors meeting these requirements will be considered and each will be evaluated by the staff, senior sponsors, and Administration based on service to the school and community, leadership, and character. A list of students meeting the above criteria will be presented to the 9-12 grade students for the vote. The female receiving the most votes will be designated Miss Glenwood, and the male receiving the most votes will be designated Mr. Glenwood. Once elected the female student designated as the current years Miss Glenwood is not eligible for Homecoming Queen or court titles.

### Honor Student Designation

Honor Student designation is awarded to seniors who have a cumulative 90 numeric average for the past seven semesters of academic work. To be considered, students must be on track for an Honors Diploma. The selection for Honor Students is made after the first semester of the student's senior year.

### National Honor Society

The selection process for membership into the National Honor Society is dictated by the National Honor Society. Candidates for admission to the Virginia "Pete" Wood Chapter of the Glenwood National Honor Society (NHS) must have a cumulative numerical average of 93 or above in the core subjects and be a member of the rising junior or rising senior class. Not all credits need to be earned at Glenwood. An anonymous group of five faculty and staff members, selected by the headmaster, will review the candidate's academic and disciplinary records. The committee's decision is final. Any active member of the NHS who transfers to this school will be considered for membership, after attaining and maintaining membership requirements for this chapter. Core subjects are English, Math, Social Studies, & Science.

### National Junior Honor Society

The selection process for membership into the National Junior Honor Society is dictated by the National Junior Honor Society. Candidates for

admission to the Terra Kirkland Chapter of the Glenwood National Junior Honor Society (NJHS) must have a cumulative average of 93 or above in the core subjects, and be a member of the rising sixth, seventh, eighth, freshman or sophomore class. Not all credits need to be earned at Glenwood. An anonymous group of five faculty and staff members, selected by the headmaster, will review the candidate's academic and disciplinary records. The committee's decision is final. Any active member of the NJHS who transfers to this school will be considered for membership, after attaining and maintaining membership requirements for this chapter. Core subjects are English, Math, Social Studies, and Science.

#### **National Beta Club**

Candidates for admission will be from the ninth, tenth, eleventh, and twelfth grades. Qualifications are similar to those of NHS in that the cumulative numeric average must be 85 or higher in the core subjects. The selection committee makes the final selection based on the students' applications and a review of their cumulative folders. Core subjects are English, Math, Social Studies, and Science.

#### **Junior Beta Club**

Candidates for admission to the Junior Beta Club are from the sixth, seventh, eighth grades. The selection process is similar to the National Beta Club.

#### **Hugh O'Brian Representative**

The Hugh O'Brian Leadership Conference ([www.hoby.org](http://www.hoby.org)) is for qualified tenth graders. Interested tenth graders may complete an application stating their qualifications. A selection committee, chosen by the headmaster, will make the final decision. Only students, who know they will attend the conference, if chosen, may apply. The Los Angeles-based Hugh O'Brian organization promotes leadership development for qualified teens.

#### **Boys and Girls State**

Juniors may complete an application indicating their interest in attending this conference. Final selection will be made by a staff committee chosen by the headmaster. Only students who agree to attend the conference may apply.



### **Senior Superlatives**

To be eligible for a senior superlative, students must have attended Glenwood for at least their tenth and eleventh grade years, and be in good standing with the Student's Code of Conduct. Members of the senior class will be provided a list of eligible seniors to select in the following categories: Most Talented, Most Intellectual, Most Likely to Succeed, Biggest Flirt, Friendliest, Most Attractive, Most Dependable, Most School Spirit, Most Athletic, Wittiest, and Best All Around. Students who enter Glenwood during their eleventh grade year may be selected Best Newcomer.

### **Class Officers**

To serve as class officers, students must have at least a numeric average of 85 or higher, be able to provide 2 teacher recommendations, and have no record of any serious incident as outlined in the handbook.

### **Student Clubs and Organizations**

The purpose of clubs and other student organizations is to:

- Provide leadership opportunities for as many students as possible.
- Broaden the student's interests in different areas.
- Develop worthy social awareness, ideas, attitudes, and habits.
- Encourage students to work together as a team and to cooperate with others towards a common goal.

### **Student Government Association (SGA)**

The Student Government Association (SGA) addresses student needs, ideas and concerns about the School, and works to move the school to action on behalf of those concerns. The SGA facilitates communication among the student body and faculty.

