

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.

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.

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. 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-1st when it is determined that the Pre-1st 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 15th 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 15th. 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 30th 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, 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. 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 or 410-531-7376.

In addition to the above listed avenues, the GCS website (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) and Twitter Account (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 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 (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 1st, 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 1st, 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 sign this section on the form. Parents should discuss a plan of action with the nurse.

ALL REQUIRED HEALTH FORMS ARE DUE BY AUGUST 1ST

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 1st, 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 30th, 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 30th 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 and on the GCS website 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 and www.glenelg.org. Parents who are concerned about weather conditions are free to pick up their children at anytime.

We use 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 30th 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.

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.

MIDDLE SCHOOL STUDENT HANDBOOK

MIDDLE SCHOOL PHILOSOPHY

The Middle School seeks to create an environment in which students can experience academic, physical, and social success. Students work at a developmentally-appropriate level and are exposed to a broad range of experiences that address the multiple interests of the adolescent. Small class size is maintained to provide individual instruction in settings. Individual progress is monitored closely through the advisor system, regular contact with parents, and close intra-faculty communication.

The Middle School seeks to meet the multiple needs of the adolescent. In addition to its academic program, it offers an organized sports program, community service activities, and numerous fine arts opportunities. It is through this program that a child develops respect for himself/herself as an individual and as a community member. Students learn to make informed choices, understand the consequences of their actions, and accept the differences of others.

LETTER TO STUDENTS

Welcome! In order for a school to run smoothly everyone must agree to a standard that allows us to reach our full potential. Working hard and treating each other with respect are the basic building blocks to success. Accepting everyone's differences, good conduct, fair play and accepting criticism graciously are all important ingredients of a strong community. As a member of our community, you have an obligation to maintain these qualities so that we can preserve a healthy environment, one that encourages the principles of good conduct and fair play. We look forward to your contribution, involvement, and spirit throughout this school year and beyond.

- Kevin J. Boland, Middle School Head

HONOR

Honor is the most important quality of a person's character. It is a basic attitude, an attitude of being trustworthy and of trusting others. There is no area of our lives in which honor does not exist. The Middle School must operate each day with a system of mutual respect and goodwill.

Violations of the Honor Code erode the school community environment and can have a negative effect on morale. Frequent violations may result in suspension or expulsion and jeopardizes a re-enrollment contract from being issued to a student for the following school year. **At the end of each exam, test, quiz, or pledged homework assignment, each student is required to initial their paper signifying the work on the paper is his or her own.** The initials represent a responsibility to the student and the School that they have acted honorably in completing their work.

Examples of violations of the Honor Code are:

- Lying or misrepresenting the truth to another person;
- Taking or borrowing another person's property without his or her permission;
- Behaving in a manner as to degrade, deceit, or intentionally hurt another person, physically or emotionally;
- Plagiarism, using notes, websites or unauthorized aids, looking at another student's paper, giving or receiving advanced information or assistance on exams or assignments
- Using language which is inappropriate in school, on the athletic field, a field trip or on a school bus.

ACADEMIC POLICIES AND PROCEDURES

Reports-Quarterly

Reports are issued at the end of each quarter of the school year. Letter and effort grades are given each quarter in each major subject with the exception of athletics, Health and Human Development, computer and library for which only effort grades are given. The final letter grade indicates whether or not you have passed a course at the end of the school year. This is based upon an average of the four quarters. There will be a written

comment by the student advisor in the 2nd and 4th quarters.

LETTER GRADES

GRADE EQUIVALENTS:

A+	=	97 - 100	B-	=	80 - 82	D+	=	67 - 69
A	=	93 - 96	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						

1. An "A" denotes work of the finest quality, produced consistently (90 - 100).
2. A "B" denotes work of honor quality (80 - 89).
3. A "C" is used to identify acceptable achievement (70 - 79).
4. A "D" designates work which is of passing quality, but also should serve as a warning that the next step down is failing (60 - 69).
5. An "F" indicates failing work (below 60).

EFFORT GRADES

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

1	=	Excellent Effort
2	=	Good Effort
3	=	Satisfactory Effort
4	=	Poor Effort
5	=	Unsatisfactory Effort

HONOR ROLL

High Honor Roll designates those students earning an A- average, with no grade below a B in any subject.

Honor Roll designates those students earning a B average with no grade below a C in any subject.

Effort Honor Roll is awarded to students who have put forth exceptional effort. Specifically, this means that they have earned a 2-average with nothing below a 3.

