

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.

PRIMARY SCHOOL STUDENT HANDBOOK

PRIMARY SCHOOL PHILOSOPHY

Throughout the Primary School years, the goal of our program is the development and education of the whole child, including self-discipline and respect for self and others, as well as an awareness and compassion for others. Our goal is to motivate students to become active learners with positive attitudes and a love of learning. We strive for each child to reach his or her fullest potential as a learner. A dedicated faculty committed to the education of young children provides sound instructional strategies, programs and materials in a facility designed especially for younger students.

Hallmarks of the Primary School Program include:

- a safe, nurturing environment;
- a balanced, enriched curriculum including academics, the arts, and physical education;
- small classes with a structured teaching approach;
- instructional activities that build knowledge, skills, attitudes, and social behaviors for success, both in and out of school;
- early identification of possible developmental delays or learning differences;
- a collaborative approach to provide early and appropriate intervention, if needed;
- frequent communication between school and home fostering parents and teachers working together to meet the academic and social-emotional needs of children.

PRIMARY SCHOOL AT A GLANCE

A child's Primary School years, Pre-K – Grade 1, are formative ones for developing positive attitudes toward self, others, and the world. At Glenelg Country School, we strive to nurture the whole child through a wide range of experiences in academics, the arts, technology, and physical development, as well as to instill curiosity and enjoyment in the quest for knowledge and to influence positive attitudes toward others and the greater world community. They develop emergent reading skills primarily through instruction using the Open Court Reading Program. This program teaches foundational skills, with an emphasis on sequential phonics skills acquisition, using a combination of decodable text and traditional and contemporary children's literature. Students' graphomotor and emergent writing skills develop during the year, as they are presented frequent opportunities to write for a variety of purposes.

Pre-Kindergarten

The Pre-Kindergarten at Glenelg County School offers a developmental program for four-year-olds. The two classes strive for a balance of boys and girls, and students are grouped according to age. A teacher and an assistant teacher teach each class. The basic program meets five days a week, 8:15 a.m. to 1:00 p.m., with the option for Extended Day before and after school. Please refer to the Extended Day section of the Handbook.

The curriculum for the Pre-Kindergarten program is experiential in nature. Opportunities for developing readiness skills in language arts and mathematics as well as science and social studies foster excitement in learning through individual and small group experiences. Ample time for play with appropriate early childhood equipment and with peers allows the children to develop positive social skills. The children also develop competence in self-care skills. There is time inside and outside for activities that develop gross-motor skills. Arts and crafts projects enhance fine motor skills as well as a sense of accomplishment. The weekly activities are enriched through experiences with special teachers in foreign language, art, music, physical education, library, and computer lab.

On a daily basis the students have a mid-morning snack which includes milk and graham or saltine crackers or other appropriate snacks. **Lunch is brought from home unless a child is participating in the catered lunch program.** Milk is provided for all students at

lunchtime. A naptime is part of the extended day for those children who stay past 1:00 p.m.

The Pre-K program is housed in classrooms on the entry level of the Primary School Building.

Kindergarten

Our full day Kindergarten program offers the opportunity to interact socially through a variety of activities as well as to develop a solid foundation in academics necessary for success in the early elementary grades. The kindergartners use hands-on materials for learning in all curriculum areas. They develop early reading and writing skills primarily through phonics instruction, sight words, and the use of traditional and contemporary literature while using the multi-sensory, integrated Open Court Program. Early readers are challenged through appropriate leveled materials and the Accelerated Reader Program. The math program uses the Everyday Mathematics curriculum as a foundation and stresses a hands-on approach to learning concepts.