### **Awards Day/Graduation**

Only awards and recognitions of accomplishments through Glenwood, AISA, and school approved organizations will be recognized at awards day. ONLY Glenwood honors cords, stoles, etc. are allowed to be worn at graduation services.

## **GENERAL SCHOOL POLICIES**

### **Beeppers, Pagers, Cell Phones, Ipods, Walkmans, Radios**

Each of the above listed devices are permitted on campus but only may be used before regular school hours begin, during morning break, during lunch, or after regular school hours end. NONE of the devices are to be used during any class without the teacher's permission. If they are used during class without the teacher's permission, the item (s) will be confiscated by school personnel and handed over to the principal. In the event one of the items is confiscated a second time, it will be retained by the principal and released only to the parent. After the third offense, the items cannot be brought to school.

### **Food and Drinks**

Snacks may also be purchased in the cafeteria during break and lunch. Food and drinks are not allowed in the academic buildings. They must be consumed in the cafeteria or in designated outside areas. Students who violate this restriction will be required to assist the custodial staff in cleaning the building. Classroom parties involving food and drinks are an exception and should be closely supervised by the teacher. Students may keep their lunch boxes in their lockers.

### **Telephone Usage**

Upper School students may use school phones, only with the authorization of Glenwood School office officials.

### **Student Injuries and Illnesses**

A formal report will be prepared on every injury that occurs during the school day. Minor injuries will be treated by the staff. In the event of more serious injuries, the staff will administer emergency first aid. The parent will be notified immediately. If the staff is unable to locate a parent or guardian and the injury is serious, an ambulance will be called and the student transported to the nearest medical facility at the parent's expense. Students who are ill will be comforted until a parent or guardian can be located. In the event of a serious illness and no parent or guardian is available, again, an ambulance will be called. Parents and guardians are asked to report any illness or injury to the school. Students who have a communicable disease

shall not attend school until a competent medical authority declares the student free of disease.

### **Sexual Harassment**

Sexual harassment perpetrated against students or by students is prohibited. It shall be a violation of this policy for any student to be subjected to harassment or to subject another person to harassment through conduct or communication of a sexual nature. Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature against a student or by students.

### **Student Responsibilities**

Students are responsible for adhering to the following:

- Be on time and prepared for all classes and other school functions.
- Assume school rules are in effect at all times.
- Be prompt in returning documents and information requiring parental attention or signatures.
- Dress and groom according to the approved dress code.
- Respect school property at all times.
- Avoid improper language at all times.
- Make a special attempt to keep your school clean and free of litter.
- Listen to announcements.
- Be ever mindful that words and actions give witness to a person's character.
- Maintain a respectful attitude towards school personnel.
- Avoid gossip, hearsay, and rumors, as they tend to degrade a person and do great damage to others and the school.
- Assume responsibility for your actions.
- Be honest with yourself and others.

### **Student Accident Insurance**

All students are covered by a supplemental accident insurance policy. The policy covers students while at school and at any school-sponsored function. This insurance supplements the student's primary insurance policy. While at school and during school functions, every student is covered by a catastrophic insurance policy that covers the student in the event of a very serious injury. If a child is injured, the parent or guardian should contact our

business office for details. Student accident insurance does not include JV and Varsity football. This insurance is available at additional cost.

### **Fire and Severe Weather Drill**

Fire and severe weather drills are very important. To ensure the safety of our students, fire drills will be conducted once a month, and severe weather drills will be conducted once a quarter. Fire and severe weather drill procedures are posted in every classroom. The teachers will orient the students with these procedures. Students will depart from their rooms in a single file line with no talking. Teachers will direct their students to the designated safe area where roll will be taken. Absences will be reported immediately. Students should be silent at all times to assist teachers in the performance of their duties. Students will stay in the safe area until the all-clear signal is given.

### **Student Departure during Severe Weather**

It is generally accepted that school buildings are far safer than an automobile on the road. As a result, parents are discouraged from coming to the school to pick up their children during a severe weather warning. Students will not be released from school during a severe weather warning.

### **Severe Weather**

Generally, Glenwood will follow the plans of the Phenix City School System. If the Phenix City schools close for severe weather, Glenwood will also. For specific information about Glenwood, parents should monitor the local TV and radio stations. Parents will be contacted through school cast about any school closings.

