

# PARENT/STUDENT HANDBOOK

## ALL SCHOOL SECTION

### ACCREDITATION

Glenelg Country School is accredited by the Association of Independent Maryland Schools (AIMS) and by the National Association of Independent Schools (NAIS).

**Association of Independent Maryland Schools (AIMS)** is an educational organization which exists to offer and promote activities and services of benefit to member schools. The Association requires and provides a means for accreditation, encourages the exchange of information, fosters and supports the diversity, serves as the focal point for contacts between member schools and the State Department of Education and the Maryland Legislature, acts as a liaison with independent, parochial, and public school organizations at the local, regional, and national levels, and provides professional development opportunities for the faculty, administration, and trustees of all member schools. More information may be found at [www.aimsmd.org](http://www.aimsmd.org).

**National Association of Independent Schools (NAIS)** is a membership organization that represents over 1400 independent schools and associations across the United States. NAIS is the national voice of independent schools and the center for collective action on their behalf and exists to represent and sustain schools that are self-determining in mission and program, free from government control, and governed by independent boards. Accreditation is a system of accountability that is ongoing, voluntary, and comprehensive in scope. It respects differences in institutional populations, missions, and cultures, and fosters institutional change grounded in the judgment of practicing educators. It is based on standards, which are developed and regularly reviewed by the member institutions and which define the characteristics of good schools and colleges. More information may be found at [www.nais.org](http://www.nais.org).

### ADMISSION POLICIES AND FINANCIAL AID

Glenelg Country School does not discriminate on the basis of race, color, national or ethnic origin, religion, gender or handicap in the recruitment and admission of its students, in the administration of its educational policies and programs, or in the recruitment and employment of its faculty and staff.

Applicants to the School are selected on the basis of good citizenship, academic potential in a rigorous college preparatory program, and their desire to benefit from and contribute to the life of the School community. Special attention is given to each applicant's prior academic and nonacademic record in school, as measured by grades, standardized test scores, and letters of recommendation from teachers and others who know the applicant well.

In making the selection among applicants, the Admission Committee considers space availability at the recommended grade level, student aptitude, and social/emotional maturity. In addition, the Committee will be mindful of the applicant's relationship to Glenelg Country School children or graduates, gender balance, and a desire to keep the School reflective of the global community.

Interested families are invited to call the Admission Office for an appointment. Families are asked to visit the School and meet with the Admission Director. Current families wishing to send a sibling to Glenelg Country School should contact the Admission Office in September of the preceding year the child is to be enrolled.

The School awards need-based financial aid to qualified families. Each award is determined with financial information provided by the family to Tuition Aid Data Services (TADS), via their website, [www.tuitionaid.com](http://www.tuitionaid.com). With the TADS calculation in hand, the Financial Aid Committee offers grants in accordance with the GCS financial aid budget. This process is undertaken by financial aid recipients each year. Current families receiving financial aid are sent reminders in October to re-apply for the following year. Any families not receiving financial aid in a given year but anticipating a need in the following year are welcome to request information from the Admission Office in the Fall. Financial aid applications for re-enrolling students must be submitted to TADS by January 15 in order to receive a grant prior to the re-enrollment deadline. All matters of financial aid will be held with care and confidentiality. The Admission Office welcomes the opportunity to serve you. Please call us at 410-531-7347.

## ACADEMIC POLICIES AND PROCEDURES

### Progression of Students

In the Primary, Lower and Middle School, normal progression of students to the next higher grade follows the satisfactory completion of a school year's work. In the event that a student does not complete the year satisfactorily, the School may recommend retention in that grade for another year, or it may recommend alternative ways of correcting deficiencies such as summer school or tutoring. Kindergartners will go on to Pre-1<sup>st</sup> when it is determined that the Pre-1<sup>st</sup> program will best meet their developmental needs socially, emotionally, and academically. The School reserves the right to deny re-enrollment to any student whose academic or personal conduct has been deficient and is not in keeping with the academic and behavioral standards set by the School.

### AFTER SCHOOL ACTIVITIES

Glenelg Country School offers the opportunity for students to participate in after-school activities which are conducted on our campus. There are scouting programs for boys and girls, as well as visual arts, dance, sports, computer, and academic programs. Other activities also may be offered if the interest among families exists. These after-school activities may involve additional fees.

### ALUMNI BOARD

Glenelg Country School has established an Alumni Board to support ongoing relationships and communications with GCS graduates. The Development Office works in conjunction with the Alumni Board to sponsor alumni activities and administering of the Alumni Annual Fund Program that supports the operating budget of the School. Frequent updates on alums, the Alumni Board and alumni activities may be found in the *Spiortad an Dragoìn* publication, in addition to the GCS Alumni Facebook and Twitter pages.

### ATTENDANCE

Regular attendance at school is essential. Except for illnesses, students should not be kept out of school and every effort should be made to schedule doctors' and dentists' appointments before or after school.

It is important for the establishment of good habits and for the proper beginning of the school day that students arrive on time ready to begin the day. Tardiness to school will be handled differently in each School division.

Parents are asked not to take children out prior to, nor keep them out after, regular vacation times. In all cases, please notify the division office: 410-531-8610 for Primary School; 410-531-2229 for Lower School; 410-531-0501 for Middle School; and 410-531-5775 for Upper School of any anticipated absences.

### BARLOW PUBLIC SPEAKING CONTEST

This unique event, named for former Headmaster Thomas J. Barlow, involves every girl and boy from third through eighth grade. Each child selects a poem, story, or other suitable material for recitation and then memorizes it. The selection is presented, first to the speaker's classmates and later, if chosen, to the entire School and visiting judges. Winning speakers will be selected from each grade.

### BILLING

Billing statements are mailed monthly; payment is due by the 15<sup>th</sup> of the following month or finance charges will accrue. Tuition is billed according to the payment plan option selected during the enrollment process each year. Student fees are separate from the tuition and are due by July 15<sup>th</sup>. Additional fees and incidental charges are billed on a monthly basis as they are incurred.

Parents are responsible for paying a student's bills when they are due. No extension will be allowed and finance charges will be imposed on past due accounts.

A student will not be allowed to re-enroll nor will the School release transcripts or academic records to another school if the preceding year's account has not been settled. In addition, a student will not be allowed to attend classes on opening day if the tuition account is not current. Please note that unless the Head of School is notified in writing before June 30<sup>th</sup> of a withdrawal of an enrolled student, the parent(s) or legal guardian(s) **are obligated to pay full tuition** for the upcoming academic year.

## BIRTHDAY BOOKS

In 2005, the Parents and Friends Association established the Margaret Wesley Birthday Book Fund in recognition of her love of reading and long service and dedication to the School. This fund is a way of expanding and enriching the School's library collections. Prior to your student's birthday, the family will receive a letter offering the opportunity to make a donation to the Fund. With the gift, special books are purchased by the Division librarian, and then a bookplate honoring your child is placed in the book, and a birthday card announcing the gift is sent to the student.

## BOARD OF TRUSTEES

The Board of Trustees is the governing board for Glenelg Country School. It is responsible for ensuring that GCS carries out its mission through long-range and short-range planning and review; adopting an annual budget and providing fiscal oversight; recruiting, orienting and developing Board members; evaluating its performance and the overall performance of the organization in achieving its mission; and establishing policies for the effective management of the organization. The trustees serve a minimum of three years and are energetic advocates of GCS's mission and act in the best interest of GCS as a 501c3 non-profit in accordance with all the laws of Maryland and the United States of America.

## CHILD PROTECTION POLICY

Glenelg Country School faculty and staff are identified by Maryland State Law as Mandated Child Abuse Reporters. As such, GCS faculty and staff who "have reason to believe that a [student] has been abused or neglected shall immediately notify the local department of social services" (COMAR 07.02.07.04). GCS faculty and staff are not permitted to investigate suspected incidents of abuse or neglect and are required to inform the appropriate agency for investigation. Regardless of the origin of the report, GCS cooperates fully with investigation procedures. It is the policy of GCS to neither confirm nor deny any report of suspected child abuse and neglect. For more information about child abuse and neglect and reporting procedures, please contact the Maryland Department of Human Resources.

## COMMUNICATION

### Communications from Glenelg Country School

Glenelg Country School aims to keep parents and guardians well informed about the school, classroom events and individual progress of their student(s). Communication occurs via website, electronic mail, kid-mail, mail, phone and/or individual and group conferences. The following online communication tools have been provided to assist in keeping the lines of communication open between GCS and its families:

**Parent Portal:** Accessed via [www.gcs-portal.org](http://www.gcs-portal.org), is the place where families update their personal, family, student and emergency contact information. It contains a searchable directory of the GCS community. GCS requires families to verify and update their information through this database system.

**Moodle:** is the student academic portal system and is accessible through [www.gcs-elearning.org](http://www.gcs-elearning.org). While the site is active for all grades, Primary and Lower School parents are encouraged to visit the portal with their child. Academic resources such as homework, test dates, long term assignments, and other resources are found there, and Middle and Upper School students are required to know and use this system for their academic needs.

**Calendars:** A paper calendar is published and mailed every summer to each family. This calendar contains information open to all community members and their guests. For specific divisional dates, a more thorough calendar is published behind a secure login and password on the School's website. If you have trouble logging in to the website, please contact our webmaster at [webmaster@glenelg.org](mailto:webmaster@glenelg.org) or 410-531-7376.

In addition to the above listed avenues, the GCS website ([www.glenelg.org](http://www.glenelg.org)) is a dynamic communication tool, with updates occurring daily. We invite the GCS community to explore and familiarize themselves with their Dragon's Lair homepage.

## Social Media

Glenelg Country School recognizes that Social Media is a contemporary method for communication. Glenelg Country School has established a School endorsed Facebook Page ([www.facebook.com/glenelgcountry](http://www.facebook.com/glenelgcountry)) and Twitter Account ([www.twitter.com/glenelgcountry](http://www.twitter.com/glenelgcountry)) for our families' convenience. **Please note:** the School will never request to be your "friend" and we ask that if you receive such notice to contact the Communications Office at 410-531-7336 or Spiortad@glenelg.org. While these accounts are meant to communicate events in and around campus, they are not to replace the standard methods of communication from the School. Additionally, teachers and students have been provided School related avenues for communication. Teachers and students should not utilize any social media outlet to communicate with one another.

## Communications to Glenelg Country School

The School encourages close parent-school communications. Parents and Students who wish to communicate with faculty or staff members are encouraged to do so through the School provided email account. Email is the most efficient means to communicate because most faculty have limited access to phones during the day. Parents and students who wish to communicate with administrators of the School are encouraged to phone the School (410-531-8600) or contact the appropriate individual by e-mail.

## Communications about Glenelg Country School

The use of communication tools such as, but not limited to, email, blogs, websites, or other electronic communications to make inflammatory or derogatory comments, and/or inappropriate descriptions or pictures regarding another member of the GCS community is prohibited. Inappropriate comments may include, but are not limited to, comments, pictures, and/or descriptions regarding another person's race, age, ethnic background, culture, religion, gender, or sexual orientation.

## CONFERENCES

Parent-teacher conferences are scheduled four times a year in the Primary School and three times a year in the Lower School. These conferences fall mid-way in the trimester marking periods, with the exception of the first conference. We consider this initial conference an opportunity for parents to share their insights regarding a child's learning styles as well as other information that will be beneficial for teachers. Parents are expected to attend each conference during the scheduled time.

A parent-teacher conference is scheduled in the fall and spring for all parents of Middle and Upper School students. Such conferences are most often held with their child's faculty advisor. Special conferences may be arranged at any time that either the School or the parent deems desirable.

## DAILY SCHEDULE

**Primary, Lower, Middle, Upper Schools:** Buildings open to students at 7:30 a.m. Primary and Lower School students must report to Extended Day in the Primary School prior to 7:50 a.m.

Teachers in classrooms by 8:00 a.m.

Classrooms open to students at 8:05 a.m.

**Pre-K Classes:** In session 8:15 a.m.-1:00 p.m., Monday-Friday

**K-5 Classes:** In session 8:15 a.m.-3:30 p.m., Monday-Friday

**Middle School:** In session 8:15 a.m.-3:30 p.m., Monday-Friday

**Upper School:** In session 8:12 a.m.-3:15 p.m., Monday-Friday

The Primary, Lower and Middle School students on campus after school hours must be enrolled in the Extended Day Program or involved in supervised activities. Please refer to the Extended Day section of the Handbook for Before and After-school Care in the Primary, Lower and Middle Schools.