Social studies and science are integrated throughout the Kindergarten curriculum. Social skills are also an integral part of the daily Kindergarten program. The Open Court Reading Program as well as the Core Knowledge Curriculum provide guides for more formal social studies and science units. The goal of the science program is to connect science to the child's everyday life discoveries and experiences. Kindergarten students also visit the Science Lab once a week for hands-on activities. The Kindergarten curriculum is enriched with special classes in music and art twice a week, conversational French or Spanish three times a week, physical education three times a week, and computer lab and library weekly. The nurturing atmosphere of the Kindergarten helps each child develop positive group social skills, a strong academic foundation, independent self-care skills, and a love of learning. Kindergarten students referred to the Learning Lab may qualify for supplemental or enriched instruction.

Pre-First Class

Glenelg Country School opened the Pre-First Class in the fall of 1997. This program is designed for children finishing their Kindergarten year who need an opportunity to strengthen social, emotional, organizational, and motor skills prior to moving on to a challenging academic First Grade Program. The Kindergarten students with later birthdays are likely to go into the Pre-First Class. These students may have fine intellect and strong academic skills yet struggle to keep up with peers who are developmentally ahead. The Pre-First setting provides children the chance to develop the skill areas that are so important to later school success. The small class size enables the student to grow, allowing him or her to progress at his or her own pace academically. Language Arts instruction builds on the Kindergarten experience, using a First Grade Open Court Reading Program. Writing instruction incorporates handwriting skill refinement, direct teaching of basic writing skills, using the Writing Process, and writing for a variety of purposes. Math instruction is also on a Grade 1 level using Saxon math materials. The science and social studies programs feature curriculum unique to this grade level. Students also experience the enrichment of art and music classes, foreign language, library, physical education, computer lab, science lab, and health education. There are opportunities for enrichment and re-enforcement of academic skills in the Primary School Learning Lab. Pre-First students referred to the Learning Lab may qualify for supplemental or enriched instruction.

First Grade

Students in Grade 1 are assigned to heterogeneous homeroom classes that offer a balance of boys and girls. Their social and emotional growth is fostered along with their intellectual and physical development. The students are divided into homogeneous groupings based on skill and ability for language arts and mathematics.

First Graders move into a more structured academic program that also offers a continuation of enrichment opportunities in French and Spanish, art, music, physical education, library, science lab, and computer lab. The First Grade language arts curriculum uses the Open Court Reading Program that stresses phonics, sight word recognition, and comprehension. The program incorporates increased expectations for reading and writing which scaffolds students' mastery of foundational skills while facilitating the development of good work habits. Independent reading activities, quality paperback books, and the Accelerated Reader Program also challenge students who are stronger readers. Students' written expression skills begin to incorporate basic conventions as they write for a variety of purposes with a focus on targeted skills using the Writing Process. First Graders may qualify for instructional support in the Learning Lab. In mathematics, manipulatives are used to reinforce the basic concepts while the program also provides practice in computation skills in addition, subtraction, and beginning multiplication. Problem-solving, critical thinking skills and "hands-on" activities are an integral part of the program in both mathematics and science. The First Grade social studies program focuses on U.S. history and geography as well as

Ancient Egypt and Indians of South and Central America. Science instruction includes units on magnetism, the human body, simple machines, dinosaurs, and the solar system. The Primary School Science Lab provides opportunities for hands-on activities with the Science resource teacher weekly. Students in First Grade also experience the enrichment of art and music classes, foreign language, library, physical education, and health education. First Graders may also benefit from support or enrichment in the Learning Lab.

Mathematics and Language Arts Placement

Mathematics placement is determined through academic testing and teacher recommendation. Group size and composition are designed to facilitate optimum learning for the individual child's needs and abilities. The groups reflect not only mathematical ability, but also achievement, study skills in general, maturity and behavior. Initial placement decisions are made after a brief adjustment period at the beginning of the school year.

Language Arts classes meet daily in the early morning for an hour and a half. Additional time during the school day may be devoted to writing across the curriculum. Group size and composition also facilitate optimum learning for the individual child's needs and abilities. The Language Arts groups all cover the First Grade Open Court Program, but the pace in each group may vary based on the needs of the students in the group. The Learning Lab teacher as well as the homeroom teacher assesses students in the first week of school to determine placement.