Letter grades in major subjects such as math, English, science, social studies, and foreign language weigh more heavily than those in art, music, computer, library, and human development.

MATH GUIDELINES

Minimum math requirements:

6th and 7th graders in Math I and Math II have a required final average of 70%

6th and 7th graders proceeding from Pre-algebra to Algebra I need to achieve a final average of 85%.

6th, 7th, and 8th graders proceeding from Algebra I to Geometry need to achieve a final average of 85%.

Students not achieving the minimum standards who wish to stay on their present course of study will be required to:

- attend a minimum of 20 hours of classroom instruction or outside tutoring by a qualified instructor
- the student is required to earn a grade of 85% or higher on the final exam

Under most circumstances it is NOT recommended that students skip a year of math. However, if a student meets all of the criteria outlined below, it is possible to move to a higher level math class.

- In order to move to a higher level math class, a student must earn an A average and receive a favorable teacher recommendation in the currently enrolled class.
- The student is required to attend at least 20 hours of classroom instruction or outside tutoring by a qualified tutor in the class in which they wish to enroll.
- The student is required to take the final exam in the class to be skipped and must score 85% or better.
- If a student successfully completes the above criteria, the parents must agree to provide additional tutoring during the school year, **if deemed necessary by the teacher**, to bring the student up to par with the rest of the class.

WORLD AND CLASSICAL LANGUAGES GUIDELINES

Students commit to a three-year sequence of study in French, Spanish, or Latin upon entering the sixth grade. Upon completion of this sequence, students will continue in the Upper School with Level II of French, Spanish, or Latin, or, under certain circumstances, repeat Level I or move immediately to Level III:

- A teacher may recommend a student repeat Level I if the student has failed to demonstrate mastery sufficient to advance to Level II
- Students tracked into Level III may only advance to Level III with an 87 percent cumulative average, a score of 87 percent or higher on the final exam, and a teacher's recommendation

ACADEMIC PROBATION

A student can be placed on probation for poor academic performance at any time during the school year. Any of the following criteria may place a student on academic probation: unsatisfactory effort; missing work on a consistent basis; or a student on the verge of a failing average in any subject. Students placed on academic probation are excluded from interscholastic sports and club activities and are required to attend a mandatory study hall. The student's progress is evaluated weekly and a student can be released from probation if the faculty feels the student has improved. The Advisor will notify parents when a student is to be placed on academic probation.

ACADEMIC ELIGIBILITY

At the discretion of the faculty and administration, you may be placed on academic probation and excluded from any extracurricular activities when your academic work is not up to the standards expected.

PROGRESS REPORTS

Progress Reports will be sent home through the Parent Portal about every 3 weeks after being completed by the classroom teachers. Important parent information will be emailed home. The progress report is an effective method for you, your parents and teacher to be kept informed of academic work.

FACULTY ADVISORS

At the beginning of the school year, you are assigned an individual faculty advisor. The morning advisor homeroom period and study hall period is scheduled with your advisor. This teacher is assigned to your grade level team and is someone who is expected to take a special interest in the many areas of your School life and is responsible for advising you about academic, athletic, and extracurricular matters. (We hope you will develop special relationships with other faculty members as well and will feel comfortable talking with them). Parent conferences are scheduled with your advisor as well.

ACADEMIC DETENTION

A “late mark” can be received for academic deficiencies which include being unprepared for class, careless work or not completing homework. Two late marks in a two-week period will result in a detention. Classes such as art, music, or writing that meet only once or twice a week allow only one late mark in a two-week period. It is the teacher’s responsibility to notify you of any infraction.

Detention will be held each week as needed for up to two hours. If you receive one detention before the end of School on Wednesday, you will be expected to stay after school on Thursday. See page 57 for Conduct Detention System.

A student who receives three Thursday academic detentions in a given marking period will be placed on academic probation. Parents will be notified after the third infraction and a conference scheduled.

HOMEWORK

The primary purpose of homework is to develop your power to think on your own. To rely on another person’s thinking to do your homework is hampering your own development. It is to your advantage to complete your homework with as little assistance as possible. Outright copying of another student’s work, in whole or in part, with the intention of submitting it as your own is prohibited and subject to disciplinary action.

STANDARDIZED TESTING

On an annual basis we participate in a national standardized testing program that enables us to monitor your progress in the curriculum area as well as our School in comparison to others throughout the United States. In early spring, we administer the ERB tests in grades six through eight. These tests evaluate math and verbal areas along with aptitude. Students in grade seven also take the Otis Lennon School Abilities Test in the spring semester.