All Middle and Upper School interscholastic sports are held after school hours. Please refer to the website for the interscholastic athletic schedule.

## DEVELOPMENT OFFICE

As with any non-profit organization, Glenelg Country School must raise funds from its constituency. Parents, alumni, trustees, faculty, staff and friends are just some of the groups that help support our School. One of the expectations we have of our School family is support in our fundraising efforts. In addition to making tuition payments, GCS asks that you participate in the Annual Fund, to the extent that you are financially able, and to support periodic endowment and capital campaigns. Since we limit the amount of fund raising in which we ask you to participate, we hope you will recognize the importance of giving generously when we do ask.

**Annual Fund Campaign:** Because tuition and fees cover only 87% of the operating budget, the School must rely on tax-deductible gifts to the Annual Fund to help make up the difference between what tuition covers and the actual cost of running the School. Each and every gift is important and brings immediate value to maintaining the level of academic excellence for which Glenelg Country School is known. Beginning in early fall and throughout the school year, parents, alumni, grandparents, and other friends of the School receive requests for an Annual Fund gift. The GCS Annual Fund coincides with the school's fiscal year, July 1 through June 30.

**Endowment Funds:** The endowment is a symbol of financial stability, of Glenelg Country School's commitment to future generations of students, and of the loyalty of its constituency. It is important to build an endowment for symbolic as well as financial reasons. Money placed in an endowment is there "forever." Endowment funds are invested and only the interest is present, thus providing an income source that is never depleted. Gifts to the endowment can be made at any time; a specific campaign need not be underway.

Glenelg Country School's Board of Trustees has an approved endowment policy in place. Gifts of any amount may be designated to the unrestricted endowment. With the exception of Class Endowments, a minimum of \$25,000 is needed to create a named endowment.

**Capital Campaign Funds:** These campaigns fund buildings and facilities. This is an easy way to remember the differences between Capital Campaigns and other fundraising programs. They are usually carried out over a multi-year period and donors make pledges indicating what they plan to give each year of the campaign. Capital Campaigns are conducted when extensive outlays of capital need to be generated. Several years can go by without a Capital Campaign being conducted.

## DIRECTORY

The School Directory is accessed through the website, behind a secure login and password. The directory is a searchable database of names, addresses, and telephone numbers of the School's families and faculty. The Directory is intended for the private use of our School families and is not to be used for commercial purposes. Your cooperation is requested in maintaining the privacy of the listings.

## DISCIPLINE

It is expected that each boy and girl accepted by the Glenelg Country School agrees to obey the School rules. Respect for others, property, and self is the basic tenet.

Depending upon the severity of the offense, sanctions may range from a brief admonition to a conversation with the Division Head, or, ultimately, the Head of School. A serious offense, or repeated offenses, can render a student liable for suspension or dismissal from School.

Any student who, at any time, brings public discredit to the School or breaks state and/or Federal laws may be subject to suspension or dismissal.

## DRAGON STORE

The main GCS Dragon Store is located in the Athletic Center lobby and serves students from all four divisions. The Dragon Store is open Monday through Friday, from 8:00 a.m. to 4:00 p.m. In addition to our regular hours, a kiosk will be open on a regular basis (before school starts in the morning) in the Primary and Lower Schools where students can purchase assorted school supplies. The Middle School has a store that is open daily during lunchtime where students can purchase school supplies, PE clothing and a small selection of GCS apparel.

The main Dragon Store sells the required Oxford shirts for Upper and Middle School students and polo's for the Lower and Primary Divisions, as well as Physical Education uniforms for grades 3 - 12. A large selection of Glenelg Country School logo apparel is also available all year long. In addition, the Dragon Store has a large inventory of school supplies and many other useful items. There is a 30-day exchange/refund policy on all items purchased at the store.

Forms of payment accepted at the Dragon Store include cash, check and student charge. For the convenience of parents and students, you and your child may purchase items and have them charged directly to the child's student account. This service enables the student to buy last minute school supplies for class without the burden of carrying cash to school. If you do not want your child to use this service, the Dragon Store must have a written note from the parent stating that they do not wish them to charge. Charging privileges are extended only to families in good financial standing with the School.

For your convenience we are able to deliver merchandise to your child during the day. If there is an item that you need for your child, please call 410-531-7367 or e-mail [gcsdragonstore@glenelg.org](mailto:gcsdragonstore@glenelg.org) and we will deliver the item(s) to your child's division. Please call before noon to ensure same day delivery. Orders placed after noon will be delivered the following school day.

## DRESS CODE

Glenelg Country School requires a School Uniform for each student. The School uniform requirements vary slightly for each division. Parents/Legal Guardians and students should refer to their respective division handbook for clarification of requirements.

## DRUGS AND ALCOHOL

Glenelg Country School is a drug-free and smoke-free campus. The possession or use of any drug, including alcohol and tobacco in any form, is expressly prohibited at School or on School property. Violation of this may result in expulsion from School. Students are not permitted to attend School functions where alcoholic beverages are served.

## EXTENDED DAY PROGRAM

### All children must be pre-registered to use any of the Extended Day Programs.

**Philosophy:** The Glenelg Country School Extended Day Program philosophy is to provide a safe, supportive, and consistent environment for children to have fun, relax, create, converse, share, and explore. The program encourages imagination and creativity by providing a variety of resources and materials for arts and crafts, science and nature exploration, and construction. The release of pent-up energy and the development of fair play, self-reliance, and self-confidence are promoted through active play. In addition, there are supervised homework times, field trips, and snacks. The environment is flexible and positive: relationships are encouraged as are logical consequences for behavior. It is presumed that students participating in our Extended Day Program abide by the same standards of behavior expected of them during the school day. Students not complying with these rules risk dismissal from the program at the discretion of the Program Director or Division Head.

**Staff:** The GCS Extended Day Program staff consists of a Director and team of teachers and assistants who are trained and experienced with working with our young children and their families.

**Primary and Lower School Extended Day Program:** The Glenelg Country School Primary and Lower School Extended Day Program is for students in Pre-Kindergarten through Fifth Grade before school beginning at 7:30 a.m. and after school until 6:00 p.m., or 5:00 pm on special occasions, each day school is in session. Any child dropped off in the morning prior to 7:50 a.m. or picked up in the afternoon after 3:45 p.m. must be registered in the program. Parents will be contacted when a child has been dropped off prior to 7:50 a.m. or has not been picked up by 3:45 p.m. and the parent must enroll the child in the Extended Day Program at that time. The parent will be charged all applicable fees. The Extended Day Program is available on a drop-in basis or you may register in advance for one to five days per week. When enrolling in the Extended Day Program, families are enrolling for the school year and will be billed in two installments (September and January).

**Middle School Extended Day Program:** The Glenelg Country School Middle School Extended Day Program is for students in grades Sixth through Eighth after school until 6:00 p.m., or 5:00 p.m. on special occasions, each day school is in session. Any child picked up in the afternoon after 4:00 p.m. must be registered in the program. Parents will be contacted when a child has not been picked up by 4:00 p.m. and the parent must enroll the child in the Extended Day Program at that time. The parent will be charged all applicable fees. The Extended Day Program is available on a drop-in basis or you may register in advance for one to five days per week. When enrolling in the Extended Day Program, families are enrolling for the school year and will be billed in two installments (September and January).

**Special Closings:** Extended Day is also available on early dismissal days and professional development days. The Extended Day Program is closed for holidays and school breaks. All children must register separately for early dismissals and full-day sessions. There is a per diem fee for early dismissals and full-day sessions. Registration for the early dismissals and full-day sessions are limited to students already enrolled in the Extended Day Program. A separate registration form must be completed in advance for all scheduled early dismissals and full-day sessions. (Full Day sessions are only available for Middle School Students on those days the Primary and Lower Schools are also closed for professional development days. There is no extended day in the Middle School on Parent Conference Days). Care is provided from 8:00 a.m. until 6:00 p.m., or 5:00 p.m. on special occasions, for each full-day session. See school calendar for specific dates.

**Late Fees:** Extended day closes promptly at 6:00 p.m. Families will be charged \$15 per child per 15 minutes starting at 6:01 p.m. Fees will be doubled after 7:00 p.m. A child left beyond closing time more than three days will be charged double (\$30 per child per 15 minutes) may be suspended from the program for the remainder of the term. (Occasionally, prior to certain holidays, the program closes at 5:00 p.m. Families will be charged \$15 per child per 15 minutes starting promptly at 5:01 p.m. and fees will be doubled after 6:00 p.m.)

**After School Enrichment Classes:** Glenelg Country School offers the opportunity for students to participate in after school enrichment activities which are conducted on our campus. The programs may include visual arts, dance, computer, math, cooking, and sports. These activities may involve fees. These programs are offered three times a year (Fall, Winter, and Spring) for students in Pre-K through Eighth Grade. All children must register separately for all After School Enrichment Classes.

**“School’s Out” Program:** The “School’s Out” program is available in June between the close of School and the opening of GCS Summer in the Country camp. Care is provided from 8:00 a.m. to 6:00 p.m. each day during the “School’s Out” program. A separate registration form must be completed for the “School’s Out” program. There is a per diem fee for the “School’s Out” program. Registration is limited to students already enrolled in the Extended Day Program.

## FINANCIAL AID

The School recognizes that not all families are able to pay the full tuition for a Glenelg Country School education. The School also recognizes that family circumstances may change from one year to the next, and that a family may need to consider applying for financial aid in order to keep their child(ren) at the School. Looking ahead one year is important, as applications for Financial Aid must be submitted prior to January 15 for the following year in order to be given the fullest consideration. The School allocates a specific budget each year, most of which is spent for re-enrolling students in February; the remainder of which is spent for newly accepted students in March. Late applications are considered only if funds still remain in the budget.

The Director of Financial Aid and the Financial Aid Committee review requests for assistance and allocate available funds on the basis of demonstrated need. The School uses Tuition Aid Data Services (TADS) as an impartial agency to determine the degree of need. Applications for financial aid must be submitted by January 15 through the TADS website, [www.tuitionaid.com](http://www.tuitionaid.com) (The GCS School Code is 20037). All financial aid information and decisions are strictly confidential. As long as the January 15 deadline is met, a family will not be asked to re-enroll their child until a financial aid grant decision is offered.

Financial aid grants are presented in the form of a letter and a Grant Acceptance Form. This form is considered to be an addendum to the Enrollment Contract, whereby the Business Office will credit the student’s account according to the family’s tuition payment schedule. For example, if the “60 - 40” plan is selected, 60% of the financial aid grant will be credited to the student account in July and 40% will be credited to the student account in December. For the monthly payment plan, the grant amount is credited equally to

each monthly payment. All enrollment contracts state the full tuition amount and are not altered to reflect the grant. Typically, the full 10% Enrollment Deposit is still requested at the time of re-enrollment.

## FIRE DRILLS

Fire drills are conducted on a regular basis. Everyone should become familiar with the procedure to be followed in each classroom. Move quickly and quietly out of the building. If you are alone, use the nearest exit and report to the nearest classroom teacher. We consider our fire drill procedures to be a very serious matter and we expect your full cooperation.

## HONOR

The School believes that there is no more important attribute that a faculty member or a student can have than honor. Integrity, forthrightness, and trustworthiness are all absolutely essential in this School community. Refusing to give or receive assistance on tests or other assignments that are intended to be each student's work alone; respect for another's property; and complete honesty in one's written work and spoken expression, especially when one is being asked about a rule that one has broken: all of these are necessary elements in an educational community based on truth and trust. Thus, instances of lying, cheating (including plagiarism and other types of academic fraud), stealing, and other forms of dishonesty are viewed with great seriousness and can render a student liable for dismissal. The official Honor Code governs Upper School students.

## LATENESS

Parents are asked to make every effort to ensure that their children arrive at School on time, so that they do not miss important announcements during homeroom or the opening assembly and so that first-period classes can begin without disruption. Students who drive themselves (and other students to the School) are responsible for their own promptness as well as that of their passengers. Students with repeated, unexcused lateness will face disciplinary action, and incidents of tardiness will be recorded in permanent records.

## LUNCH

Students may choose to bring their lunch from home or participate in the catered lunch and/or Friday pizza programs provided by the School. The Business Office administers the school lunch programs. Information about these programs is mailed in mid-July. Parents may call the Business Office for details. Vending machines and microwave ovens are available for student use in the Upper School. Milk is provided for students in the Primary, Lower and Middle. A snack also may be brought from home to supplement snacks offered for the morning recess period in the Primary and Lower Schools.