Students may move from one group to another in both Mathematics and Language Arts during the course of the school year, depending on their needs.

RESOURCE/SUPPORT SERVICES

Computer Instruction

Students in Pre-K, Kindergarten, Pre-1st, and Grade 1 receive weekly instruction in the Computer Lab located in the Library area of the Primary School. The computer curriculum is designed with the developmental needs of younger students in mind. Students are introduced to basic graphics, word processing, and keyboarding skills, as well as multimedia presentations, Internet literacy and safety, and programming. First Grade and Pre-1st math students also visit the computer lab for enrichment and reinforcement activities weekly during math classes.

Health Education

Health education is a part of the educational program at each grade level, Pre-K through Grade 1. These classes may be coordinated with the Science Curriculum and meet monthly. The developmentally appropriate health topics include Friendship, Medicines and Other Drugs, Safety, Injury Prevention and Care, Personal Health, Understanding Yourself, and Nutrition. Health classes are taught by a GCS Health Educator.

Learning Lab

One-to-one or small group instruction is available in the Learning Lab for students in Kindergarten, Pre-1st, and Grade 1 who are in need of supplemental support for the acquisition of basic skills. A classroom teacher or parent may refer a student to the Learning Lab if he/she appears to be performing below grade level. Learning Lab services may include consultation with classroom teachers on academic and behavioral concerns; conferencing with parents; diagnostic evaluation including informal observations, screenings, and standardized and/or criterion-referenced testing; remediation/intervention instruction focused on basic skills, either on a long or short term basis; referrals for outside testing; and implementation of academic recommendations from other professionals. A signed parental permission is required before Learning Lab services are provided. Language Arts and Math enrichment opportunities for identified Pre-Kindergarteners, Kindergarten, Pre-1st, and Grade 1 students may be offered as the Learning Lab schedule permits.

Speech and Language Services

The Glenelg Country School maintains a contract with certified, licensed speech pathologists to screen all Kindergartners, new students in Pre-1st and Grade 1, and anyone else who may be referred by teachers or parents for articulation and receptive and expressive language issues. Parents are notified in writing prior to the screening and follow-up re-screenings. Parents also receive a written report of these screenings. Children who need a more in-depth evaluation and/or regular therapy may be seen by one of the speech pathologists

here at Glenelg. Families are also free to seek evaluation through other agencies. The School fees cover the cost of an initial screening while parents are required to pay for evaluations, re-screenings, therapy sessions, and conferencing. These services may be covered by health insurance.

Counseling Services

Glenelg Country School also maintains a contract with the Family Support Center in Bethesda, MD, to provide the services of a Licensed Certified Professional Counselor for consultation with teachers, families, and individual students in the Primary School. The referral process for children involves parental written permission.

Occupational Therapy Services

Glenelg Country School Primary School also provides the opportunity for evaluation and therapy services of Licensed Occupational Therapists. Initial occupational therapy screenings are provided at no cost. On-going services are paid for by individual families.

PRIMARY SCHOOL EXTENDED DAY PROGRAM

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

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

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

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

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

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

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

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

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.

POLICIES AND PROCEDURES

Arrival

Cars dropping off students at the Primary School proceed to the PS circle and pull up as far as possible. Students will be assisted out of their cars by PS staff and older students. **Students should always exit cars on the right side for safety.** Once a car is unloaded, the car may pull away from the circle as long as there is no stopped car in front. **The circle traffic is one lane.** Please do not pass other cars in line. Assistance with helping children out of cars begins at 7:50 a.m. Cars that arrive prior to that time need to bring children into the Primary School for Before School Care. All parked vehicles must be out of the circle by 7:50 a.m. Cars with both Primary and Lower School students unload both at the Primary School to avoid stopping the car line twice.