STUDENT ACTIVITIES AND HIGHLIGHTED EVENTS

Activities are offered throughout the year in which all students may participate. These normally meet at study hall or after school. The following is a sample of activities and special events which fit this category:

Field Day: Team competition between the “Glens” and “Elgs” will take place at various times throughout the year during the sports period and on “Field Day.” Assignment to either team is made when students first enter the School and remains for the duration of enrollment.

Middle School Expeditions: Trips are scheduled during the fall semester and serve as a valuable educational outdoor experience. Camping, hiking, repelling, white-water rafting, team building, canoeing and rock climbing have been some of the challenging activities.

Field Trips: At various times during the year students will travel by bus to Baltimore or Washington for a field trip activity related to an area of study. These are educational trips and the same student behavior that is expected at School will apply on these trips.

Academic Fair Project: All students will complete an interdisciplinary research paper. Guidance in topic selection and the writing process will be given by English teachers and teachers from the related discipline. Projects or displays based on the research will accompany the paper for activities during the Academic Fair report.

Barlow Public Speaking Contest: Each student will select a poem or other suitable material for recitation and memorize it. The selection is presented first to the speaker’s classmates, then to the Middle School student body, and later, if chosen, to the entire school and visiting judges.

Student Council: Four student representatives from each grade are chosen to serve for a semester during the year. Meetings are held regularly to discuss student concerns, plan activities, and help with community service drives.

Arts Festival: In early May, art exhibits, drama productions and an Open House for parents and students highlights the activities of the fine Arts Festival for Lower, Middle and Upper School students. The annual Middle School Variety Show is scheduled during this week.

Dances: Dances are scheduled periodically throughout the year. Students plan and help organize these activities. Parents are needed to serve food and provide adult presence. Other activities may be scheduled with the approval of the division head.

If a student chooses not to participate in an interscholastic sport, seasonal student activities are offered as an alternative activity during the fall, winter, and spring seasons. An effort will be made to allow students to participate in their first choice activity depending upon student interest. Some of the seasonal activities that have been offered to students who choose not to play a sport are listed below. Not all activities are offered every season and are subject to change.

Chess Club	Pottery	Ping Pong
Cooking Club	Robotics Club	Fitness
Crafts	Volleyball	Tennis
Indoor games	Weather Club	Publications
Outdoor games	Athletic Offerings	Newspaper

ATHLETICS/PHYSICAL EDUCATION

Athletics/Physical Education are an element of Glenelg Country School's total educational program. Students' obligations to their physical well-being are as important as their academic commitment. The GCS athletic and physical education departments hope to offer each student a program which will encourage and support physical and healthful well being. It is the goal of each department to challenge individual and team skill development, and to encourage and promote academic excellence, good sportsmanship, self-discipline, self-confidence and compassion for others. Being a humble winner and being gracious in defeat are qualities of a strong student athlete. All students are expected to practice and play with these qualities in mind, and to represent themselves and the school with good sportsmanship.

ATHLETIC OFFERINGS

The interscholastic athletic program includes the following sports:

Fall – Field Hockey (girls), Soccer (boys), Cross Country (boys & girls)

Winter – Basketball (boys & girls), Soccer (girls indoor/outdoor), Wrestling (boys)

Spring – Lacrosse (boys & girls), Tennis (boys & girls), Baseball (boys)

Athletic Participation

All Middle School students are encouraged to try out for, and participate on, a team sport in the fall, winter, and spring seasons. Middle School coaches, along with the assistance of varsity and JV coaches will conduct tryouts for each team. Cuts may be made to ensure the positive and productive make-up for a team's squad. Each specific sport will determine the size of a team's roster. Students who are selected to be a part of a team must realize the commitment necessary for the success of the whole. For a team member to be in good standing they are expected to attend practices on a daily basis, be in proper uniform, demonstrate good sportsmanship and exhibit a positive, hard working attitude. Players who do not attend practices and games and/or do not exhibit these qualities, especially good sportsmanship, risk the possibility of limited playing time or dismissal from the team.

Physical Education

Each Middle School student is scheduled and required to participate in physical education classes offered during the academic day. Classes meet two times in a five day rotating schedule. Students receive an effort grade each quarter for their participation. The physical

education program consists of the integration of exercise and games. The goal is to teach each child new and practical information regarding physical health. The students are constantly encouraged to use cooperation, communication and decision-making skills with understanding and compassion for one another as they prepare themselves for high school and beyond.