**Gum is not permitted at school at any time.**

## MEDICAL MATTERS

A physical examination is required for **all new students** entering Glenelg Country School. The physical examination must be performed after April 1<sup>st</sup>, and the *Maryland Schools Record of Physical Examination Form* and the *MD-DHMH Immunization Certificate* must be completed. Students may not participate in pre-season athletic practices, expeditions or attend school until both forms have been received by the School.

A pre-participation physical is required for all returning students entering grades 6-12. The physical examination must be performed after April 1<sup>st</sup>, and the *Maryland Athletic Association Pre-Participation Physical Evaluation* form must be completed. Students may not participate in pre-season athletic practices, expeditions or attend school until the form has been received by the School.

Under Maryland Law, a **child under six years of age** must have appropriate screening for lead poisoning. Evidence of this screening is required by completing the *MD-DHMH Blood Lead Testing Certificate*.

Glenelg Country School has adopted a physician directed protocol permitting the school nurse or designee to administer over-the-counter medications (OTC's) to students. The *Medication Consent Form for Over-the-Counter Medicines* must be completed and signed for authorization. This form is optional for all students, but must be on file for OTCs to be administered.

If your child requires prescription medication on a routine or as-needed basis, your health care provider must complete the

Maryland State School Medication Administration Authorization Form. This form is also required for the school nurse or designee to administer over-the-counter medications that are not included in the physician directed protocol or OTCs administered on a regular basis. If your child is going to self-administer medication, (i.e. inhalers for asthma) your health care provider must be sign this section on the form. Parents should discuss a plan of action with the nurse.

**ALL REQUIRED HEALTH FORMS ARE DUE BY AUGUST 1<sup>ST</sup>**

***GLENELG COUNTRY SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR ADMINISTRATION OF A PRESCRIBED MEDICATION TO A STUDENT BY ANOTHER STUDENT WHO IS CARRYING THE PRESCRIBED MEDICATION. IT IS UP TO THE PARENTS AND STUDENT TO ENSURE PROPER USAGE AND SAFETY OF THE MEDICATION. IF THE MEDICATION IS MISUSED BY THE STUDENT OR ANOTHER STUDENT, THE ACCOUNTABILITY WILL BE THAT OF THE STUDENT WHO IS CARRYING THE MEDICATION AND HIS/HER PARENTS.***

**GLENELG COUNTRY SCHOOL POSITION STATEMENT**

**SEVERE ALLERGY PROTOCOL AND PREVENTION PLAN**

**In alignment with Recommendations and Guidance from the Food Allergy & Anaphylaxis Network (FAAN), Glenelg Country School has developed the following position statement regarding managing students with severe allergies:**

Glenelg Country School is committed to working with students, families, and physicians, to reduce the risk of exposure to foods and other factors that produce severe allergic reactions in at-risk students. While we will have general protocols and procedures in place to optimize avoidance strategies, GCS is not an “allergen-free” environment. Education and supervision are paramount in managing food allergies, and to that end, GCS is committed to providing ongoing education concerning severe allergies and anaphylactic reactions for students, families, and staff.

**Protocols and Procedures**

1. Annual Staff Education for each division in August – Food Allergies, Anaphylaxis, and EpiPen training.
2. All GCS students participate in an annual educational in-service at the beginning of each school year regarding food allergies, anaphylaxis, and student responsibilities to that end.
3. Upon receiving information that a student has a physician-documented severe food allergy for the current year, the school nurse, division head, and student’s primary teacher (if applicable) will set up a conference or telephone interview with the parent (and, if appropriate, the student) to discuss the student’s allergy, reaction, and treatment plan. A mutually agreed-upon individualized care plan will be developed and signed by the school nurse, division head, and parents. A copy of the care plan will be on file in the divisional health room.
4. Upon completion of the care plan, the student’s information, including picture, allergy type, and treatment need will be added to the School’s database. Each classroom teacher has a copy of the information pertinent to their division, and each health room has access to the database. The database is updated at the beginning of each school year and throughout the year as needed.
5. Students prescribed an EpiPen are required to bring at least two, pharmacy-labeled EpiPens to the health room by the first day of school. One will be placed in the student’s primary classroom and the second EpiPen will be in an unlocked, easily accessible location in the student’s divisional health room. A medication administration form will accompany each EpiPen. In the Middle and Upper School divisions, a student may carry their own EpiPen if this is mutually agreeable with the parent, administrator, and school nurse. This will be decided on a case-by-case basis.
6. Non-student-specific EpiPens are located in strategic locations throughout the GCS campus. A current list of all GCS students who require an EpiPen for an allergic reaction, the type of EpiPen required (Jr. or Regular), and a picture of the student are present at each location.
7. GCS recommends that students with severe food allergies do not participate in the catered lunch program. However, in the catered lunch line, peanut butter sandwiches are prepared with separate utensils, at a separate station, to reduce the risk of

cross-contamination.

8. Students with severe food allergies will have the option to sit at a separate table or desk in order to reduce the risk of exposure to allergens. This option must be elected by parents/guardians and documented in the student's care plan.
9. Lunch tables and desks (if applicable) are wiped down after meals with a cleaner designated as safe for students and effective in cleaning allergens off hard surfaces.
10. Hand washing before and after meals is encouraged for all students and staff to prevent spread of infection and allergen residue.
11. GCS uses latex-free gloves for all medical procedures.

It is suggested that you keep a copy of all forms sent to the health room. They may be requested for activities throughout the year.

**MEDICATION: IT IS UP TO THE PARENTS AND STUDENT TO ENSURE PROPER USAGE AND SAFETY OF THE MEDICATION. IF THE MEDICATION IS MISUSED BY THE STUDENT OR ANOTHER STUDENT, THE ACCOUNTABILITY WILL BE THAT OF THE STUDENT WHO IS CARRYING THE MEDICATION AND HIS/HER PARENTS.**

### **Illness and Injury**

The health rooms are located in the Primary, Lower and Middle Schools. The Middle School facility serves Middle School and Upper School students. The health rooms are staffed by Registered Nurses during school hours. When a student becomes ill during the school day, the School Nurse will assess the child and determine whether it is best to have the child return home. The parent will be notified and asked to come for the child as soon as possible.

**A CHILD NOT FEELING WELL SHOULD NOT BE SENT TO SCHOOL.** The school has no facility for caring for children who are ill. Moreover, a sick child jeopardizes the health of others. If you have any questions regarding sending your child to school in relation to illness, please call the nurse to discuss the situation.

**If a child is sent home from school due to fever (temperature over 100), vomiting or diarrhea they must not return for 24 hours from the time of the nurse's assessment. To return to school they must be fever free – this means without fever reducing medication, NO vomiting or diarrhea for 24 hours since the school/home incident. If they are diagnosed with Strep Throat or any contagious illness and are placed on antibiotics they must have 24 hours of medication before returning to school.**

If your child is to remain home due to illness, please inform the school office by 10:00 a.m. in order that teachers may have time to prepare work for an absent student. It is helpful to inform the school office as to the nature of the illness, so that similar symptoms in other children may be identified early (Strep Throat, Chicken Pox, etc.).

If, following an illness or because of injury, a child should not participate in athletics or outdoor play, please notify the school in writing on the day involved. If recuperation from an illness or injury will require that a child be excused from PE/Athletics for more than three days, parents should obtain a note from their child's health care provider indicating the reasons for, and estimate of, the length of the extended recuperation.

### **Emergency Medical Procedures**

In the event of accident or serious injury, the parent or person named as an emergency contact on the parent portal will be called immediately. If hospitalization is indicated and the parent cannot be reached, the child will be taken to the Howard County General Hospital emergency room, or the nearest facility, if off campus, for treatment. However, the hospital will not treat a minor child without written permission; therefore, it is imperative that the GCS Student Questionnaire be filled out to authorize such action.

## MISSION

The mission of Glenelg Country School is to conduct a challenging academic curriculum, enriching opportunities in the arts, and a vigorous athletic program in order to develop in each student

intellectual curiosity and love for learning;  
effective oral and written communication;  
skills in mathematics and technology;  
athleticism and sportsmanship;  
ecological and aesthetic awareness;  
integrity, respect, and compassion; and  
a global perspective and understanding of other cultures

so that each graduate is qualified for admission to colleges and universities of highest standing and inspired to contribute to the greater good.

## PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends Association (P&FA) plays a significant part in the life of Glenelg Country School. The P&FA is an active organization of parents, faculty, staff, and friends of the School who support the School in a variety of ways. The P&FA sponsors many events throughout the year including the Back to School Nights, Sally Foster, Family Day, the Halloween Parade, Holiday Boutique, and the annual Auction (the major fundraiser/social event for the P&FA). All of these events are important and foster a sense of community within the School's constituency. All families are members of the P&FA and may participate in the Executive Committee meetings that are held each month.

A portion of the funds raised by the P&FA is used to provide scholarships for deserving students and for the School Endowment Funds. Other expenditures include computers, sports equipment, teacher requested items and building improvements.

## PHOTOGRAPHY

As part of general student fees, each child automatically receives a basic school portrait photography package. There is an additional charge for extra pictures and team photographs.

The School actively documents the day-to-day activities on campus. These photos are taken and used for School publications, the yearbook, website, and general school needs. Should you wish to exclude your student(s) from being photographed, please fill out the appropriate forms included in your enrollment packet.

## RE-ENROLLMENT

In January, re-enrollment contracts are mailed to parents or legal guardians of children who are invited to return for the following year. To ensure that a space is reserved, the enrollment material must be returned by the stipulated due date along with the re-enrollment deposit. The re-enrollment deposit is ten percent of the tuition for the year. The deposit is credited to the student's account on July 1<sup>st</sup>, provided re-enrollment is accomplished on time. **The deposit is non-refundable and non-transferable.**

If an enrolled child is formally withdrawn by written communication to the Head of School before June 30<sup>th</sup>, the parents or legal guardians are released from their obligation to pay the full year's tuition (refer to Billing section); however, the enrollment deposit is non-refundable and is not transferable to another student account. The Head of School must be notified in writing before June 30<sup>th</sup> of a withdrawal of an enrolled student, otherwise the parent(s) or legal guardian(s) **are obligated to pay full tuition** for the upcoming academic year.

The code of ethics and principles of good practice in effect among the independent schools of the Baltimore/Washington area dictates that a school will not accept a student without an exchange of information between officials of the two schools. Such information will include the status of the family's financial obligation. A student will not be allowed to re-enroll nor will the School release transcripts or academic records to another school if the preceding year's account has not been settled.

## **REPORTS**

Report Cards are mailed and posted to parent portal for parents of children in the Primary and Lower Schools, Grades Pre-K through Five, three times a year at the end of each Trimester. Students in Grades 2-5 also receive progress reports to keep parents informed.

Reports are mailed to parents of children in Grades 6-12 four times a year, at the end of each marking period.

Students in Grades 6-8 will receive an assignment sheet at the beginning of each week. This sheet encourages the students to write down the daily homework assignments in each subject. On the reverse side, each teacher will, at the end of the week, make a written comment about the child's progress in that subject for that week. Often grades also will be shown. Parents are asked to sign these sheets and see that they are returned the next day. If a sheet is not returned, the teacher will contact a parent to find out if the sheet was seen by the parent.

Academic reports for grades 9-12 are posted to the Parent Portal, a mid-quarter progress report in which classroom instructors comment briefly on a student's participation in class and on his or her effort and achievement in homework and specific quizzes, tests, and other graded assignments.

## **SCHOOL AND COMMUNITY SERVICE**

The School wishes to foster an understanding on the part of its students of their place in the larger community in which they live. Students are encouraged to think of ways to help others with whom they come into contact as well as those whom they might never meet. To this end, students collect food for the hungry and clothing for the homeless. They bring their musical talents into nursing homes and schools for handicapped children. They work together with other area high schools to champion the causes affecting young people today. In addition, Glenelg Country School students are expected to respect the rights and needs of those close to them in their homes and in the School community. Upper School students are required to perform 25 hours of service per year during their freshman and junior years. The community service component of the Civic Leadership program replaces this requirement for sophomore students. Seniors are required to complete 20 hours of community service.