### **School Security Policy**

These basic security requirements are designed to help ensure against incidents that could be harmful to students or school staff. The school solicits the help of parents in implementing the following policy:

- All visitors, including parents, must report to the school office immediately upon entering the campus. All visitors must have the
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- permission of the principal to be on campus. Visitors must sign in and wear a visitor's pass.
- Unauthorized visitors are not permitted in school buildings or on campus.
- Classes are not to be interrupted except under extenuating circumstances.
- Students who wish to bring a guest to school must have request approval at least 24 hours in advance.
- Possession of any type weapon on the Glenwood campus or at any school function will be grounds for dismissal.
- Threats of violence will not be tolerated. They are viewed by school personnel as serious and may result in disciplinary action.
- The school reserves the right to search personal belongings and vehicles on campus or at any school function, when reasonable suspicion exists.

### Marriage and Pregnancy

Glenwood does not allow the enrollment of married students, or students with children. Students that become pregnant or cause impregnation will be required to withdraw from school as soon as the condition is known.

### Student Lockers

The lockers provided are school property and may be inspected by the headmaster or his representatives at any time, with or without the student's permission. Students may not write on or deface the lockers in any way. Students are responsible for damage to their lockers and must pay for any work required to bring the locker up to standard. No food or drinks are allowed in lockers with the exception of lunch boxes.

### Student Drivers

Students are reminded that bringing their cars on campus is a privilege. This privilege will be taken away from student drivers who demonstrate their unwillingness to follow normal precautions for safe driving. Students are expected to conform to driving regulations in or on any motor vehicle to include motorcycles. Students who are found to be driving in a reckless manner, will have their on-campus driving privileges suspended and their parents notified. Because of the dangers involved and the fact that there are small

children on campus, there will be no second chances for reckless driving. When student drivers arrive on campus, they must immediately get out of their vehicle, lock it, and leave the parking lot. Students may not return to the parking lot, without permission, until the end of the day. Students must park in front of the school. Students must keep all vehicle music to a level that cannot be heard outside the vehicle. Park only in designated areas.

### **After School Pick-Up of Students**

For safety purposes, it is necessary for parents to pick up their child (Children) from school by 3:30 each afternoon. The teacher/staff work day ends at 3:30 p.m. and most teachers exit the campus by this time. The Glenwood Administration and staff cannot be responsible for students left unattended on the school campus after regular school hours.

### **Lower School Parking, Drop-Off, and Pick-Up Procedures**

The following rules have been implemented for the safety of our children. Please read and follow them when parking at the school or loading and unloading children.

#### **Drop-off procedure:**

- When entering the driveway to drop off students, each vehicle should move to the right hand lane.
- Each vehicle should pull all the way forward to the farthest available space. Students must exit vehicles on the passenger's side.
- Once students have unloaded, please proceed to the exit. If necessary, pull into the left-hand lane to exit the parking lot.
- Vehicles must not be left unattended in the loading zone.
- The parking lot is not to be used for drop-off or pick-up. This area is for parking only.
- Do not, under any circumstances, stop in the middle of the drive or on the left side of the drive to dismiss a student from your vehicle.
- When accompanying students to or from the classroom, drivers must park in one of the parking lots. Do not park in the driving loop. Parents of children in the third grade and below should always walk their student to the classroom.
- The exit between the lower school lot and upper school lot will be closed from 8:30 till 2:30 daily when school is in session.

### **Pick-up Procedure:**

- Follow the drop-off procedure. Loading will begin at approximately 2:45 p.m.
- When in the loading line, drivers must stay with their vehicles.
- Students should watch for their cars and load as quickly as possible. If your child has not exited the building, you must move on and re-circulate through the pick-up line. Drivers will not be allowed to wait in the loading zone for their children.
- If this system does not work for your family, please park in the parking lot and walk up to meet your child.
- When a crossing guard is present, you must follow his or her instructions.
- Middle School drop off and pick up will be in the back parking lot. Sixth grade pick-up will be in front of the elementary building.

### **School Trips**

All school trips must be proposed on the appropriate form and approved by the headmaster or principal. All literature concerning school trips will clearly indicate sponsorship by Glenwood School, the reason for the trip and the name of the staff member moderator for the trip. All school rules apply during school-sponsored trips. The dress code, however, may be modified with permission of the headmaster. Parent permission slips are required. Student participation rosters will be submitted to the headmaster for approval. Non-sanctioned trips may not be organized, publicized, or solicited in any way on school grounds or in the school's name.