Athletic Teams

Competitive interscholastic Middle School teams are designated as A and B teams. In most cases students in 6th grade will participate on 'B' level teams, and students in 7th and 8th grade will make up the 'A' level teams. In some sports there may be third teams developed (AA team) with a combination of all students. In other sports there may be only one team, and it is at the discretion of the coach as to how many students may participate.

Uniforms will be issued at the beginning of the season to each team member. **Students who do not return issued uniforms at the conclusion of the season will be billed the replacement cost for that uniform.** Some athletic teams require that the student athlete purchase their uniform for hygienic reasons. These specific uniforms and other gear (socks, mouth guards, hats, etc.) may be purchased at the GCS Dragon Store located in the lobby of the Athletic Center.

Practice times for all teams are from 2:40 p.m. - 3:25 p.m., Monday through Friday. Occasionally a coach will request a late or extended practice to prepare for an upcoming game. The student and parents will be notified by the coach if this special practice is scheduled. Interscholastic games are scheduled after school both at GCS and at other schools and pick-up times vary based on location and game time.

Game schedules and times are available on the GCS athletic website, and are subject to change. Daily game information is posted on the athletic hotline (410-531-7345).

Sportsmanship

It is a privilege for each Middle School student to participate on a GCS team, and each student is expected to conduct themselves in a positive manner at all times in practices and games. Good sportsmanship embraces the privilege of being a member of a school team. Being a good teammate and a fair opponent, who is courteous and respectful towards officials, is an example of good sportsmanship. The School expects all of our athletes to be good sports at all times. Students who do not comply with these expectations risk limited playing time, removal from the team and/or face possible disciplinary action.

Parents and spectators are expected to set an example by exhibiting good sportsmanship, respect of opponents, the fans and the officials. Unsportsmanlike conduct that does not reflect positively on the School will not be tolerated.

Athletic and Physical Education Dress Code

The dress code will be enforced for team practices and physical education classes. All students are required to have:

Grades 6 - 8

Gray "GCS" physical education or athletic team shirt

"GCS" athletic shorts

White athletic socks or team socks

Sneakers or appropriate cleats

Sweatshirt or warm-up jacket must be GCS gear

Please Note...only school purchased or school issued approved team apparel is acceptable. **Team Warm Up** clothing is available at the school store.

**All students are expected to have the above athletic clothing on hand at all times throughout the year. Required GCS items are available in the GCS Dragon Store located in the lobby of the Athletic Center.

All students must provide their own personal equipment (i.e., shoes, lacrosse/hockey sticks, gloves, lacrosse gloves, helmets, rackets,

etc.) and safety equipment for participation in their particular sports. **IF A STUDENT FORGETS, LOSES OR IS UNPREPARED IN ANY WAY WITH SAFETY EQUIPMENT, THEY WILL NOT BE PERMITTED TO PARTICIPATE IN PRACTICE OR GAMES.** This is a school policy, and complies with the official rules and guidelines provided by our league through the National Federation and NCAA.

Required Safety Equipment – Grades 6-8:

Soccer (boys & girls)	shin guards
Field Hockey	shin guards, mouth guard (gloves optional)
Girls' Lacrosse	eye mask, mouth guard (gloves optional)
Boys' Lacrosse	helmet, gloves, mouth guard, all pads, athletic protective cup
Baseball	athletic protective cup
Wrestling	headgear

All students must provide their own lacrosse equipment. Helmets, gloves shoulder and arm guards **will not** be available through the athletic department due to NOCSAE certification requirements. Girls' goalie equipment for field hockey and lacrosse will be available from the Athletic Department.

Students will be assigned lockers. All personal athletic/P.E. clothing must be marked clearly at the beginning of the year to prevent them from being mistaken by others as their own. Items not secured or placed in lost and found will be distributed to charity at the end of each quarter.

Athletic/Physical Education Excuse Policy

Excuses for illness will be accepted with a parental note for the first two consecutive days. Extended absences of three or more days require a doctor's written note and must be presented to the athletic trainer, teacher or coach. Failure to comply will result in an unexcused day. A prolonged absence due to a serious illness or injury will require a doctor's written release to the athletic trainer in order to resume any athletic activity.

It is important that athletic/physical education injuries be reported to the athletic trainer, teacher or coach as soon as possible during or after practice or games. Serious injuries will be addressed immediately by the athletic trainer and parents will be notified.