## **SEXUAL HARASSMENT POLICY**

### **I. Statement of Philosophy**

Glenelg Country School is committed to maintaining a collegial work and learning environment in which all individuals are treated with respect and dignity. Each individual has the right to work and learn in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. At Glenelg Country School, sexual harassment, whether verbal or physical or arising out of the work or learning environment and whether on campus, at off-campus events, at school-sponsored social functions, or elsewhere, is unacceptable and will not be tolerated. It is also illegal.

### **II. Definition of Sexual Harassment**

For the purposes of this policy, sexual harassment is defined as unwelcome or unwanted sexual advances, request for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when: (1) submission to or rejection of this conduct by an individual is used explicitly or implicitly as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment; of (2) this conduct substantially interferes with an individual's employment, study environment, or creates an intimidating, hostile or offensive work or learning environment. This behavior is unacceptable on the campus itself and in any school-related setting off-campus.

### **III. Individuals Covered Under the Policy**

This policy covers all employees, officers or trustees of the school, volunteers and students participating in school-related activities. Glenelg Country School will not tolerate sexual harassment, whether engaged in by fellow employees, students, or by other non-employees who conduct business with the school. Any employee or student who has been subjected to sexual harassment by such a person may complain to the Head of School, appropriate Division Head or other person as may be designated by the Head of School. The school will investigate any incident of alleged sexual harassment by a person who is not directly employed by or affiliated with the

school to the extent practical and will take any action it deems appropriate after evaluating all the circumstances. The school encourages the reporting of all incidents of sexual harassment, regardless of who the offender may be, in accordance with the method set out in Section IV below.

#### **IV. Reporting a Complaint**

A. The school encourages individuals who believe they are being harassed to clearly and promptly notify the offender that this behavior is unwelcome. If for any reason an individual does not wish to approach the offender directly or if such discussion does not successfully end the harassment, the individual should notify the Head of School, the appropriate Division Head or other person as may be designated by the Head of School who may talk to the alleged harasser or arrange for mediation between the individual and the alleged harasser with a third person acceptable to both. This informal procedure is not a required first step for the reporting individual.

B. In the event that the reporting individual does not wish to pursue the informal procedure, or in the event that the informal procedure does not produce a result satisfactory to the reporting individual, the following steps should be taken to report the sexual harassment complaint and to initiate a formal procedure.

1. An individual who believes he or she has been subjected to sexual harassment should report the incident to the Head of School or Division Head. If, at any time the Head of School and the Division Head are of the same gender, the Head of School shall designate an individual of the other gender as an additional individual to whom one may report. The Head of School shall appropriately publicize the name of this designee on an annual basis.

2. An accurate record of the objectionable behavior is necessary to resolve a formal complaint of sexual harassment. All complaints of sexual harassment must be submitted in writing by either the reporting individual or the individual(s) designated to receive complaints.

3. Prompt reporting of complaints is strongly encouraged, as it allows for rapid response and resolution of objectionable behavior. The school has chosen not to impose a limited time frame for reporting of sexual harassment complaints. However, the reporting individual should be aware that applicable statutes of limitations do constrain the time for instituting outside legal action.

4. It is the absolute policy of this school not to retaliate against an individual who makes a good faith report of sexual harassment, nor to permit any trustee, officer or other employee to do so. Retaliation is a very serious violation of this policy and should be reported immediately. Any individual found to have retaliated against an individual for reporting sexual harassment, or against anyone participating in the investigation of a complaint, will be subject to appropriate disciplinary procedures as described herein below (See "Resolving the Complaint").

#### **V. Investigating the Formal Complaint**

A. Any allegations of sexual harassment brought to the attention of the Head of School, the appropriate Division Head or other individual as may be designated by the Head of School will be promptly reported to the Head of School, unless the Head of School is the subject of the complaint, and investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

B. Initially complaints will be investigated by the Head of School or his designee, unless the Head of School is the subject of the complaint, in which case it shall be initially investigated by the Chief Financial Officer.

C. The investigation process may include any or all of the following:

- Confirm name and position of the reporting individual;
- Identify the alleged harasser;
- Thoroughly ascertain all facts in connection with the alleged incident, beginning with the reporting individual and the alleged harasser. Questions addressed to any person will be asked in a non-judgmental manner;

- Determine frequency/type of alleged harassment and, if possible, the dates and locations where alleged harassment occurred;
- Determine if any witness observed the alleged harassment. If the reporting individual and the alleged harasser present conflicting versions of the facts, an interview with any witnesses should be conducted;
- Determine if the reporting individual responded to the alleged harassment and determine what efforts, if any, were made informally to resolve the complaint;
- Determine whether the reporting individual consulted anyone else about the alleged harassment and take note of who else knows and their response to the disclosure;
- Develop a thorough understanding of the professional relationship, degree of control, and amount of interaction between the alleged harasser and reporting individual;
- Inquire whether the reporting individual knows of other individuals who have been harassed by the alleged harasser;
- Determine whether the reporting individual informed other supervisors of the situation and what response, if any, the reporting individual received from these individuals;
- During the first interview with the alleged harasser, remind the alleged harasser of the school's policy against retaliation for making a complaint of sexual harassment. In pursuing the investigation, the investigator will try to take the wishes of the reporting individual into consideration, but should investigate the matter thoroughly.

## **VI. Resolving the Complaint**

Upon completing the investigation, the investigator, if not the Head of School, will report to the Head of School. The Head of School will review the investigation, make findings and decide upon appropriate action to be taken. The Head of School will communicate his or her findings and intended actions to the reporting individual and alleged harasser. If the Head of School finds that harassment occurred, the harasser will be subject to appropriate disciplinary procedures, as listed below.

A. Individuals found to have engaged in misconduct constituting sexual harassment will be disciplined. Appropriate sanctions will be determined by the Head of School. In addressing incidents of sexual harassment, the school's response will, at a minimum, include reprimanding the offender and preparing a written record. Additional action may include: referral to counseling; withholding of a promotion; reassignment; temporary suspension without pay; or discharge from employment.

B. If an investigation results in a finding that the reporting individual falsely and maliciously accused another of sexual harassment, the reporting individual will be subject to appropriate sanctions, as described above, including the possibility of termination.

## **VII. Maintaining a Written Record of the Complaint**

The Head of School or his designee shall maintain a complete written record of each complaint and how it was investigated and resolved. Written records shall be maintained in a confidential manner to the extent practical and appropriate in the office of the Head of School.

## **VIII. Mediation**

As an alternative for those wishing to resolve disputes between themselves without resorting to this policy, the School will, if all parties agree, make available an appropriate outside mediator to help reach an amiable informal solution. If mediation does not solve the problem, the reporting individual may still use the procedures in this policy.

## **IX. Conclusion**

The school has developed this policy to ensure that all of its trustees, officers, employees, students and volunteers can work in a caring and challenging community free from sexual harassment. The school will, from time to time, conduct informational sessions concerning the policy, so as to ensure that all affected individuals understand the school's commitment to eliminating any sexual

harassment, are familiar with the policy, and know that any complaint received will be investigated and appropriately resolved.

## SNOW PROCEDURES

Glenelg Country School will post decisions with regard to late opening, or no school due to inclement weather over appropriate television and radio stations and at [www.schoolsout.com](http://www.schoolsout.com) and on the GCS website [www.glenelg.org](http://www.glenelg.org).

In the event we should close school prior to the normal dismissal time or cancel after school activities, we will post this information on [www.schoolsout.com](http://www.schoolsout.com) and [www.glenelg.org](http://www.glenelg.org). Parents who are concerned about weather conditions are free to pick up their children at anytime.

We use [www.schoolsout.com](http://www.schoolsout.com) to help us communicate with families about early dismissals or unscheduled closings. We encourage parents to subscribe to this free e-mail service to receive automatic notification about Glenelg Country School closings or dismissals. When the opening of school is delayed, all Pre-K students stay at school until the 3:30 p.m. dismissal.

## SPEED LIMIT

The school campus speed limit is fifteen (15) miles per hour. Strict compliance with this limit is requested. Speed bumps are for purposes of safety and located throughout campus. Please proceed over them at a slow speed and do not go around them.

## SPIRIT DAYS

Throughout the school year there are Spirit Days when students are asked to wear official Glenelg Country School t-shirts, sweatshirts, etc., to promote community and school spirit. Upon entry to Glenelg Country School, each student is presented with a "Glen" or "Elg" t-shirt. Additional spirit wear may be purchased at the Dragon Store.

## SUMMER PROGRAMS

**Summer in the Country:** The School operates a day camp for a six-week period during the summer. This recreational program includes camp activities such as sports and games, arts and crafts, swimming and nature study, and is available for children who are entering Kindergarten through Tenth grade. Academic and other specialty programs may also be offered. An extensive brochure is released in January of each year.

**Pool and Tennis Club:** Glenelg Country School operates a Pool and Tennis Club available to GCS families, friends, and neighbors during the summer months. Information about fees and dates are available in the summer brochure.

## TAG DAYS

Several times during the school year, GCS sponsors TAG DAYS. On these special days, students who wish to not wear the uniform may pay for that privilege. Students are not to view the Tag Days as costume days. Hats and sunglasses should not be worn during class. Students are still expected to dress appropriately and may not wear revealing clothing or other items which are unacceptable during the school day.

## TRANSPORTATION POLICY

The School provides transportation for students to off-campus curricular and co-curricular activities. School policy prohibits parents from transporting students from school to these activities, except for unusual or necessary exceptions. A specific written request must be submitted for approval to either the Division Head or Director of Athletics, whichever is applicable.

In special circumstances, students participating in off-campus curricular or co-curricular activities may drive themselves from campus to these events if approved by the Division Head or Director of Athletics, and it is acceptable to the coach or faculty chaperone. A specific written request must be submitted for approval to either the Division Head or Director of Athletics at least one (1) day prior to the event. **Under no circumstances are student participants permitted to drive other student participants from campus to these events.**

Participating students may transport themselves from home to off-campus events if acceptable to the coach or faculty chaperone.

## **TUITION INSURANCE PLAN**

As explained in the “Tuition Refund Policy” section, no remission of tuition is allowed by Glenelg Country School for late entrance, absence, withdrawal, or dismissal of a student. The School does make available a Tuition Insurance Plan which offers partial protection against potential financial loss. The Tuition Insurance Plan is part of the enrollment contract wherein parent/guardians can elect for this coverage. The plan is explained in detail in a pamphlet mailed to each parent/legal guardian along with the contract. The plan must be elected or rejected before the close of the first week of school. Please contact the Business Office if you require any additional information on the Tuition Insurance Plan.

## **TUITION REFUND POLICY**

The parent or legal guardian’s financial obligation to Glenelg Country School is for the full annual tuition, as stated in the enrollment contract. GCS joins with its fellow members of the “Association of Independent Maryland Schools” in the proper contract enforcement of all tuition matters. Below are listed the salient points that guide our tuition refund policy.

- Enrollment deposits cannot and will not be refunded.
- The withdrawal of an enrolled student must be done in writing to the Head of School on or before June 30<sup>th</sup> or the parents and legal guardians are obligated for the full tuition amount.
- Withdrawal and/or dismissal of a student during the academic year does not cancel unpaid obligations for the remainder of the year nor constitute a refund on any tuition collected.
- Please refer to the “Tuition Insurance Plan” section that follows for details on how to minimize exposure for tuition obligations.

## **WEAPONS**

Weapons of any kind including play knives, butterfly, pocket, hunting, pen or fishing knives are not permitted in school, on the school bus, or at any school-sponsored function. Props used for school plays, classroom sharing, or as part of a project will be treated in the same manner and should not be in school.

## **TECHNOLOGY**

Glenelg Country School recognizes the vital role that technology plays in education. The school has established a network that is an integral part of the education process. Students have access to e-mail, research databases and class websites both on and off campus.

The School has a business relationship with DSR and that provides tablet purchasing opportunities for GCS families. These tablets meet the requirements for installation onto the GCS network and the school receives no discounts or monies for any personal purchases. For more information, please follow the link on [www.insidegcs.org](http://www.insidegcs.org).

Any Upper School student is welcome to bring a laptop to school and sync it to the network provided they comply with the School’s laptop policy.

Students are responsible for using the network ethically and for academic purposes only. They are required to review annually the Network Use and Student Laptop Policies. Any suspected violation of the policies will result in the student’s immediate removal from the network. This removal may have adverse effects on a student’s ability to perform electronically-based class work. Students are encouraged to comply with the policy and if in doubt, seek assistance or report concerns to their divisional computer coordinator or teacher.