The School day for students Pre-K – 1st begins at 8:15 a.m. All students Pre-K – 1st should enter the Primary School at the front door. Parents who wish to escort students to class should park in the visitor’s parking area to walk children in through this door. We wish to encourage self-reliance by having PS students proceed with directions unescorted after the initial days of the school year. **Students who arrive in their classrooms after 8:20 a.m. are considered Tardy.** Being prompt to school allows students to have a relaxed beginning to their day rather than disrupting class for others with a late arrival. Students who arrive after 8:20 a.m. are required to sign in at the office. Parents should notify the Primary School Office 410-531-8610 when a child will be late or absent. When homework is requested for Pre-First or First Graders, please call by 10:00 a.m. to make those arrangements. We will fax homework assignments to ill students only if they are out of school for an extended period. It is against the policy of the Primary School to accept homework that is faxed to the Office if the work has been left at home. **When students are dropped off in the morning or picked up in the afternoon, we request that students not retrieve or put items in the trunk or back door of vehicles for safety reasons. Cell phones should not be in use while driving on the GCS campus.**

LS students who arrive at school prior to 7:50 a.m. must be registered in the Extended Day Program and report to the Extended Day classroom in the Primary School for supervision until 8:05 AM.

Students in grades Pre-Kindergarten through First who arrive at School prior to 7:50 a.m. should report to the Pre-K classroom for supervision in the AM Extended Day program.

Students in Primary School report to homeroom at 8:05 a.m.

K – 1 Dismissal

Dismissal for students K – Grade 1 is 3:30 p.m., Monday-Friday.

- Cars picking up both Primary and Lower School students pick up their students in the Primary School car line.
- Cars for pick up at Primary and Lower Schools go through the Middle School parking lot. Cars are allowed to proceed down the driveway when the Operations Staff is sure the bus has arrived. **Initially there is a single line of cars including PS and LS cars**

that line up along the Teardrop of the LS.

- Beginning at the top of the Teardrop by the big tree, two (2) lines of traffic come down toward the Manor House once cars are permitted to come to the front of the PS and the LS.
- The right lane is for cars going to the Primary School Building; the left lane is for cars picking up Lower School students **only**.
- The right lane proceeds to the Primary School to pick up Primary School students and their siblings along the circle at the front of the building.
- Drivers should wait for children in their cars rather than meet them at the door of the school.
- Once children are loaded, Primary School cars proceed to the front of the Lower School as long as there is no need to pass a car in front.
- Any child picked up in the afternoon after 3:50 p.m. may be placed in the Extended Day Program. Parents will be contacted and pay all applicable fees.
- Any student who will be leaving School a different way other than their usual transportation needs a **written note** to inform the homeroom teacher and the office.
- Students who need to leave for special appointments need written notification for early dismissal and must be signed out in the Primary School office. These students should be picked up prior to 3:00 p.m. in order to avoid the regular carpool process.

Pre-Kindergarten Dismissal

At the 1:00 p.m. dismissal, parents should follow this procedure:

- Drivers who are picking up at 1:00 PM drive along the driveway and proceed around the circle at the Primary School in a single line.
- Cars pull forward to the Pre-K dismissal sign.
- Children will be escorted from the Pre-K classrooms to cars.
- Cars should remain parked, with engines off, until the teacher signals that all children are safely in the cars. Cars that are farther back in the line will pull forward to pick up children as the first group of cars exits the driveway going straight ahead.
- Pre-K students who leave at 3:30 PM will be escorted to their cars along with the other students, K-1. (See K-1 Dismissal above.) This procedure is also followed whenever Primary School students are dismissed at Noon with other children in Primary School.

Carpools

While Glenelg Country School does not attempt to establish carpools for families, we gladly facilitate the exchange of information to assist neighboring families to work out carpool arrangements. We request that families who form carpools notify the office in writing of the drivers, days, etc., on the transportation form. Should the School need to notify carpool members of an emergency closing or other change in plans for individual children, we will be able to do so efficiently.