BEHAVIORAL EXPECTATIONS

It is expected that you will be respectful and polite at all times to adults in and around the School and to each other. Students are to understand that consideration for others is expected at all times. Fighting, bullying, verbal harassment, and inappropriate language are not allowed. The school reserves the right to take appropriate action in the case of any student guilty of misconduct in this respect, including detention, suspension, or expulsion.

The following are some examples of the types of misbehavior which could result in disciplinary action, including a demerit or suspension, if the faculty or administration deem necessary: defiance; disrespect; dishonesty; property destruction; stealing; and fighting. Gum chewing is not permitted. If anyone breaks public law, carries a weapon to school, brings dishonor to our community while off-campus, he/she may be subject to disciplinary action. At the end of each term and at the discretion of the faculty and administration, a student may be placed on academic or behavioral probation. A student's status and enrollment is ultimately at the discretion of the Head of School.

BULLYING POLICY AND PROCEDURE

GCS Middle School students are expected to participate in creating and maintaining a positive learning and social environment for all community members. Therefore, bullying and harassment in any form is not acceptable.

Bullying is defined as any verbal or physical action that is intended to hurt, humiliate, exclude, defame, or damage another student's self, reputation, body, or belongings; and occurs on school property, at a school activity or event, or substantially disrupts the orderly

operation of the School.

Examples of bullying can include, but are not limited to:

- Teasing/name calling
- Spreading rumors
- Excluding from or denying access to community spaces and activities such as lunch tables, lockers, locker rooms, hallways, classrooms, recreation, and other community activities
- Hurtful looks
- Sexual harassment
- Damaging, moving, taking, or otherwise harming a student's personal belongings or intellectual property
- Using technology such as text messaging, instant messaging, social networking sites, blogging, or other technological means to harm a student
- Threats
- Physical harm to include pinching, hitting, shoving, slapping, punching, kicking, or touching inappropriately

Students who are bullying targets and bullying witnesses should report the incident as soon as possible to a teacher, nurse, counselor, or administrator. All GCS community members are responsible for creating a safe and positive learning and social environment by reporting incidents of bullying and harassment to the appropriate school personnel in a timely manner.

Consequences

Consequences for bullying behavior may include:

- Detention
- Loss of Privileges
- Parent Notification
- Suspension
- Non-renewal of student contract
- Expulsion

CONDUCT DETENTION SYSTEM

A conduct detention can be received for improper behavior of any kind including inappropriate language, and may be given at any time by a faculty member at his or her discretion. Responsible members of the Middle School community should not need to be reminded of proper conduct in school.

Detention slips will be sent home with the student and are expected to be signed by parents and returned prior to Thursday detention.

The slips will provide the following information: the teacher that issued the detention; the reason for the detention; the time to be served; and the pick-up time.

Detention starts promptly at 3:30 p.m. One hour is served for each detention received. Those serving academic detention should come prepared with the materials needed to work for their assigned time. It is the student's responsibility to get assignments from the teacher who issued the demerit. The proctor on duty will dismiss students at the end of detention and collect all work assigned. If a student fails to meet a required detention, an additional detention will be issued. Detention is to be served immediately or within one week of notice.

Receiving two or more detentions in a marking period indicates a more serious problem. At this time, a parent conference will be scheduled and disciplinary action may result.

A student who receives three Thursday behavioral detentions in a given marking period will be placed on Disciplinary Probation which means the next infraction may lead to suspension. Parents will be notified after the second infraction in a marking period and a parent conference will be scheduled in order for the student to return to class.

Lunch Detention

Lunch detention is issued for less serious infractions during the school day and can be administered by a teacher at any time during the school day. Students receiving three lunch detentions in a marking period will receive a Thursday after school detention.

MATTERS OF DAILY IMPORTANCE

The primary reason for your attendance at School is obtaining an education. At the same time, we believe that there are important aspects of the School community which contribute to the general welfare of everyone. The way you behave, the way you treat others, the way you dress, and the way you approach your school work are all part of your general growth and development. Taken together, these matters all play an important part in the life of the School community.

E-mail Communication

It is required that active e-mail addresses be furnished to your child's advisor and teachers for communication purposes.

Drugs and Alcohol

The possession or use of any drug, including alcohol and tobacco in any form, is expressly prohibited on school property, including the school bus, or at any school-sponsored function. Violation of this rule may result in expulsion from school.

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.