## **NETWORK USE POLICY**

The computer network at Glenelg Country School provides a virtually unlimited supply of resources and information to the community, as well as greater connectedness to people and organizations worldwide. The network is provided to promote educational excellence through communication. Students, faculty and staff are expected to use the network appropriately.

The network is merely an electronic extension of the School and as such all school rules, but particularly those pertaining to honesty

and respect, are applicable, including strict adherence to copyright laws. All users of the network must adhere to the same code of conduct and ethics that governs all aspects of life within the boundaries of our learning community.

Though the technology staff does not routinely monitor files or e-mail, Glenelg Country School, as the owner of the network, retains the right to view any electronic file or communication it deems necessary.

Any person who receives threatening or unwelcome communication should bring it to the attention of the technology staff or a teacher. Users must be aware that there are many services available on the Internet that potentially could be offensive. We cannot eliminate access to all such services. Thus, individual users must take responsibility for their own actions in navigating the Internet. Community members only should use language and access resources that conform to school codes of conduct.

#### **General Usage Rules:**

1. Access to Glenelg Country School's computing resources are limited to members of the community (faculty, staff, and students) who have signed the Network Use Policy.
2. Access to the GCS network and the Internet should be through your account only. You are prohibited from gaining access to the GCS network and the Internet through someone else's access account or from disclosing your login name and password.
3. Attempting to subvert network security, to impair functionality of computer resources or to bypass restrictions set by the administrators is prohibited. Loading of any software or applet is prohibited. Assisting others in violating these rules by sharing information or passwords is also prohibited.
4. Using the school network and Internet for commercial purposes or in support of illegal activities is prohibited.
5. Treat all computer resources with the respect afforded community-shared property. Remember, others may use the equipment after you, so always leave equipment in at least as good as the condition in which you found it.
6. Students accessing the Internet are representative of Glenelg Country School, and are expected to behave accordingly. Honor Code guidelines govern conduct of students both on and off campus. Thus "inappropriate use" is not confined to Glenelg Country School grounds. Students who are unsure of what constitutes appropriate behavior should ask themselves the question, "Will my actions reflect well on the GCS community and on me?"
7. Any computer brought on campus is expected to comply with Glenelg Country School's Network Use Policy and may be inspected by the Technology Staff.

Any breach of this agreement will result in action as slight as loss of Internet privileges or as severe as dismissal. Additionally, you may be held liable for any costs incurred, including reimbursement of staff time to correct, repair, or replace damaged equipment, software, or any other actions under-taken to remedy the situation.

Examples of misuse include, but are not limited to, the following:

- Introduction of software into the school's resources without consent of the Technology Director.
- Use of a computer account that you are not authorized to use.
- Copying or other appropriation of language or ideas without proper citation of sources.
- Refusal to allow a personal computer to be inspected.
- Gaining unauthorized access to any computer system, server, file, or account.
- Knowingly accessing obscene or profane materials through the school network.
- Damaging computers, software or making them unusable by unplugging of peripherals.

## STUDENT LAPTOP POLICY

Students who are going to bring their laptops from home to connect to the GCS wireless network must understand and meet the following guidelines:

- Must have signed the network use policy and abide by all stated policies.
- We reserve the right to inspect any student laptop at any time for any reason.
- Student laptops MUST have up-to-date virus protection, anti-spam and windows update services (if applicable). All of these programs must remain current and active.
- The laptop MUST not have any programs like Hotbar, Gator, or CometCursor. If necessary, the laptop will be removed from the network.
- The laptop cannot have ANY P2P file sharing applications like Kazaa, Limewire, Morpheus, iMesh, Gnotella, Bearshare or Bit Torrent and must be removed by the user prior to wireless setup. Additionally, laptops cannot have any network sniffing or hacking software.
- The student will be required to provide the computer name and MAC address for IP addressing schemes as well as for easy locating of Laptop. Once recorded, a student cannot change their computer name.
- While Glenelg has competent technicians, work is always done at the student's risk; it is prudent to have a current back up of your files.

After being configured for the wireless network, the following support guidelines are in place:

- Support is available at designated laptop support times. Check with your Division Computer Coordinator.
- Support provided by GCS technicians is for any issue related to the GCS wireless network only. No other technical support is offered.
- Student's being allowed to access the network from their personal computer is a courtesy. Any violations of the school's laptop or network use policy will result in the computer being permanently removed from the network.

# LOWER SCHOOL STUDENT HANDBOOK

## LOWER SCHOOL PHILOSOPHY

The Lower School offers a strong academic foundation in a nurturing, safe, and engaging environment. Each student is encouraged to strive for personal levels of excellence in educational, social, physical, emotional, and creative endeavors.

The challenging, yet supportive, curriculum of the Lower School integrates academics, foreign language, the arts, technology, and physical education, recognizing differentiated learning styles as the faculty promotes independence, cooperation, and responsibility. Parents and teachers form a partnership through frequent communication to assist each student in meeting his or her personal goals.

The Lower School fosters a love of learning and an appreciation of the traditional values of respect, compassion, and integrity. The goal is to empower each child with a thirst for knowledge, as well as a model of life skills needed for them to become responsible individuals.

## LOWER SCHOOL CURRICULUM

In keeping with the Lower School philosophy, Glenelg Country School offers a child-centered curriculum. Students are assigned to heterogeneous homerooms but are divided into more homogeneous groupings in language arts and math based on skill and ability. Other academic and special subjects are taught in heterogeneous groups. Instruction at all levels is interdisciplinary and incorporates a wide variety of materials and resources.

Study skills are an integral part of the curriculum, especially in Third, Fourth and Fifth Grades. They include organizing oneself, writing down daily and long-range assignments, preparing for tests and reports, and completing daily homework. Fourth and Fifth Graders move toward greater independence in their study skills. Throughout the Lower School, accountability and follow-through in schoolwork are expected.

Reading and language arts stress basic phonics and comprehension skills, building toward more complex skills using the Houghton-Mifflin Harcourt Journeys Program supplemented with trade books and teacher-developed activities. The writing program encourages the acquisition of mechanics, as well as age-appropriate composition skills in both creative and expository writing. Journals and short essay-type answers in academic subjects provide additional writing experiences across the curriculum. Students in grades three through five participate in the Barlow Public Speaking Contest. Children memorize and deliver a poem or dramatic reading, with selected students competing in a school-wide assembly.

Mathematics instruction extends the computation skills in addition, subtraction, multiplication, and division, while challenging students with problem-solving activities. Mastery of basic facts and processes is achieved through drill and the use of manipulatives. The operations eventually extend into decimals and fractions. Calculator activities enhance the program and allow students to more easily use large and complex numbers. Life skills involving geometry, time and money are included. The math groupings reflect not only mathematical ability, but also achievement, study skills in general, maturity and behavior.

The social studies curriculum includes units on ancient and modern cultures and geography. A geography bee is held in the spring for students in Fourth and Fifth Grades. Economics is taught at each grade level.

The science program involves discovery through hands-on activities with subjects appropriate to a student's grade level. In addition to the regular classroom instruction, students participate in laboratory experiences with the Science Resource teacher. Each year, students have the opportunity to submit projects for the Lower School Science Fair. Health education is coordinated with the science curriculum and taught by the Lower School nurse, school counselor, and physical education teacher. The health topics are presented at developmentally-appropriate levels while meeting state standards.

The computer curriculum is designed to support the curriculum and concepts taught in the classroom and to practice basic computing skills. These skills include keyboarding exercises, word processing, and creating graphics and multi-media presentations. In

addition, beginning programming concepts are introduced. Projects, coordinated with other areas of the curriculum, are structured to involve all levels of expertise. The library curriculum includes information skills and supports students as they access resources.

The study of French and Spanish enriches the children's experience. Languages begin as strictly conversational programs. Beginning in Second Grade, students choose either French or Spanish as their foreign language for their Lower School experience.

The special subjects of art, music, library and physical education broaden the development of students. Art and music encompass creative expression, instruction in skill development, and a fundamental appreciation of the arts. Students have the opportunity to participate in music ensembles for recorders, bell choir, band and chorus. Fifth Grade students are involved in a musical play. All grades and ensemble groups perform in special programs throughout the school year. The physical education program emphasizes physical fitness. It evolves from creative movement classes to skill acquisition for individual and team sports. The boys and girls have physical education uniforms and sometimes are separated for team sport instruction. All students participate in Field Day activities.

#### **AFTER SCHOOL ACTIVITIES**

Glenelg Country School offers the opportunity for students to participate in after-school activities which are conducted on our campus. There are scouting programs for boys and girls, as well as visual arts, dance, sports, computer, and academic programs. Other activities also may be offered if the interest among families exists. These after-school activities may involve additional fees.

#### **BARLOW PUBLIC SPEAKING CONTEST**

This unique event, named for former Headmaster Thomas J. Barlow, involves every girl and boy from Third through Fifth Grade. Each child selects a poem, story, or other suitable material for recitation and then memorizes it. The selection is then presented, first to the speaker's classmates and later, if chosen, to the Lower School and visiting judges. The contest usually begins just after the New Year and concludes in February. A winner from each grade is selected from among the students chosen as finalists.

#### **BIRTHDAY CELEBRATIONS**

Children in the Lower School may celebrate their birthdays at School by bringing a special treat for each child in their class or grade. Birthday party invitations should not be distributed at School unless every child in the class is invited. Student birthday parties should not begin or end at School unless every child (or all boys or all girls) in a class are invited. Parents should notify the School if there are special arrangements for parties at the end of a school day.

#### **CITIZENSHIP**

Because the Glenelg Country School community values good citizenship, we strive to foster in all students a caring, responsible and respectful attitude and approach to life. We seek to guide our students in Lower School to demonstrate kindness to others, to have a positive attitude, to be courteous and polite, to be honest and reliable, to show good sportsmanship and fair play, and to serve as a positive role model to others while maintaining a sense of humility. These values are inherent within the daily life of the School. In the classroom, social skills also are fostered through class meetings, developing problem-solving strategies, and special activities that focus on being a responsible member of the school community.

#### **COMMUNICATION WITH PARENTS**

Communication with parents is a hallmark of the Glenelg Country School. We seek to stay in close communication regarding each child's social and emotional development as well as academic progress. Through phone calls, emails, progress reports, parent conferences three times yearly, and trimester report cards, parents and teachers work together to foster positive growth for our students. Other avenues for communication with parents include e-mail, the GCS website ([www.glenelg.org](http://www.glenelg.org)), monthly All-School bulletins, and weekly letters from the Lower School Head. These keep parents apprised of events and news related to GCS and the Lower School.

#### **PROGRESS REPORTS**

Students receive periodic progress reports (usually on a Thursday) that indicate the student's academic achievement and life skills effort from the preceding weeks. The reports may include grades, upcoming assignments and tests, along with brief written comments about the student's achievement. The Second Grade progress reports are more general.

Parents should review the progress report with their child on Thursday evening, sign it, and see that it is returned the next day. Parents are encouraged to write a short note on the bottom if desired. Teachers will respond by e-mail, note or phone call. Progress reports will also be posted on the parent portal.

## **TRIMESTER REPORT CARDS**

Report cards are mailed to parents of children in the Lower School and posted on the parent portal three times a year at the end of each marking period. The report cards include both a checklist for achievement and behavioral objectives as well as a narrative describing student progress and any necessary suggestions for improvement.

## **PARENT CONFERENCES**

During each of the three marking periods in Lower School, time is set aside for individual meetings between parents and teachers. The initial conference, which occurs early in the school year with the homeroom teacher, is designed for parents to share information about their child. Parents may also provide insight into a child's learning style, have an opportunity to ask the teacher pertinent questions, and to learn about a child's academic and social adjustment to the new grade. The two subsequent conferences fall between the marking periods and will afford opportunities to discuss academic and social progress since the previous trimester report. Parents may request a conference with any special teacher on conference days as well as any other time deemed necessary.