### **Upper School Dances**

The school will sanction school dances throughout the year. These dances are designed as a healthy social outlet for our students. General policies for all dances are as follows:

- All dances must be approved in advance.
- All dances must be chaperoned by school staff and parents.
- Police security will be provided.
- Students may not leave the dance and then return – not even to go to their car in the parking lot.

- A Glenwood student may invite one outside guest to the dance. The guest must be approved by the administration.
- Students must be in the dress code designated for the dance. The school dress code will apply unless the dance is a costume dance or a formal dance such as Homecoming or the Prom.
- Unless otherwise announced, all dances will end at 11 p.m.
- A staff member will remain on duty until all students have been picked up. Parents are asked to pick up their children promptly.
- All school rules apply at all dances.

### Homecoming Dance

The Homecoming Dance is open to students in grades 9-12 and their personal guests. The Queen and any other court members are expected to be present. The dance is normally held in the gymnasium and is the responsibility of the Student Government Association. This dance is a semi-formal event. Admission is charged.

### Junior/Senior Prom

#### **Girls Dress Code:**

##### **Allowed:**

Formal Tea Length and Floor Length Dresses

Strapless and Spaghetti Strap Dresses

Bare midriffs of 2 inches or less

##### **Not Allowed:**

Low Cut Tops: The front of the dress must not fall below the bra line

Extreme Low Cut Back: The back of the dress should not be open past the waist.

Bare midriffs of more than 2 inches

Body cut-outs of any kind

Dress/Skirt slits past mid-thigh

Shorts

Torn Clothing

**Please Remember:** All other school dress code regulations apply (I.E. No Visible Tattoos, Piercings, etc.) If you are unsure about your prom attire, you are encouraged to get approval of your attire from Ms. Tillman

#### **Boys Dress Code:**

##### **Allowed:**

Suit/Tuxedo with shirt and tie

Sports Coat with dress slacks, shirt, and tie

##### **Not Allowed:**

Jeans

Torn Clothing



**Please Remember:** All other school dress code regulations apply (I.E. No Visible Tattoos, Piercings, etc.) If you are unsure about your prom attire you are encouraged to get approval of your attire from Mr. Mitchum.

The Junior/Senior Prom is restricted to juniors and seniors and their personal guests. It is a formal event and the location varies from year to year. The junior class is responsible for sponsoring the Junior/Senior Prom. Only prom participants, faculty, staff, and parents may be present. Students are allowed to bring guests that are no more than one year removed from High School.

### **Student Participation**

Students are expected to participate in school activities in which they have ability or interest. The school offers a wide range of student activities that should appeal to all students. In addition to participation, students are expected to support the school by their attendance at various school activities such as sporting events or dances. Student activities are an essential part of the school experience, and they serve to provide students with healthy social outlets as they mature into adulthood.

### **Care of School Property and Campus Litter**

It is important that Glenwood students know that the school facilities have been provided at great expense and sacrifice of previous students and parents. Students must refrain from defacing, destroying, or abusing school property. They have an obligation to take care of the school for future Glenwood students. One way students can help maintain an attractive and neat campus is by placing their trash in the appropriate containers.

### **Student Messages/Gifts**

Classes will not be interrupted to deliver student messages unless it is an emergency. If flowers or gifts are brought to school for students, they must be left in the school office until the end of the day.

### **Non-School Fundraising**

Students are not allowed to sell items at school for non-school sponsored activities unless approved by the Headmaster.

### Internet/Electronic Access

The use of the internet by students shall be for educational purposes only as approved by the school. General school rules for behavior and communications apply. Access to network services i.e. internet, will be provided only to those students who agree in writing to act in an appropriate manner. Precautions are taken by the school using filtering and interface systems to limit the access of objectionable information in public domains.

1. Students are not allowed in the computer lab without faculty supervision. Personal computer use i.e. laptop must be approved by the Administration. School rules apply to the use of personal computers at school.

#### General Computer/Electronic Device use rules are as follows:

1. Shall not be used for political or commercial purposes.
2. Electronic mail should reflect acceptable standards at all times.
3. No reproduction of copyrighted material allowed without permission.
4. No access to inappropriate material.
5. Students may use only accounts, files, software, etc that have been assigned to them.
6. Students are not allowed to use another student's account to log-on or allow another student to use his/her password to log-on.
7. Students must not attempt to disrupt any computer services or data by spreading viruses, spamming or hacking.
8. Students are not allowed to use computers for purchases.
9. Students are not allowed to use computers for derogatory comments or images of school personnel within Glenwood or outside Glenwood.
10. Students are not allowed to visit chat rooms, MySpace, Facebook, etc using school computers. Glenwood School should be reflected in a positive manner.
11. Students shall not damage computers or network in any way.
12. Students shall not use computers for harassment of others. This is called Cyber Bullying.