Music Devices

Music devices such as ipods, MP-3 players, walkman players, etc., are fragile and expensive and cannot be safeguarded and are not recommended in school at any time. These devices are not to be used on field trips and are not permitted after school in the extended day program. Devices will be confiscated if they are being used in school at any time during the day. The only exception is on the bus for an away athletic event in which case the device is not to be used during the school day or it will be confiscated.

Cell Phones

Cell phones are expensive and fragile, and cannot be safeguarded in school. It is forbidden to use cell phones during the school day from 7:30 a.m. - 4:00 p.m. In most instances cell phones are permitted in school but are not to be carried by students in jackets, coats or backpacks and cell phones must be placed in lockers until dismissal. The Middle School has a telephone in every classroom and administrative office which can be used by students with the permission of a teacher. Students are permitted to use cell phones in school or on the bus during an athletic event only in urgent, life-threatening situations with the permission of a teacher, coach, or other adult. Cell phones are not used during regular school hours to text message or to make routine calls to family members or friends; this includes during dismissal and/or carpool time. Cell phones will be confiscated and disciplinary action will be taken if any student is in violation of this policy.

School Bus

The same rules and regulations regarding student behavior and respect to others also apply to the school or team bus. Disrespectful behavior directed towards another student or the driver, damaging of property, or behaving in a way which might endanger the safety of other students is strictly prohibited. Disciplinary action including suspension or dismissal from school as well as suspension of bus privileges will be enforced.

DRESS CODE –2010/2011

MIDDLE SCHOOL

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 when they arrive to school will not be able to attend classes until appropriate clothing is brought to school by parents.

BOYS

- Pants..... khaki, twill or corduroy, with belt loops
- Official GCS Oxford shirt, white or light blue, short or long-sleeved, GCS Logo (MUST BE PURCHASED IN SCHOOL STORE)
- Neck Ties..... required, no specifications for color or pattern
- 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, (MUST BE PURCHASED IN SCHOOL STORE)
- GCS sweatshirt..... gray or hunter green, with GCS logo, (MUST BE PURCHASED IN SCHOOL STORE)
- Socks..... visible, required
- Shoes..... brown or black leather or suede school shoes, below ankle
- Belt..... required, no studs or spikes

GIRLS

- Jumper or skort..... GCS plaid, knee length, (MUST BE PURCHASED AT FLYNN & O'HARA)
- Pants..... khaki twill, with belt loops
- Official GCS Oxford shirt.... white or light blue, short or long-sleeved, GCS logo must be (MUST BE PURCHASED IN SCHOOL STORE)
- 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, with GCS logo, (MUST BE PURCHASED IN SCHOOL STORE)
- GCS sweatshirt..... gray or hunter green, with GCS logo, (MUST BE PURCHASED IN SCHOOL STORE)
- Socks..... visible, required
- 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
- Belt..... required with belt loops, no studs or spikes

ALL SHIRTS ARE TO BE TUCKED IN AT THE WAIST

SPRING DRESS FOR BOYS AND GIRLS

Beginning in early May by announcement of the Division Head, these additional items may be worn by boys and girls:

- Shorts..... khaki twill, Bermuda-style knee-length, with belt (no cargo style) (GIRLS MAY WEAR KHAKI CAPRIS)
- Golf/polo-style shirt.... white or hunter green (solid color)

IN NOT PERMITTED:

- Lycra-type clothing
- Denim clothing, including denim jackets
- Over-sized baggy, cargo pants, low-rise or hip hugger style pants or overalls
- Pants that are jean-cut or have rivets
- Boots, clogs, platform shoes, high tops, or heeies, 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
- Clothing with writing or pictures
- Bare midriffs or halter tops
- Visible undergarments
- Sweatshirts (except as specified in uniform code)
- Body piercings other than ears (NO EARRINGS FOR BOYS IN MIDDLE SCHOOL)
- Extreme hair styles, hair colors, or excess make-up

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 and their phone number is 800-441-4122.

SPIRIT DAYS

Occasionally during 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.

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. The Student Council uses these funds for community service projects. 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 that are unacceptable during the school day.

CARPOOL

To enable the car pool system to operate efficiently, it is important that you are out in front of the building and ready to board your car at dismissal. Any misbehavior or failure to follow proper procedure will be reported to the office immediately following dismissal. We ask that parents not leave their cars unattended during the dismissal time and that students not cross the road to get into cars. Students not picked up by 4:00 will be placed in the Extended Day program.