Each family is expected to attend scheduled parent conferences during the specified times. Parents are requested to call the Lower School Office at 410-531-2229 to schedule conference appointments. The appointment book for scheduling conferences is available two weeks prior to conference dates. Reminders to schedule conferences will be in the Thursday letter. Every effort will be made to accommodate back-to-back twenty-minute conferences as needed. For the 2010-2011 school year, Parent Conference dates are:

<b>Wednesday, October 13</b>	<b>8:00 a.m. – 4:00 p.m.</b>
<b>Wednesday, January 19</b>	<b>8:00 a.m. – 4:00 p.m.</b>
<b>Wednesday, April 27</b>	<b>8:00 a.m. – 4:00 p.m.</b>

We ask parents to respect the teachers' time by not dropping by classrooms for an unscheduled conference or stopping teachers in carpool to discuss a child's progress or to raise a concern. Teachers' foremost responsibility is for the children in their care at all times. They also need planning time to do the best instructional job for our students.

## **DAILY SCHEDULE**

School is in session from 8:15 a.m. to 3:30 p.m., Monday-Friday. At each grade level, there is a mid-morning break that includes a snack. Lunchtime is usually around noon and includes an outdoor recess.

Academic schedules vary from grade to grade, based on developmentally appropriate time periods. Each grade has language arts including reading, spelling, writing, and mathematics daily. Other academic subjects such as science, social studies, and foreign language will meet three times per week. The academic day is enriched with physical education three times a week and art, science lab and music twice a week. All students have computer instruction and library weekly.

## **RECESS**

The children have two recess periods a day. It is important for them to go outside for fresh air and exercise. All children are expected to go outside; please make sure your child is dressed appropriately for the weather. If your child is not able to go outside, please send in a note each day. Children who remain indoors will read quietly in the Commons Area. Occasionally, children will stay inside for recess to complete an assignment or to meet with a teacher.

## **LUNCH PERIOD**

Students in all grades have the option of a daily catered lunch program, Monday-Thursday, and a Friday pizza lunch. Families may subscribe to the catered lunch program by the semester for two (Monday and Wednesday) or four (Monday through Thursday) days a week. The Friday pizza lunch program is also offered by the semester. Students who do not participate in these programs are expected to bring lunch from home. As a supplement or when students forget their lunches, GCS provides lunch for an additional fee. (There are no facil-

ities to refrigerate or heat lunches brought from home.) Soda is not permitted for Lower School students except as a rare treat. Candy is also discouraged for snack and lunch desserts.

**Gum is not permitted at school at any time.**

## **HOMEROOM PLACEMENT**

The Head of the Lower School, in conjunction with recommendations from the previous year's teachers, assigns students to heterogeneous homerooms. Factors considered in homeroom placement include the balance of males and females and interpersonal relationships among the students. Classroom teachers work very closely at each level, so the program will not be altered by homeroom placement. Assignment to homogeneous academic groups is based on academic achievement and teacher recommendation. Parents are discouraged from requesting specific homeroom placement.

## **ACADEMIC PLACEMENT**

The children are placed in language arts and math groups each fall on the basis of several criteria, including new testing and teacher recommendations from the previous year. Students will remain in the new section for at least two weeks before changes are made to give them a chance to settle in and demonstrate their skills. It is the school's prerogative to place students where it feels they will receive the proper instruction. Throughout the school year, students are evaluated and moved to the most appropriate academic setting.

## **DISCIPLINE**

Glenelg Country School fosters a respect for oneself, for others, and for property. It is expected that students are respectful, considerate, and polite to adults and to one another at all times in or around the School or whenever they are representing Glenelg Country School off-campus.

In the Lower School, we believe that students respond well to expectations for behavior and academic performance that clearly are communicated to them and that are followed consistently. A clear explanation of appropriate behavior and modeling of good behavior are the first steps used to create an orderly, nurturing, learning environment. To ensure good conduct, follow-up procedures include giving reminders to the class or group of students, giving reminders to individuals, conducting teacher-student or administrator-student conferences, or conducting parent conferences, as needed. Lunch detention is served after a student has received two reminders. In extreme cases of misconduct, the administration reserves the right to consider suspension or dismissal from a class or the School.

We also believe that the School and families working together toward the goal of responsible citizenship and behavior within the School community will ensure that positive behavioral changes will occur.

## **DRESS CODE**

The Lower School Dress Code for boys and girls is listed below. All other dress code issues will be up to the discretion of the Head of the Lower School and the faculty. It will be strictly enforced and the students' compliance will be reflected on the report card. It is important that all items of clothing are clearly marked with a child's name since items are similar. It will be impossible to identify lost clothing otherwise.

Several times a week the children walk to the gymnasium and to other parts of the campus. They also stand outside to wait for their carpool in the afternoon. Please make sure your child has a hooded raincoat for the days that rain is expected. Umbrellas are not allowed due to the potential danger they pose. If you have any questions about whether or not a dress code is appropriate, please feel free to check with us prior to wearing the article.

# DRESS CODE –2010/2011

## PRIMARY AND LOWER SCHOOLS

A safe and disciplined learning environment is essential at Glenelg Country School. Young people who are safe and secure and who learn the essentials of good citizenship are better students. The School recognizes the benefits of school uniforms, including: instilling students with discipline and respect; helping students concentrate on their school work; and helping parents and students resist peer pressure. For these reasons, Glenelg Country School has adopted the following uniform code. Students not dressed in accordance with this code will be given a reminder; repeated concerns will be addressed by the Division Head as needed.

### BOYS:

- Pants..... khaki, twill, or corduroy with belt loops or elastic
- Golf/polo-style shirt..... white or hunter green (solid color)
- Oxford shirt..... white or light blue, short or long-sleeved
- Turtleneck..... white or hunter green (solid color)
- Sweater..... white or hunter green cardigan, crew, v-neck or vest style (solid color)
- GCS Fleece jacket..... gray or hunter green, long-sleeved or vest style, pullover or zip-up, with GCS logo (MUST BE PURCHASED IN SCHOOL STORE)
- GCS Sweatshirt..... gray or hunter green, with GCS logo, worn over collared shirt (MUST BE PURCHASED IN SCHOOL STORE)
- Socks..... white, hunter green, gray, or black
- Shoes..... brown or black leather or suede school shoes, below ankle
- Sneakers..... neat, primarily white leather, below ankle, no lights, (PRIMARY SCHOOL ONLY)
- Belt..... required with belt loops (LOWER SCHOOL ONLY)

### GIRLS:

- Jumper or skort..... GCS plaid or khaki, knee length (MUST BE PURCHASED AT FLYNN & O'HARA) \*
- Pants..... khaki twill
- Golf/polo-style shirt..... white or hunter green (solid color)
- Oxford shirt or blouse..... white or light blue, short or long-sleeved, button-down or Peter Pan collar
- Turtleneck..... white or hunter green (solid color)
- Sweater..... white or hunter green cardigan, crew, v-neck or vest style (solid color)
- GCS Fleece jacket..... gray or hunter green, long-sleeved or vest style, pullover or zip-up, with GCS logo (MUST BE PURCHASED IN SCHOOL STORE)
- GCS Sweatshirt..... gray or hunter green, with GCS logo, worn over collared shirt (MUST BE PURCHASED IN SCHOOL STORE)
- Socks..... white, hunter green, gray, or black
- Tights or leggings..... white, hunter green, gray, or black solid color
- Shoes..... brown or black leather or suede school shoes, below ankle, no more than one-inch heel
- Sneakers..... neat, primarily white leather, below ankle, no lights, (PRIMARY SCHOOL ONLY)
- Belt..... required with belt loops (LOWER SCHOOL ONLY)

**ALL SHIRTS ARE TO BE TUCKED IN AT THE WAIST BY BOYS AND GIRLS**

### **SPRING DRESS FOR BOYS AND GIRLS:**

In September and May, by announcement of the Division Head, these additional items may be worn by boys and girls:

- Shorts..... khaki twill, Bermuda-style knee-length (no cargo style) (GIRLS MAY WEAR KHAKI CAPRIS)

### **PERFORMANCE DRESS:**

On special occasions, such as music performances and ceremonies, students may be required to wear “performance dress” which includes the following specifications in addition to what students already own for the regular uniform:

- Boys: white long-sleeved Oxford-style shirt or turtleneck, khaki pants, brown or black leather school shoes, optional tie
- Girls: White long-sleeved Oxford-style shirt or blouse or turtleneck, GCS plaid jumper (Primary School), GCS plaid skort (Lower School), white tights, brown or black leather school shoes

### **NOT PERMITTED:**

Lycra-type clothing

Denim clothing, including denim jackets

Over-sized, baggy, cargo, low-rise or hip hugger style pants, shorts, or overalls

Pants that are jean-cut or have rivets

Boots, clogs, platform shoes, high tops, or heelies, sneaker-type shoes, skateboard-type shoes, Sketchers, Vans, Pumas, flip flops, recreation-type shoes, shoes with deep-crevassed soles, or any shoes without a back ankle support

Clothing that is worn, cut-off, torn, has holes or is too tight

Clogs or any shoes without a back ankle support

Clothing with writing or pictures

Bare midribs or halter tops

Visible undergarments

Sweatshirts (except as specified in uniform code)

Body piercings other than ears (NO EARRINGS FOR BOYS)

\*Flynn & O’Hara is the official uniform supplier for Glenelg Country School. The items marked with an asterisk (\*) are the only items required to be purchased through this company, although they sell other items for boys and girls that are appropriate for the GCS school uniform. Their website is [www.flynnohara.com](http://www.flynnohara.com) and their phone number is 800-441-4122.

### **PHYSICAL EDUCATION DRESS FOR BOYS AND GIRLS**

**Grade 2** – Appropriate athletic footwear with adequate support and TO BE LEFT IN SCHOOL.

**Grades 3, 4, 5** – GCS gym shorts and shirts with appropriate athletic footwear with adequate support, and white socks TO BE LEFT IN SCHOOL. In cooler weather, if warmer clothing is needed, only official GCS athletic sweat suits, with hooded sweatshirts in hunter green, or gray may be worn. Children will need a sturdy bag for transporting their PE clothes and a CS lock. LS gym shorts are to be green or gray with GCS logo, purchased at the school store.

If you have any questions about whether or not a dress code item is appropriate, please feel free to check with us prior to wearing the article.

## LOWER SCHOOL EXTENDED DAY PROGRAM

### All children must be pre-registered to use any of the Extended Day Programs.

**Philosophy:** The Glenelg Country School Extended Day Program philosophy is to provide a safe, supportive, and consistent environment for children to have fun, relax, create, converse, share, and explore. The program encourages imagination and creativity by providing a variety of resources and materials for arts and crafts, science and nature exploration, and construction. The release of pent-up energy and the development of fair play, self-reliance, and self-confidence are promoted through active play. In addition, there are supervised homework times, field trips, and snacks. The environment is flexible and positive: relationships are encouraged as are logical consequences for behavior. It is presumed that students participating in our Extended Day Program abide by the same standards of behavior expected of them during the school day. Students not complying with these rules risk dismissal from the program at the discretion of the Program Director or Division Head.

**Staff:** The GCS Extended Day Program staff consists of a Director and team of teachers and assistants who are trained and experienced with working with our young children and their families.

**Primary and Lower School Extended Day Program:** The Glenelg Country School Primary and Lower School Extended Day Program is for students in Pre-Kindergarten through Fifth Grade before school beginning at 7:30 a.m. and after school until 6:00 p.m., or 5:00 pm on special occasions, each day school is in session. Any child dropped off in the morning prior to 7:50 a.m. or picked up in the afternoon after 3:45 p.m. must be registered in the program. Parents will be contacted when a child has been dropped off prior to 7:50 a.m. or has not been picked up by 3:45 p.m. and the parent must enroll the child in the Extended Day Program at that time. The parent will be charged all applicable fees. The Extended Day Program is available on a drop-in basis or you may register in advance for one to five days per week. When enrolling in the Extended Day Program, families are enrolling for the school year and will be billed in two installments (September and January).

**Special Closings:** Extended Day is also available on early dismissal days and professional development days. The Extended Day Program is closed for holidays and school breaks. All children must register separately for early dismissals and full-day sessions. There is a per diem fee for early dismissals and full-day sessions. Registration for the early dismissals and full-day sessions are limited to students already enrolled in the Extended Day Program. A separate registration form must be completed in advance for all scheduled early dismissals and full-day sessions. (Full Day sessions are only available for Middle School Students on those days the Primary and Lower Schools are also closed for professional development days. There is no extended day in the Middle School on Parent Conference Days). Care is provided from 8:00 a.m. until 6:00 p.m., or 5:00 p.m. on special occasions, for each full-day session. See school calendar for specific dates.