Privacy - Computers and network storage areas may be treated like school lockers. Glenwood reserves the right to maintain integrity by reviewing files and communications at any time. Glenwood cannot guarantee the privacy of any information sent or received over the internet.

### **Cafeteria**

Glenwood is proud to have Valley Services provide our food service operations. Students and parents must register through mypayments plus to participate in the program. Through mypayments plus students, and parents have access to:

- Student cafeteria balances and purchase history
- Pre-payments with auto-pay capability
- Low balance email reminders
- Pay by check or credit card

ALL accounts must be kept up to date with positive balances. If an account balance shows a negative balance of \$50.00 or more at the end of each month, students will not be allowed to participate in extra-curricular activities until the outstanding balance is paid in full. If the account still has a negative balance at the end of each nine weeks, students will not receive report cards until the balance is paid in full. Also, access to INOW will be deactivated. All unpaid cafeteria balances from the previous school year not paid by the beginning of the current school year will be added to the current year tuition.

Procedure: Parents of students that still owe unpaid balances will be sent a letter indicating the amount still owed. Parents will have until the last day of August to pay off the balance. Balances not paid by that date will be added to tuition.

### **FOUNDATION BOARD**

The Glenwood School Foundation's mission is to solicit contributions to supplement the salaries and benefits of Glenwood teachers and to provide funds for capital improvements to the Glenwood campus and facilities.

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## **PARENT SUPPORT ORGANIZATIONS**

### **Parent Teacher Organization**

The Parent Teacher Organization (PTO) is a very active parent group that supports the academic programs of the school. This group provides room parents for the upper and lower schools, assists in the recruitment of substitute teachers, helps with Open House, and supports the faculty and staff through fund raising activities.

### **Athletic Booster Club**

The Athletic Booster Club supports all sports at Glenwood. The Booster Club supplements athletic funding through various fund raising mechanisms.

### **Band Boosters**

The Band Booster organization supports the Glenwood Band program through various fund raising efforts.

### **Glenwood Pet Policy**

It is the policy of Glenwood School to provide a safe, non-threatening, and healthy environment for our students, faculty, staff, parents, and guest. Therefore, effective immediately, pets are NOT allowed on campus, and during any event held on campus. This is a liability issue, and the school will not be held responsible. A person with a disability or a person training an assistive animal may be accompanied by a service dog, or an assistive animal under control. The person is liable for damage done to any premises, or facility by a service dog or assistive animal. A “service dog” means a dog specifically trained at a recognized training facility to assist a person with a disability whether described as a service dog, guide dog, hearing dog, support dog, or otherwise. An “assistive animal” means any animal specifically trained, or in the process of being trained under the auspices of a recognized training facility to assist a person with a disability.

# **LOWER SCHOOL INFORMATION**

## **ATTENDANCE**

Alabama Code 16-28-12 requires students who are enrolled in private school to attend school regularly.

- **Absences**

The school should be contacted if a child is absent. Check teacher webpages for homework and assignments. Parents may also email the teacher for further information. A note explaining the absence should be submitted to the school.

If a parent knows beforehand that their child will be absent for reasons other than illness, the excused absence procedure must be followed. **All family vacations should be scheduled during school holidays.** Students in grades K5 through 5<sup>th</sup> who accumulate more than 20 absences for the school year will not be promoted.

- **Arrival/Dismissal/Checking In and Out**

School starts at 8:00 a.m. each day. The school lobby opens at 7:30 a.m. with teacher supervision. Any student dropped off before 7:30 a.m. will be taken to morning care at the parent's expense. Any 3<sup>rd</sup> through 5<sup>th</sup> grade student arriving after 8:00 a.m. must check in through the front office. School ends at 3:00 p.m. each day. Students not picked up by 3:20 p.m. will be taken to after school care at the parent's expense. Any student who checks in or checks out outside of normal arrival and dismissal times must go through the front office. A student who needs to be checked out of school will be called to the lower school office to be picked up by a parent. Parents must come to the office to check out their child. **Parents are not to go to the classroom unless allowed by the office.** Any person, other than a parent or guardian, who requests a check out for a student must have his/her name on the students emergency form and the office must be notified prior to check out. Photo identification will be required.

