

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

This handbook is designed to help you become aware of the basic procedures of the Middle School in addition to the traditions and ideals of Glenelg Country School. Please read the following pages at the start of the school year, refer to them often after School has begun and encourage your parents to do so as well. Although, at first, it may seem overwhelming and include a lot of do's and don'ts, it is designated to bring order to an environment that can sometimes be confusing and chaotic. The basis of a fine school suggests principles of good conduct and fair play. Your school life will be more satisfying if you do your best to follow these basic rules and procedures while strengthening the traditions of the Glenelg Country School.

If you are new to the School, we welcome you and want you to feel at home. It is our hope that this Handbook will help you learn more about the School and our expectations for you as a member of the School community. We look forward to your involvement and your contributions.

– 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, on a school bus, and also through the use of technology.**

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 Physical Education, Human Development, citizenship, 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.

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.

CITIZENSHIP

Citizenship will be evaluated each quarter by all teachers on a scale of 1-5. If you consistently show mature and responsible behavior, make a constructive contribution to the School, and are a positive, helpful role model for others, a “1” or “2” citizenship grade will be awarded. If you earn one behavioral demerit during any term, the citizenship grade for that quarter will reflect this.

A “4” or “5” indicates unsatisfactory citizenship and reflects a negative or uncooperative attitude by an individual.

The qualities of good citizenship represent the values that we hold to be important for all our students.

- Trustworthiness
- Fairness
- Respect
- Caring
- Responsibility
- Humility

SCORE EXPLANATION

- 1 **EXCELLENT CITIZENSHIP** — you go well beyond daily expectations for good citizenship and fair play. You are helpful, accept criticism gracefully and treat others with utmost respect
- 2 **GOOD CITIZENSHIP** — your effort for good citizenship is better than average. You often go beyond daily expectations.
- 3 **SATISFACTORY CITIZENSHIP** — your effort for good citizenship usually meets daily expectations.
- 4 **POOR CITIZENSHIP** — you often do not meet citizenship expectations and improvement is necessary.
- 5 **UNSATISFACTORY CITIZENSHIP** — your citizenship effort is inconsistent and needs to be improved in order to meet minimum daily expectations. Your re-enrollment contract for the following school year may be in jeopardy.

MATH GUIDELINES

Minimum math requirements:

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

6th, 7th and 8th graders proceeding from Pre-algebra to Algebra I need to achieve a final average of 80%.

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 at least a grade of 85% in Algebra I, 80% in Pre-Algebra, and 70% on the Final Exams for Math I & II

Under most circumstances it is NOT recommended that students skip a year of math. However, if a student meets all 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 earn at least a grade of 85% in Algebra I, 80% in Pre-Algebra, and 70% on the Final Exams for Math I & II.
- 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.

FOREIGN LANGUAGE GUIDELINES

Middle School Foreign Language requirements for Level 2 students:

In order to qualify for Spanish/French, Level 3, in the Upper School, students are required to meet the following criteria:

Students are required to have a final average of 85% or above.

Students are required to score 85% or higher on the final exam.

Students are required to have a recommendation from their eighth grade foreign language teacher indicating mastery of Level 2.

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 teachers 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. Refer to the 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 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.

Research Paper: 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 may accompany the paper for activities such as the Academic Fair.

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 – 3:50 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. No students or parents are permitted to order team jackets and/or other clothing for team wear. These items will not be accepted or permitted on campus.

**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.

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 strongly suggested 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 after 4:00 p.m. 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.

SCHOOL UNIFORM – 2009/2010 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
- GCS Official Oxford Shirt, white or light blue, short or long-sleeved, GCS logo
(MUST BE PURCHASED IN SCHOOL STORE)
- Neck Tie..... 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, 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
- Shoes..... brown or black leather or suede school shoes, below ankle
- Belt..... required, no studs or spikes

GIRLS:

- Jumper or skort..... GCS plaid or khaki, knee length (MUST BE PURCHASED AT FLYNN & O'HARA) *
- Pants..... khaki twill (MUST BE PURCHASED AT FLYNN & O'HARA)*
- GCS Official Oxford shirt.. white or light blue, short or long-sleeved, GCS logo
(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, pullover or zip-up, with GCS logo
(SOLD 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 BY BOYS AND GIRLS

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)

NOT PERMITTED:

- Lycra-type clothing
- Denim clothing, including denim jackets
- Over-sized, baggy, cargo, low-rise or hip hugger style pants or overalls
- Pants that are jean-cut or have rivets
- Boots, clogs, platform shoes, high tops, or heellies, 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 and/or undershirts
- 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 8:15 a.m. If you arrive late to School for any reason after 8:15 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.

TRANSITION/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 8:10 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 without causing damage to lockers are prohibited.

LUNCH PERIOD

Catered lunch is available either two or four days per week. Catered lunch participants must have a 2 or 4 day lunch ticket to present in order to receive catered lunch. Application forms are available from the Business Office. Friday pizza lunches serve to raise funds for the eighth grade trip to Williamsburg.

The class responsible for setting up tables should do so during the morning book break. The weekly set-up and take-down of tables is the responsibility of each homeroom on a rotating basis.

On days when it is suitable to eat outside all trash should be placed in waste containers. You are expected to participate in taking proper care of the School grounds and buildings. You can do so by staying on the paths and wiping your feet before entering a building, especially when traveling between the Middle School and gymnasium, and help to keep the grounds free from all trash and paper.

GCS DRAGON STORE

The main GCS Dragon Store is located next to the gym in the Upper School building and serves the students from all four divisions. 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. Please call or e-mail the store prior to 12:00 p.m. for same day delivery. If there are any changes to the delivery date, we will inform you. We can be reached at gcsdragonstore@glenelg.org or 410-531-7367.

A Middle School Store is located in the lower lobby of the Middle School and carries an assortment of school supplies, gym clothing, and other GCS items. The store is open mornings and during lunch, depending upon the availability of our parent volunteers. Children can make purchases using cash or have it billed to their student accounts. Please let us know if you do not want your child to use his or her student account.

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 first period. 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 Moodle.

LOST AND FOUND

The "Lost and Found" is located in the downstairs lobby. 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 your 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

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 expected 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.

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

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).

Extended Day is also available on early dismissal days and all school professional development days (**Full Day sessions are available on those days the Primary and Lower Schools are also closed for professional development days**). There is a per diem fee for each noon closing and full-day session. Registration for the noon closing and full-day session is limited to students already enrolled in the Extended Day Program. A separate registration form must be completed in advance for all scheduled noon closing and full day sessions. Care is provided from 8:00 a.m. until 6:00 p.m., 5:00 p.m. on special occasions, for each full day session.

"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 for "School's Out" program is limited to students already enrolled in the Extended Day Program.

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.

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 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 ACTIVITIES

Under the direction of the Coordinator of Auxiliary activities, Glenelg Country School offers the opportunity for students to participate in after-school activities which are conducted on our campus. The programs may include visual arts, dance, crafts, computer, and academic programs. After-school activities may involve an additional fee.

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 in addition to the final grade for the year in a given subject.

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.

EIGHT 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.

Special Recognition Awards — the Newspaper Award is given to the student who demonstrates leadership and commitment in his or her work with the Middle School Newspaper. The Yearbook Award is presented to the student for outstanding effort in the production of the annual Yearbook. The Technical Award is presented to a student who has shown aesthetic appreciation and application for the technical aspects of theater.

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 policy prohibits parents from transporting any students to any school event or activity, except for unusual or necessary exceptions.