**Late Fees:** Extended day closes promptly at 6:00 p.m. Families will be charged \$15 per child per 15 minutes starting at 6:01 p.m. Fees will be doubled after 7:00 p.m. A child left beyond closing time more than three days will be charged double (\$30 per child per 15 minutes) may be suspended from the program for the remainder of the term. (Occasionally, prior to certain holidays, the program closes at 5:00 p.m. Families will be charged \$15 per child per 15 minutes starting promptly at 5:01 p.m. and fees will be doubled after 6:00 p.m.)

**After School Enrichment Classes:** Glenelg Country School offers the opportunity for students to participate in after school enrichment activities which are conducted on our campus. The programs may include visual arts, dance, computer, math, cooking, and sports. These activities may involve fees. These programs are offered three times a year (Fall, Winter, and Spring) for students in Pre-K through Eighth Grade. All children must register separately for all After School Enrichment Classes.

**“School’s Out” Program:** The “School’s Out” program is available in June between the close of School and the opening of GCS Summer in the Country camp. Care is provided from 8:00 a.m. to 6:00 p.m. each day during the “School’s Out” program. A separate registration form must be completed for the “School’s Out” program. There is a per diem fee for the “School’s Out” program. Registration is limited to students already enrolled in the Extended Day Program.

## **FIELD DAY**

Prior to the close of the School year each spring, the Physical Education Department sponsors Field Day activities. Students in grades two through five compete in track and field events. Students also earn points for the “Glens” or the “Elgs.” (Families are assigned to be Glens or Elgs when their child first enrolls at Glenelg Country School.)

The highlight of all Field Day events is the Chapman Relay in which a boy and girl from each grade (Pre-K through 12) representing Glens and Elgs race in relay.

## **FIFTH GRADE PRIVILEGES AND RESPONSIBILITIES**

Since Fifth Graders are culminating their Lower School experience, they serve as role models for younger students. They also are called upon to provide leadership in School and community service projects. The Fifth Graders are responsible for assisting with morning arrival of Lower School students by opening car doors and greeting students. The Fourth Grade students assume this responsibility in the spring. They also put up and take down the American flag daily. Each student is expected to assist with these duties as assigned. Fifth Graders plan and carry out the games during the Lower School Halloween Party for the younger students. They also serve as Open House tour guides, as collectors for recycling paper goods in Lower School, and as special helpers when needed by faculty and administrators. Fifth Graders are recognized as a group at the Lower School Awards Assembly each year. They receive certificates acknowledging their completion of Lower School.

Each fall, the Fifth Grade participates in a day-long expedition in a ropes and initiative course. The program promotes teamwork and self-confidence.

## **FIRE DRILLS**

Fire drills are conducted on a regular basis. Become familiar with the procedure to be followed in each classroom. Move quickly and quietly out of the building. If you are alone, use the nearest exit and report to the nearest classroom teacher. We consider our fire drill procedures to be a very serious matter and we expect your full cooperation.

## **GCS DRAGON STORE**

The main GCS Dragon Store is located in the Athletic Center lobby and serves students from all four divisions. The main Dragon Store sells the required Oxford shirts for Upper and Middle School students and polo’s for the Lower and Primary Divisions, as well as Physical Education uniforms for grades 3 - 12. The Dragon Store is open Monday - Friday from 8:00 a.m. to 4:00 p.m. For your convenience we are able to deliver merchandise to your child during the day. If there is an item that you need for your child, please call 410-531-7367 or e-mail [gcsdragonstore@glenelg.org](mailto:gcsdragonstore@glenelg.org) and we will deliver the item(s) to your child’s classroom. Please call before noon to ensure same day delivery. Orders placed after noon will be delivered the following school day.

A school store kiosk is open on a regular basis in the Lower School for students to make purchases. The Lower School kiosk is open to all grades on their assigned mornings before school starts. The kiosk is staffed by parent volunteers and carries an assortment of school supplies as well as various GCS logo and novelty items. Children can make purchases using cash or have it billed to their student accounts. If you do not want your child to use this service, the Dragon Store must have a written note from the parent stating that they do not wish them to charge. Charging privileges are extended only to families in good financial standing with the School.

## **GEOGRAPHY BEE**

Fourth and Fifth Grade students participate annually in the GCS Geography Bee. This event, held in late spring, matches individuals in competition on their knowledge of world geography. Students are provided questions earlier in the year to prepare for the classroom and inter-grade competitions.

## **GRADING**

Grades help parents to know how their child is doing in school. They provide the student with the same information and act as a reward for good achievement and good effort. Reports on student progress are mailed to parents three times each year.

Second and Third Grade use the following letters on their report cards:

O = Outstanding

G = Good

S = Satisfactory

I = Improvement Needed

Throughout Fourth and Fifth Grade, the letters A, B, C, D, and F are given. An "A" denotes work of the finest quality, produced consistently. A "B" denotes work of honor quality. A "C" is used to identify acceptable achievement, which meets the goals of school curricula. A "D" designates work which is passing but indicates a need for improvement. An "F" represents a failing grade. Below are the numerical equivalents used for letter grades for grades three and above:

A+	=	98 - 100	B-	=	80 - 82	D+	=	67 - 69
A	=	93 - 97	C+	=	77 - 79	D	=	63 - 66
A-	=	90 - 92	C	=	73 - 76	D-	=	60 - 62
B+	=	87 - 89	C-	=	70 - 72	F	=	0 - 59
B	=	83 - 86						

## EFFORT GRADES

Students in Lower School also receive numerical Effort Grades. The following scale is used:

1 = Outstanding

2 = Good

3 = Improvement Needed

4 = Unacceptable

Parents are encouraged to understand that satisfactory effort and achievement grades are "2," "S," and "C". Grades in the "1," "A," "B," and "O" range represent effort and achievement above the expected norm. All Lower School faculty members seek to be fair and realistic in evaluating student performance and anticipate that parents will be realistic in their expectations for their children. In the Lower School, we value conscientious effort, as well as strong achievement.

## HONOR ROLL

Each trimester the students have the opportunity to earn a place on the Honor Roll. Honor Roll cards are awarded to students who have done excellent academic work or who have shown superior effort. There are three types of honors. "Effort Honors" are awarded to all students who have put forth very strong effort in their courses and receive all 1's and 2's. "Honors" are awarded to Fourth and Fifth Grade students earning a B average or better with no grade lower than a C. "High Honors" designate students who have an A-average with no grade lower than a B. When computing honor rolls, subject area achievement grades are weighted based on the emphasis a subject receives within the curriculum.

## HOMEWORK

In the Lower School, homework is assigned on a regular basis for all children. Second Grade assignments can be expected to take up to 30 minutes to complete. In subsequent years the length of time increases for home assignments, up to an hour or more on homework that may include daily as well as long-term assignments and projects.

Regular homework fulfills several important purposes. First, it allows students to practice various skills and/or reflect on various

problems or issues outside of school hours so that teachers can make more efficient and creative use of the time for classroom instruction. Second, it reflects the School's commitment to a more active learning style, whereby students develop independent learning through actual practice rather than through passive observation. Finally, it establishes habits of study, which will be useful in later educational experiences as well as in a life-style that surely will include continued learning.

It is assumed that all homework is purely the work of the student, unless specifically noted otherwise. We encourage the child to do his or her very best work without receiving aid from anyone else.

The completion of homework should not become a major detriment to parent-child relationships, however. The child's teacher offers age-appropriate consequences when homework is not completed satisfactorily or consistently. Occasionally in grades four or five, a student may be asked to stay in for recess to complete assignments when incomplete assignments are interfering with expected academic progress.

Parents of younger students may wish to check over the work to see that it has been done carefully. In this case it is more helpful for the parent simply to ensure that the work has been done rather than comment on its accuracy. The consistency of a quiet environment and regular study time and place is very important. Parents are encouraged to foster good study habits. Parents also are encouraged to review school papers daily with their children in order to be a part of their educational experience.

It is against the policy of the Lower School to accept forgotten homework that is faxed to the office or to fax assignments home to ill children. When homework is requested, please call by 10:00 a.m. to make these arrangements.

## **ASSIGNMENT SHEETS AND BOOKS**

Teachers in Second Grade send home weekly assignment sheets that list homework requirements for each day. Beginning in Third Grade, students receive assignment books in which they are required to record assignments in each subject daily. Parents can easily monitor outstanding work by checking these notebooks or accessing their child's moodle account. Students who are reluctant to record their own assignments may be required to have teachers and parents check and initial books on a regular basis. Students in the Lower School are not to use Palm Pilots or other electronic equipment as assignment organizers.

## **LOWER SCHOOL AWARDS**

Near the close of school in June, the Lower School student body gathers for an assembly honoring a variety of student achievements. All Fifth Graders are recognized as a group at the Lower School Awards Assembly each year. They receive certificates acknowledging their completion of Lower School. Awards are presented to several individuals for their achievement in particular areas. Parents of students who will receive special recognition are notified prior to the day of the assembly in order that they may attend the program.

The criteria for choosing recipients of the Lower School awards are determined by the teachers who decide on the individual awards. Each recipient is deemed to be outstanding in that curricular area. Additional awards also may be given if a student demonstrates exceptional ability and interest. Selection of honorees is a joint decision by the Lower School faculty.

**Citizenship Awards:** Citizenship awards at each grade level recognize outstanding students. We believe that the qualities of kindness, humility, courtesy, politeness, honesty, reliability, good sportsmanship, as well as a positive attitude and graceful acceptance of constructive criticism are important goals for all Lower School students at GCS. The citizenship awards exemplify the highest achievement of such goals. Outstanding citizens are chosen at the end of the school year from each homeroom. They receive citizenship pins and certificates.

## **LOWER SCHOOL VISITORS**

Visitors, including volunteers, must sign in and out in the Lower School Office. Although parents are welcome in the Lower School buildings, classroom visitations by parents can be distracting to the students and to the schedule.

## **MONEY AND VALUABLES**

Students in Lower School are discouraged from bringing money or other valuable "treasures" (including hand-held electronic games) to School unless these items have a special, short-term purpose. Except for Tag Days, purchases made at the School Store, and/or

Dragon's Bank deposits, students have no need for money on a daily basis. Money that is brought in for a specific purpose should be in an envelope marked with the student's name, especially for children in the younger grades. We are concerned about responsibility for electronic equipment, jewelry, or expensive toys brought on campus, as we cannot guarantee that these items can be safeguarded appropriately. Students are not to bring Palm Pilots, MP3 players, cell phones, or other PDA electronic equipment to School.

## **ORIENTATION FOR ALL STUDENTS**

The day before School officially begins the Lower School offers an orientation program for all students. Students meet with teachers, put their supplies away, tour the School, re-establish friendships, and meet new students.

## **PARENT INVOLVEMENT**

Glenelg Country School welcomes parent involvement in a variety of ways. We utilize volunteers to support the library program, special activities in the classroom, activities and programs sponsored by the P&FA and by serving catered lunch. Parents may contact classroom teachers or the Head of the Lower School if they wish to offer time and resources to the Lower School.

## **PARENT MEETINGS**

Parent meetings are scheduled throughout the year to provide an opportunity for parents of a grade or combination of grades to socialize and have speakers and discussions on topics of interest. Evening meetings include New Parents' Dinner and Back to School Night held at the beginning of School, as well as parent academies and coffees.

## **POLICIES AND PROCEDURES**

### **Attendance**

Students who arrive at School prior to 7:50 a.m. must report to the Primary division for Extended Care. Students who arrive after 8:15 a.m. must report to the Lower School office. Numerous tardy arrivals will jeopardize your child's perfect attendance. They also place your child at a disadvantage; they are not able to have a relaxed beginning to their day and they disrupt the class for others.

Parents should notify the Lower School office (410-531-2229) when a child will be late or absent. When homework is requested, please call by 10:00 a.m. to make those arrangements. It is the policy of the Lower School not to accept forgotten homework that is faxed to the office or to fax assignments home to ill children.

The faculty and administration discourage students from missing school for trips or extended vacations. If your child is to be out of school for these reasons, the Head of the Lower School and the classroom teachers must be notified. The student is responsible for completing the assigned work missed during any absence.

### **Dismissal**

Dismissal for students is 3:30 p.m., Monday-Friday. Children should not walk across the teardrop to reach cars even when accompanied by an adult. Any child not picked up in the afternoon after 3:45 p.m. will be placed in the Extended Day Program and charged the applicable fee.

Any students who will be leaving School in a manner other than their usual transportation needs a written note or email confirmation from the parent to inform the homeroom teacher and the office. Last minute changes arranged by children themselves are discouraged.