- **Tardies**

Students are expected to be at school and in their designated classroom by 8:00 a.m. Any 3<sup>rd</sup> through 5<sup>th</sup> grade student arriving after that time is considered tardy and must check in through the front office. Students who are late will not be permitted in class without a tardy slip from the front office. Students in 3<sup>rd</sup> grade through 5<sup>th</sup> grade who are tardy more than 6 times each quarter will be assigned Saturday School at the parent's expense. Excessive class tardies will result in disciplinary action under the Code of Conduct.

- **Severe Weather Departures**

It is generally accepted that school buildings are far safer than an automobile on the road. As a result, parents are discouraged from coming to the school to pick up their children during a severe weather warning. Students will not be released from school during a severe weather warning without the parent signing a waiver releasing the school from any liability that may occur from traveling during severe weather.

**BIRTHDAYS**

We welcome parents to celebrate their student's birthday during the student's designated lunch break. **This should be coordinated with the teacher 48 hours in advance.**

Birthday invitations may not be distributed in a lower school class unless EVERYONE receives one OR all of the boys or all of the girls in the class or grade receive one. Teachers will not be responsible for handing out invitations.

**COMMUNICATION**

If at any time you have a concern or question, please contact the teacher or coach first. If the issue is not resolved, you may request a meeting with the

teacher and the administration.

Teachers communicate frequently by using daily folders in book bags, through email, and via teacher webpages. Please check these daily and respond promptly to any messages left by the teacher.

## **VISITORS**

To provide a safe, and secure environment, and to limit class interruptions, all visitors **MUST** report to the school office upon arrival. Once the school day has started, parents are asked to leave the classroom so that instruction may begin. Any parent visitors or volunteers may only be at the request of the teacher and approved by the administration. Any parent who wishes to observe a class must schedule it through the administration. Parents who observe will be accompanied by a staff member at all times.

## **DISCIPLINE**

Students, parents, and visitors are expected to conduct themselves in accordance with the values and mission statement of Glenwood School.

Students are expected to:

- Be on time and attentive
- Show respect for school personnel, visitors, fellow students, school property, and the property of individuals
- Be truthful at all times
- Use appropriate language
- Abide by the standards in the each individual classrooms
- Use good manners
- Follow directions the first time they are given
- Follow school safety rules and procedures at all times
- Keep hands, feet, and other objects to themselves
- Refrain from name-calling, inappropriate teasing, bullying, etc.

Parents are expected to support the disciplinary programs and decisions of the school. Parents have the responsibility of familiarizing themselves with the policies in this handbook and for reviewing these policies with their children.

## **ENRICHMENT CLASSES**

**Fine Arts:** Instruction is delivered on a weekly basis for K5 through 5<sup>th</sup> grade students. This course encompasses art, singing, and drama.

**Multimedia:** Instruction is delivered on a weekly basis for K5 through 5<sup>th</sup> grade students. This course includes library time, computer skills, and other multimedia activities.

**Music:** Instruction is delivered on a weekly basis for K5 through 5<sup>th</sup> grade students. Students will be introduced to various instruments and music theories.

**Physical Education:** Instruction is delivered on a daily basis for K5 through 5<sup>th</sup> grade students.

Please note that Enrichment Classes are a privilege and not a right. The Administration reserves the right to remove students from Enrichment Classes at any time.

## **BEFORE SCHOOL CARE**

**HOURS:** 7:00 a.m. – 7:45 a.m. If school is not in session, there will be no before school care. Any student dropped off in the lobby before 7:30 a.m. will be taken to Before School Care at the parent’s expense.

**LOCATION:** Ms. Natalie Davis’ classroom.

**FEES:** \$5 per student, per morning.

## **AFTER SCHOOL CARE**

**HOURS:** 3:20 p.m. – 6:00 p.m. each school day. If school is not in session, there will be no after care.

**LOCATION:** The After Care program will be housed in designated classrooms or areas of the school, to include the gyms and/or playground.

**FEES:** After Care costs are \$15 for drop in, \$80 per month if student is picked up by 4:30 p.m. or \$150 per month if student is picked up after 4:30 p.m. A fee of \$1 per minute, per child will be assessed for students picked up after 6:05 p.m.