ATTENDANCE

The faculty and administration discourage you from missing School for trips or extended vacations. If you are to be out of School for these reasons, the head of the division should be notified.

You are responsible for completing the assigned work missed during your absence. Extended absences can place a significant academic burden upon you and it is suggested that you do everything to avoid placing yourself in this situation. A note explaining your absence must be presented to your Homeroom Teacher upon your return to School.

Students who arrive at School prior to 8:00 a.m. should report to the upper lobby and then to homeroom at 8:10 a.m. If you arrive late to School for any reason after 8:10 a.m., please report to the office for attendance purposes. A record of your tardiness will be kept in the office and recorded on your report card. Students arriving after 11:00 a.m. jeopardize participating in after-school interscholastic sports contests. Students arriving after 12:00 noon will be considered absent for the day

You will be permitted to leave School early only with a written note or phone call from a parent.

HOMEROOM PERIOD

A.M. – the homeroom period begins promptly at 8:10 a.m. During this time attendance will be taken. In addition, important announcements will be made, including schedule changes and special rehearsals. Although this period is only five minutes in length, it should serve to prepare students for the day ahead. Students arriving after 8:15 a.m. are required to report to the main office or they will be recorded as absent.

LOCKERS

Each student is assigned a hall and gym locker. Students are expected to respect the privacy of other students and are not to enter a locker of another student at any time unless it is for the purpose of collecting homework materials. This policy is strictly enforced and infractions will result in serious consequences. Permanent decorations that cannot be removed such as tape, stickers and markers are prohibited.

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. Friday pizza lunch is available on a cash basis and serves to raise funds for the Eighth grade trip to Williamsburg. 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 facilities to refrigerate or heat lunches brought from home.)

Students are responsible for set-up and take-down of tables for the lunch programs. It is the responsibility of each homeroom on a rotating basis. On days when it is suitable, students will eat outside.

Gum is not permitted at school at any time.

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@elenele.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.

The Middle School Store carries an assortment of school supplies, gym clothing, and other GCS items. The store is open during lunch. 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.

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.

DAILY ANNOUNCEMENTS

Daily announcements will be delivered to students during the morning. These serve to inform you of any schedule change, special programs, and daily activities.

ILLNESS

If your child is ill, and will not attend school, please notify the Middle School office by 10:00 a.m.

HOMEWORK PROCEDURES WHEN ABSENT

If you are absent, homework assignments will be available by class on the GCS website. You are responsible to check and complete homework.

LOST AND FOUND

The “Lost and Found” is located in the downstairs hall outside of room #130. Expensive jewelry, sunglasses, radios, “Walkmans,” etc., are not necessary at School and cannot be safeguarded.

Respect for the rights and property of others is fundamental to the atmosphere at Glenelg. Refrain from borrowing without permission. Damaging property violates the rights of others. Lost Physical Education clothing can be located at the gym in the boys’ and girls’ locker rooms. Please mark all clothing from home clearly with your name to avoid loss.

USE OF OFFICE/CLASSROOM TELEPHONES

You will be permitted to use office or classroom telephones in urgent situations only and with the specific permission of a faculty member. Students are not permitted to use classroom or office telephones for routine communications. Students are expected to be responsible for having all school materials including homework papers and to coordinate after-school plans prior to the start of the school day (7:30 a.m. until 4:00 p.m.).

MOXLEY LIBRARY

The media center is for use during the school day. Any book, materials or equipment taken from the library is the responsibility of the borrower and must be signed out. Reference books such as encyclopedias are **NOT** to be taken from the library at any time.

Students who use the library are to work quietly and not infringe upon the rights of others. Quiet should be maintained at **ALL** times.

STUDY HALL

You are required to be in study hall each day under the supervision of you advisor. Students involved in computer, chorus, drama, student council, etc., are excused as necessary. Those of you who feel it necessary to meet with a teacher at this time are required to have a hall pass and the permission of a specific faculty member prior to the study hall period.

VENDING MACHINES

Soda and snack machines are only to be used at lunch on Fridays or after 4:00 p.m. each day. Soda cans, bottles and wrappers should be disposed of in the proper trash receptacles. Your privilege will be revoked if litter is not suitably deposited.

Students are limited to one vending machine drink and one vending machine snack per day.

RECYCLING

With the School’s concern for the environment, cans, bottles and paper are to be recycled on a regular basis. Use receptacles located throughout the building that is designated only for aluminum, plastic, and paper at all times.