When students need to leave for special appointments, written notification for early dismissal is required. Students who leave early must be signed out in the Lower School office. Students are escorted out of the Lower School Building to cars at 3:30 p.m.

## **CAR POOLS**

While Glenelg Country School does not attempt to establish car pools for families, we gladly facilitate the exchange of information to assist neighboring families to work out car pool arrangements. We request that families who form car pools notify the office in writing of the drivers, days, etc. Should the School need to notify car pool members of an emergency closing or other change in plans for

individual children, we will be able to do so efficiently.

## **TRAFFIC PATTERN**

Cars dropping off both Primary and Lower School children keep to the right along the Teardrop and proceed directly to the Primary Building. Lower School students traveling with Primary students get dropped off at the Primary School and then walk along the sidewalk to the Lower School. Cars dropping off only Lower School children keep to the left along the Teardrop and pull around to the front of the Lower School. Faculty and Fourth or Fifth Graders will assist students in getting out of cars.

When approaching the Lower School for dismissal, cars are routed through the Middle School parking lot to bypass the Middle School carpool line. Cars picking up both Primary and Lower School children keep to the right of the Teardrop and proceed to the Primary Building. Cars picking up only Lower School children keep to the left along the Teardrop and pull around to the front of the Lower School.

Cars needing to pick up Middle School or Upper School students then turn into the driveways for these buildings as they depart the Teardrop area.

For the safety of the children, the driveway in front of the Lower School is blocked to vehicles from 8:15 a.m. to 3:30 p.m., Monday-Friday. We are most concerned about the welfare and safety of our students; therefore, we request that cars not be moving as students are walking on the driveway. We also request that drivers turn off their engines as breathing exhaust fumes is not healthy.

## **RESOURCE/SUPPORT SERVICES**

### **Counseling Services**

Glenelg Country School maintains a contract with the Family Support Center in Bethesda, Maryland, to provide the services of a counselor for consultation with teachers, families, and individual students. The referral process for evaluating children involves parental written permission. Often individuals or small groups of students will meet with the counselor informally to discuss concerns. The counselor also assists in the development of values in keeping with the GCS philosophy and will meet with classes or small groups of students as necessary. The administration reserves the right to require counseling in extreme circumstances.

### **Academic Support**

A student who is experiencing difficulty in a particular subject area or who may appear to be performing below expected level may be referred to the Learning Lab by the classroom teacher or parent. Learning Lab services include: consultation with the classroom teacher on academic and behavioral concerns; conferencing with parents and teachers; aiding organizational and study skills; diagnostic evaluation, including informal observation, screenings, standardized testing, and referral for an additional testing battery with other professionals; remediation in basic skills individually or in small groups on a long or short term basis; review and reinforcement of content material; and implementation of academic recommendations from other professionals. Parents are always notified prior to a student working in the Learning Lab.

### **Speech and Language Services**

The Glenelg Country School maintains a contract with a certified, licensed speech pathologist to screen new students, and anyone else that may be referred by teachers or parents for articulation, receptive and expressive language issues. Parents receive a written report of this screening. Children who need a more in-depth evaluation and/or regular therapy may be seen by the speech pathologist here at Glenelg. Families are also free to seek evaluation through other agencies. The School fees cover the cost of the initial screening while parents are required to pay for evaluations, re-screenings, and therapy sessions. These services may be covered by health insurance.

## **ROOM PARENT**

Each Lower School homeroom class is represented by one or more Room Parents who serve as vital links between the parents in the class and the School and the Parents and Friends Association. Room Parents work closely with the classroom teachers and are coordinated by a Room Parent Coordinator. Room Parents are listed in the GCS Directory. An asterisk (\*) indicates the Room Parent who serves as a direct link to the Room Parent Coordinator. In mid-September, a meeting of all Room Parents, classroom teachers,

Lower School Head, and Room Parent Coordinators is held to review duties, responsibilities, and guidelines.

## **SPECIAL EVENTS AND ACTIVITIES**

The Lower School seeks to enrich school life for our students through field trips, assembly presentations, guest speakers, coordinated mixed-age, small group activities based on a theme, and community service projects that involve the students in the broader community.

## **ASSEMBLIES AND PROGRAMS**

Assemblies occur throughout the year to provide students with a variety of cultural experiences. The School plans and invites professional artists, musicians, storytellers, dancers, actors, and lecturers to appear on our stage. The students perform other special programs for Thanksgiving, Winter Celebrations, Martin Luther King's Birthday, Presidents' Day, and Grandparents' Day. We especially encourage families to attend our student performances.

## **LOWER SCHOOL ASSEMBLIES**

The Lower School students meet each Monday morning at 8:20 a.m. and each Friday at 2:45 p.m. in the Library for a brief assembly. At this time students are invited to perform a musical number or share an event or hobby or other creative talent. Announcements by the faculty, administration, or fellow students inform the group about special events during the upcoming week. Occasionally, there also are outside speakers.

## **PERFORMING ARTS OPPORTUNITIES**

Second and Third Grade students are involved in choruses. When the students reach the Fourth and Fifth Grades, they may perform in the Lower School Chorus, Recorder Group, or Hand-bell Choir. These ensembles perform both at Glenelg and for the community at-large throughout the school year. Each year, a spring musical is performed by the Fifth Grade, allowing each student in Lower School the opportunity to be a part of a theatrical production at the close of their elementary years. Fourth and Fifth Graders may also participate in the Instrumental Music Program. Information about this program is distributed at the opening of school.

## **FIELD TRIPS**

Each grade in Lower School plans field trips off-campus that enrich the curriculum and provide age-appropriate activities for the students. These trips are generally made via school bus, but classes may use commercial motor coaches for longer trips. Teachers on all field trips carry cell phones in order to maintain communication with Lower School. Unless the field trip involves a larger specialized expense, the student cost is included in the annual student fee for that grade. Field trips feature visits to museums, historical sites, cultural events, science centers, and outdoor education facilities. When space and activities permit, we welcome parent chaperones on field trips. The Lower School faculty has adopted guidelines for field trip chaperones, which facilitate appropriate behavior and learning for students on a school-sponsored trip. The guidelines are shared with each chaperone prior to a scheduled trip.

## **COMMUNITY SERVICE**

In order to foster our commitment to community service, students in Lower School are involved in projects and activities that contribute to our School, local community, and the world at-large. Some examples of Lower School community service are: planting flowers on campus; picking up trash around campus; collecting paper at School for recycling; older students assisting younger students in special activities; performing for senior citizens both at School and off-campus; collecting food for local food banks; collecting clothing for families in need in Howard County; collecting money for UNICEF; raising money on Tag Days for local projects or projects worldwide; and collecting money to save rain forests in Central America or other special programs.

## **TAG DAYS**

As a way to raise money for community service projects, the Lower School sponsors Tag Days to support charitable and environmental programs. The students receive information regarding the purpose and benefits of the organizations supported by Tag Day funds. Tag Days are "dress down" days on which students may wear non-dress code clothing. The clothing should be appropriate for the children to participate in all of their regular activities.

## SPELLING BEE

GCS conducts a Spelling Bee each year involving Fourth and Fifth Grade students. They begin the competition in language arts classes. In the finals, the competition involves students from both grades.

## STANDARDIZED TESTING

Annually we participate in a national standardized testing program for our students that enable us to monitor the progress of individuals in the curricular areas as well as to monitor our school in comparison to others throughout the United States. The results are reported to parents in writing with follow-up conferences as requested. In the spring, we administer the ERB CPT 4 tests in grades two through five. The ERB subtests evaluate student achievement in math and language arts areas in all grades as well as verbal and quantitative ability in grades four and five. Students in grades three and five also take the Otis Lennon School Abilities Test. Individual students may also be screened with diagnostic tests by the Learning Lab teacher to facilitate their placement and academic progress.

## SUSPENSION

A student will be suspended from school if he or she is chronically disrespectful or abusive to faculty or another student. All children are expected to follow the behavior and conduct expectations of Glenelg Country School. Any work missed while on suspension will receive a zero and will not have the opportunity to be made up.

Any variances from these rules or the definition of respectful behavior will be up to the discretion of the administration and the faculty.

## TELEPHONE CALLS / E-MAIL

Lower School students may be permitted to use the telephone in the Lower School office to call home when it is necessary. Parents who wish to talk to a teacher during school hours should call the Lower School Office (410-531-2229) to leave a message. E-mail is the best option for communicating with teachers. All GCS faculty have an e-mail address that is generally their last name@glenelg.org. Students may not bring cell phones to school.

## TRANSPORTATION POLICY

The School provides transportation for students to off-campus curricular and co-curricular activities. School policy prohibits parents from transporting students from school to these activities, except for unusual or necessary exceptions. A specific written request must be submitted for approval to either the Division Head or Director of Athletics, whichever is applicable.

In special circumstances, students participating in off-campus curricular or co-curricular activities may drive themselves from campus to these events if approved by the Division Head or Director of Athletics, and it is acceptable to the coach or faculty chaperone. A specific written request must be submitted for approval to either the Division Head or Director of Athletics at least one (1) day prior to the event. **Under no circumstances are student participants permitted to drive other student participants from campus to these events.**

Participating students may transport themselves from home to off-campus events if acceptable to the coach or faculty chaperone.

## VENDING MACHINES

The snack and soda machines are not for the regular use of Lower School students. As a special privilege, students are allowed occasionally to bring money for one or two items in these machines. Parents are notified prior to these rare occurrences. Students are not to use snack machines at the close of school on the way to car pool or Extended Day.

## WEAPONS

Weapons of any kind including play knives, butterfly, pocket, hunting, pen or fishing knives are not permitted in school, on the school bus, or at any school-sponsored function. Props used for school plays, classroom sharing, or as part of a project will be treated in the same manner and should not be in school.

# LOWER SCHOOL ROOM PARENTS AND VOLUNTEERS GUIDELINES

2010 - 2011

1. Room Parents serve as a vital source of communication between GCS and home. Whether making phone calls related to your grade responsibilities or calling with school information, parents may share with you concerns or questions that they have. Please be discrete in your responses to them and direct their concerns to the appropriate person.
2. Room Parents work under the guidance of the classroom teacher, the Room Parent Coordinator, and the Head of the Lower School. Room Parents should plan a meeting with the classroom teacher as soon as possible after School starts to define their role for the year. (One parent from each grade is designated by an asterisk and will receive phone calls from the Parent Coordinator first.)
3. In order to have the activities for homerooms function efficiently and to involve as many families as possible, it is suggested that Room Parents develop consensus from the parents within the grade regarding participation in parties as well as all class or grade functions. A form for parents to complete that will indicate how they wish to be involved best does this. These forms may be distributed at Back to School Night or by "kid mail."
4. The School discourages the giving of gifts or group gifts by students or families to faculty and staff at holidays and the end of the school year. If families insist on gift giving, we hope that they will be simple, perhaps made by the children, inexpensive and in good taste.
5. The Auction Committee will reimburse Auction project costs as pre-approved by the P&FA. The P&FA will determine the amount of allocation for class projects. Additional solicitations of funds for projects are not permitted.
6. Please share any written communication that goes home to parents with the Lower School Office prior to distribution. All requests for money must be submitted to the Director of Development and the Lower School Head.
7. When volunteering in the School, please leave younger siblings at home. This time is for the GCS students and particularly your child. Teachers need your help with supervision and activities which require your undivided attention. Parents may wish to coordinate baby-sitting with one another to facilitate helping in the classroom and on field trips.
8. In planning parties with classroom teachers, please keep in mind that each grade prefers that the parties for the three homerooms are similar. In some grades, the classes may have their parties together. Please check with the teachers before planning in order to ensure that the party or event is appropriate for the time allotted as well as for the age of the children involved.
9. GCS prefers that funds collected from individual families for parties or special projects are modest and are approved by the Coordinator, Director of Development, and the Head of the Lower School.
10. Room Parents may be responsible for coordinating their class efforts for the following all-school activities: Family Day; Workdays; Halloween Party; Family Holiday Gathering; Teacher Appreciation Days; Auction; and Grandparents' and Friends' Days.
11. Each class and grade may also require coordination for class parties, special projects, and events. These are determined by the classroom teacher.
12. If a Room Parent is unable to carry out his or her designated duties, a replacement may be appointed during the course of the school year.
13. Room Parents who have issues or concerns should bring them to the Coordinator and Lower School Head whenever they occur.