## **OTHER POLICIES**

**Prayer/Pledge/Devotion:** Each school day begins with a prayer, pledge and devotion led by the teacher or a selected student. All students will participate in these activities.

**Lower School Chapel:** The Lower School will have a short chapel service each Wednesday at 8:05 a.m. The service normally includes student participation.

**Curriculum:** The Lower School uses a combination of mainstream textbook authors, as well as Bob Jones University Press and A BEKA curriculum. All aspects of the Lower School curriculum are based on a traditional Christian perspective.

**Headmaster's List:** Students must have an A in all academic classes.

**Honor Roll:** Students must have all As and Bs in all academic classes.

**5<sup>th</sup> Grade Highest Numerical Average Award:** Students must have attended Glenwood consecutively with no interruption in enrollment since 1<sup>st</sup> grade. In the event of a tie after computing the numeric averages to the thousandths place, all students in the tied positions will be honored. Numerical averages will be computed after the 3<sup>rd</sup> quarter of the 5<sup>th</sup> grade year.

**Failures:** In courses that are two semesters in length, cumulative grade for the course is determined by the average of the two semesters. Any 1<sup>st</sup> through 5<sup>th</sup> grade student who fails a course for the year will be required to attend summer tutorials. Proof of completion must be provided to the school prior to the beginning of the next school year.

## **HOMEWORK**

Students are assigned homework that is grade-appropriate for the purpose of reinforcing skills taught during the school day. Generally speaking, the

**average time for homework is as follows:**

**Grades K5 – 2<sup>nd</sup>: 30 – 45 minutes**

**Grades 3<sup>rd</sup> – 5<sup>th</sup>: 45 minutes to one hour**

**Please note that time is given in class to finish homework. Any work not finished in class may be assigned as homework.**

### **FOOD/FOOD ALLERGIES/DIETARY CONCERNS**

**Glenwood School provides snack and lunch items through Valley Food Services. Students are allowed to bring their lunch if so desired. Glenwood is an ALLERGY AWARE School. This means limits are not placed on food students may bring, but we will work with parents of students with food allergies. If food is provided to the class (i.e. a class party or a birthday), the parents will be notified in advance so that alternative food may be provided by the parent of the child with the food allergy/dietary concern. Please note that Glenwood will not be responsible for providing alternative food/snack options for the child with a food allergy or dietary concern.**

### **TEXTBOOKS**

**Lower School students are issued a mix of consumable and hardback textbooks. Any textbooks damaged, loss, or stolen during the school year are the responsibility of the student. No additional copies will be given out unless the parent pays for the extra textbook.**

### **VISITORS**

**To provide a safe, and secure environment, and to limit class interruptions, all visitors MUST report to the school office upon arrival. Once the school day has started, parents are asked to leave the classroom so that instruction may begin. Any parent visitors or volunteers may only be at the request of the teacher and approved by the administration.**

## **FIELD TRIPS**

Field trips are part of the school day and all school rules apply. Students not participating in field trips are not allowed to attend school on the day of the field trip as alternative childcare will not be provided.

## **DRESS CODE**

It is the belief of the Board and the school that proper dress and grooming are an indication of respect for one's self, as well as respect for others. All students are expected to be neat, clean, and appropriately dressed at all times. Students dress will be in good taste and will not be extreme, indecent, dirty, or unsafe. Any dress or garment that tends to distract, disturb, is noticeably unusual, strange or interferes with the educational process is not allowed. Any student deemed by the Administration to be inappropriately dressed may be sent home. Any absence that results from correction of dress will be considered unexcused. Repeated violations could result in further action under the Code of Conduct.

Specific dress code requirements for 3<sup>rd</sup> through 5<sup>th</sup> grade students include, but are not limited to, the following:

- Shoes are to be worn at all times.
- House shoes or pajamas/sleepwear are not allowed except on designated days.
- Halter tops, tank tops, spaghetti straps, strapless tops, crop tops, racer back shirts with inappropriate language or slogans, see through fabric, and camouflage military type clothing are not allowed.
- Sleeveless shirts for girls should extend from base of neck to the top of the arms.
- Sleeveless shirts for boys are not allowed.