Traffic Pattern

All four GCS divisions dismiss at 3:30 p.m. Primary and Lower School carpools follow these procedures: When approaching the Lower and Primary Schools for dismissal, cars are routed through the Middle School parking lot to bypass the Middle School carpool line. Lower School students with siblings in Primary School are dropped off and picked up at Primary School.

Cars approach the Primary and Lower School Buildings along the driveway counterclockwise in two lanes. In the morning, drivers are requested to pull as far forward as directed at both Primary and Lower Schools. Faculty and Fifth Graders assist students in getting out of cars.

At dismissal, two lines once again serve the Primary and Lower Schools. Cars picking up Primary School students form a line to the right along the driveway beginning at the top of the teardrop area and proceed through the parking area and around the Primary School circle. Once the carpool line moves forward to the PS and LS buildings, students are escorted to their cars parked in front of the PS. The cars then move forward to line up along the side of the Lower School. Cars move forward to the circle area until all children are placed in cars.

For the safety of the children, the driveway in front of the Lower School is blocked to vehicles from 8:20 a.m. to 3:00 p.m., Monday-Friday. We are most concerned about the welfare and safety of our students; therefore, we request that cars not be moving as students are walking on the driveway. We also request that drivers turn off engines once children exit the PS and LS buildings as breathing exhaust fumes is not healthy.

DAILY SCHEDULE

Pre-Kindergarten

The Pre-K day begins at 8:15 a.m. and ends at 1:00 p.m., Monday through Friday. The children have a mid-morning snack and lunch around noon. The activities of the day include group and individual learning times, indoor and outdoor play, as well as opportunities for art, music, foreign language, physical education, and Library on a regular basis. The structure of the day and the activities are developmentally appropriate.

Kindergarten, Pre-First, and First Grade

School is in session from 8:15 a.m. to 3:30 p.m. Monday-Friday. At each grade level, there is a mid-morning break that includes a snack. Lunchtime is usually around 12:00 or 12:15 p.m. and includes an outdoor recess for Pre-1st and First Grade. Kindergarten children have a quiet rest period following lunch with active outdoor play later in the afternoon.

Academic schedules vary from grade to grade, based on developmentally appropriate time periods. Pre-1st and Grade 1 have language arts including reading, phonics, spelling, writing, and language daily in the early morning. These grades have mathematics instruction following the morning snack time. Other academic subjects such as science, social studies, and foreign language, and creative writing occur later in the school day throughout the week. Students in K, Pre-1st, and Grade 1 go to Computer Lab, Science Lab, and Library once a week. The academic day is enriched with physical education and foreign language three times a week and art and music twice weekly.

Lunch Period

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

Gum is not permitted at school at any time.

Homeroom Placement

The Head of Primary School assigns students to homerooms in Kindergarten, Pre-First, and First Grade in heterogeneous groupings. Pre-K groups are assigned to homerooms based on age. Factors considered in homeroom placement include the balance of males and females and interpersonal relationships among the students. Since classroom teachers work very closely at each grade level, the program will not be altered by homeroom placement. Assignment to homogeneous academic groups is based on academic achievement and teacher recommendation.

COMMUNICATION WITH PARENTS

Communication with parents is a hallmark of the Glenelg Country School. We seek to stay in close communication regarding each child's social and emotional development as well as academic progress. Through phone calls, e-mails, parent conferences four times yearly, and trimester progress reports, parents and teachers work together to foster positive growth for our students. Other avenues for communication with parents include the GCS website, www.glenelg.org, the monthly Head of School's letter, and weekly letters from the Primary School Head sent by email on Wednesdays and posted on Moodle. These letters are also posted on the GCS website and keep parents apprised of events and news related to GCS and the Primary School. Teachers also maintain "Moodle" pages on the GCS website to post activities, pictures, and other classroom information for parents.