MIDDLE 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.

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.

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.

FINAL EXAMS

Final exams for sixth, seventh and eighth grades will take place at the end of the school year. Final exams will be given in each major subject (i.e., Mathematics, English, Science, Social Studies, and Language) and will be one hour and thirty minutes to two hours in length.

Review sessions will take place the day prior to the exam and a student's performance on these exams will have an impact on the fourth quarter averages.

COMMUNITY SERVICE

The School wishes you to understand your place in the larger community. You are encouraged to help others with whom you come in contact as well as those whom you might never meet. Students are expected to respect the rights and needs of those close to them—in their homes and in the School community.

We would encourage you to take part in community service activities outside the School whenever you have the opportunity.

ACADEMIC AWARDS

Awards are decided by faculty vote. Not every student will receive an award and we will do our best to see that the process is fair to all. The following is a description of most academic awards presented at the end of the school year.

EIGHTH GRADE AWARDS:

The Math Award – this award is based upon a student’s motivation to learn, a consistently high academic average, and a desire to excel in the area of mathematics.

The English Award – the English award is given to an eighth grade student who most consistently demonstrates oral and written skills in the use of our language, demonstrates interest in and commitment to reading and who desires improvement in these skills, and who enthusiastically works to attain that goal.

The Science Award – the selection of the recipient of the science prize each year is based on a number of criteria. The student must have maintained a high academic average in science throughout his/her middle school years. He/she also must exhibit a very good aptitude and a keen interest in the subject. Most importantly, the student must possess a genuine curiosity and excitement about the natural world.

The Social Studies Award – this award is presented to a student with honors achievement in social studies who demonstrates a personal interest in history and current events, and seeks to further his/her understanding of these subjects through independent research.

The French or Spanish Award – the recipients of the French or Spanish awards have not only to attain academic excellence, but demonstrate a keen appreciation of three crucial areas: oral proficiency; written accuracy; and cultural awareness. Throughout the course, the award winners will have shown drive, initiative, and an enthusiasm for the language.

The Latin Award – selecting a student to receive the Latin award is based on a number of criteria. The student must show consistency and eagerness to learn while striving for excellence with a high academic average and a genuine interest in the language.

Art Award – an art award is given to a student who has manifested keen interest in art processes and art history, and who has demonstrated skill in craftsmanship and a desire to extend these skills and processes beyond the classroom experience.

The Music Award – the Music Award is given to the student who exhibits an above average level in class performance combined with a high average on music quizzes and tests. Participation in one or more of the performing groups and a genuine interest in music is required.

The Drama Award – the Drama Award is given to the student who exhibits a keen interest in the performing arts.

Faculty Prize – the Faculty Prize is the highest award that can be given to an eighth grader. It is presented to the boy or girl who, in the judgment of the faculty, exemplifies high standards of academic excellence and strong moral character, and who displays outstanding school citizenship. In short, the award recognizes the one student who must completely fulfill the ideals of the teaching faculty.

Scholar/Athlete Award – presented to the eighth grade boy and girl whose combined academic ability and achievement and athletic skill and performance characterized by exemplary sportsmanship have been distinguished throughout the year.

Academic Excellence Award – this award is presented to all 8th graders who have maintained High Honor Roll and Effort Honor Roll status throughout the year.

OTHER ACADEMIC AWARDS

Citizenship Awards – presented to the sixth and seventh grade students who demonstrate kindness to others, are courteous and polite, are honest and reliable, show good sportsmanship and fair play, have a positive attitude, and serve as a positive role model to others while maintaining a sense of humility.

Community Service Award – this award is given to the student who takes an active role in community service outside the school or has participated in the MYPIC (Maryland Youth Partnership in Charge Program).

Literary Excellence Awards – given for work in reading, writing, or both, that is distinguished in some way—individually given for outstanding achievement in grades six and seven.

Academic Fair Awards – awards are based on excellence in all aspects of the research project, written paper and oral **presentation**.

Academic Improvement Award awards are presented to those students who show exceptional growth in all academic areas throughout the year.

ATHLETIC AWARDS

Athletic awards are decided by the head coaches with the assistance of the athletic director and division head if necessary. At the conclusion of the school year, awards are given to individuals who have excelled in the interscholastic sports program.

Coaches will recognize the Most Valuable Player, the Most Improved Player, and/or a Coaches Awards in each sport. Awards recognizing superior improvement in Physical Education class also may be given to individuals at the discretion of the Physical Education staff.

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.