- **Shorts, skirts, and dresses should extend mid-thigh and below.**
- **Midriffs and cleavage are not to show.**
- **Braless attire for girls is not allowed.**
- **Undergarments (except T-shirts) shall not be visible at any time.**
- **All shorts, pants, slacks, etc. shall be worn at waist level. No sagging. Visible body piercing, visible tattoos, body art, and unnatural hair color are not acceptable.**
- **Girls piercing for earrings worn in the earlobe are permissible. No more than 2 piercings per earlobe. Earrings on boys are unacceptable.**
- **No article of clothing with holes that shows undergarments is allowed.**
- **Hair shall be well groomed and neatly styled. Cut no longer than the bottom of the ear on the sides, not below the eyebrows, nor completely over the collar in the back. Longer hair tucked behind the ears is not acceptable.**
- **No alcoholic beverage, illegal drugs, or tobacco advertisement; obscene, suggestive or inappropriate language on clothing or accessories allowed.**
- **No hats, caps, bandanas, sunglasses or headgear may be worn in the school building during the school day.**
- **No clothing that has chains attached is allowed.**
- **Nike shorts may be worn as long as the length are within dress code.**
- **Tights, leggings, or jeggings worn as pants are not allowed.**

## **LOWER SCHOOL WELLNESS POLICY**

There are times when a child is sick and needs to be sent home or should not be allowed to attend the Glenwood School. Glenwood recognizes the need for parents to be at work and also the need to help keep the children and staff in the center healthy. Below are guidelines to follow when trying to decide whether or not your child should attend school. These guidelines also serve as the protocol the teachers are required to follow when determining if a child needs to go home due to illness. Your child should not attend Glenwood School if your child has one or more of the following symptoms:

1. A fever within the last twenty-four (24) hours. Children must be fever-free, regardless of reason for fever, for twenty-four (24) hours before returning to school.
2. A fever of 100 degrees or more.
3. A discharge of color from the nose (This will be judged on a case by case basis)
4. An unidentifiable rash or color of the skin
5. Vomiting
6. Three (3) or more diarrhea incidents
7. Internal pain or unexplained crying that is suspected to be related to pain
8. Any colored discharge from the eyes or nose.
9. Difficulty breathing
10. Infected, untreated open skin lesions
11. Stiff neck
12. Severe coughing
13. Obvious signs of ear infection to include discharge, pain, fever, etc.

Please note that there could be other symptoms not listed above and Glenwood School reserves the right to send any child home if we feel the child could be a medical risk to the other children. Employees will not be allowed to administer over the counter medication (Tylenol/Motrin) as these medications may mask a contagious illness, nor will employees be allowed to use syringes/bulbs to clear the infant's nose. Any medical equipment needed during the school day (nebulizer, inhaler, etc.) must have instructions signed by the pediatrician. If you are called to come and pick up your child from Glenwood School due to a possible sickness, you are required to come immediately.

If your child is diagnosed with any of the following medical "sickness" or "diseases" he or she will not be allowed to return to Glenwood School without a doctor's note stating your child may return to school.

Lice

Salmonella

Croup

Mumps	Chicken Pox	Scabies
Conjunctivitis (pink eye)	Thrush	Hand/Foot/Mouth Disease
Strep throat	Shingles	
Impetigo	Measles	
Influenza	Hepatitis	

**\*Any and all other policies, rules, or guidelines as spelled out in this handbook apply to Lower School Students.\***

### School Colors

Orange and White (Forest green may be used for highlights only.)

### School Mascot

The “Gator”

### School Motto

Once a “Gator” Always a “Gator”

### GLENWOOD ALMA MATER

HAIL TO THEE FAIR GLENWOOD  
 HOME OF ORANGE AND WHITE  
 WE LOVE AND ADORE THEE  
 NOW AND EVERMORE

TO OUR ALMA MATER  
 WE WILL ERE BE TRUE  
 AS WE GO ON THROUGH THE AGES  
 SINGING PRAISES OF YOU

**GLENWOOD FIGHT SONG**

We're going to Fight, Fight, Fight  
With all our might  
We're going conquer all our foes  
We're going to Win, Win, Win, Win, Win this game  
We're going down and make those Goals  
For fighting Gators plan to win this game  
And all the battles in our Sea  
So Fight, Fight, Fight, Fight for Glenwood High  
The Gators will have Victory.  
(SPELL OUT LETTERS BELOW)  
G L E N W O O D      H I G H

High  
Glenwood High  
Glenwood High  
Glenwood High

Repeat first paragraph.

Certification:

Please sign below that you have read, and agree to abide by the Student Handbook.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Return to the student's first period teacher by August 17<sup>th</sup>.