Trimester Progress Reports

Report cards are mailed to parents of children in the Primary School, Pre-K-Grade 1, three times a year at the end of each marking period. These progress reports include both a checklist for achievement and behavioral objectives as well as narratives describing student progress and any suggestions for improvement.

Parent Conferences

In the Primary School, time is set aside for individual meetings between parents and teachers four times during the school year. The initial conference occurs prior to the opening of school on Orientation Day. This conference also includes the child and allows a low key opportunity for your child to meet his/her teacher and to visit the classroom. The second parent-teacher conference, held after the first month of school, is designed for parents to share information about their child's adjustment to the new grade and insight into a child's learning style as well as an opportunity to ask the teacher pertinent questions and to learn about a child's academic and social adjustment to the new grade.

The following two conferences fall midway during the marking periods and will afford opportunities to discuss academic and social progress since the previous trimester report. Pre-K, Kindergarten, and Pre-First parents always meet with homeroom teachers. In Grade One, conferences are held with Language Arts teachers. However, parents may request a conference with any teacher on conference days as well as at any other time.

Each family is expected to attend scheduled parent conferences during the specified times. Parents are requested to call the Primary School Office at 410-531-8610 to schedule conference appointments. The appointment book for scheduling conferences is available two weeks prior to conference dates. Reminders to schedule conferences will be sent home prior to that time. Every effort will be made to accommodate back-to-back twenty-minute conferences as needed. For the 2010-2011 school year, Parent Conference dates are:

Tuesday, September 7	8:00 a.m. – 4:00 p.m. (Includes your child)
Wednesday, October 13	8:00 a.m. – 4:00 p.m.
Wednesday, January 19	8:00 a.m. – 4:00 p.m.
Wednesday, April 27	8:00 a.m. – 4:00 p.m.

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

GRADING

Grades help parents to know how their child is doing in school. All Primary School faculty members seek to be fair and realistic in evaluating student performance and anticipate that parents will also be realistic in their expectations for their children. In the Primary School, we value conscientious effort, as well as strong achievement.

Reports on student progress are mailed to parents three times each year. Pre-K, K and Pre-1st progress reports will reflect a child's growth and developing skills using these symbols:

C = Occurs Consistently-The student consistently demonstrates mastery of this skill

O = Occurs Often-The student successfully applies this skill frequently

D = Developing-The student applies this skill occasionally

E = Emerging-The student is beginning to acquire this skill

NI = Not introduced-The skill has not yet been introduced

The letters “O”, “S”, and “N” are used on report cards for Grade 1 to designate “Outstanding,” “Satisfactory,” or “Needs Improvement.”

Effort Grades

When students in Pre-K, Kindergarten, and Pre-1st are evaluated on their effort, we use the same scale applied in other areas:

C = Occurs Consistently-The student demonstrates effort consistently

O = Occurs Often-The student demonstrates effort frequently

D = Developing-The student demonstrates effort occasionally

E = Emerging-The student is beginning to demonstrate effort

NI = Not introduced-The skill has not been introduced

The Primary School Physical Education Teachers evaluate the children in specific skill areas using the scales listed above.

Students in First Grade also receive numerical Effort Grades. The following scale is used:

1 = exceeds expectations

2 = meets expectations

3 = meets expectations with assistance

4 = seldom meets expectations

Homework

In the Primary School, homework is assigned on a regular basis for all Pre-1st and First Grade children. At this level, assignments can be expected to take about thirty minutes to complete. Parents of all primary-age children are also encouraged to review school papers daily and to read with their children daily in order to be a part of their educational experience and to reinforce the skills and concepts taught.

First graders begin to have homework in September. Monday through Thursday, these students complete a math worksheet daily and practice math facts each night. Students should also review reading worksheets and story booklets each night. It is also important for First graders to read orally each night, especially when they begin the Accelerated Reader Program.

Pre-1st students have nightly math work sheets and math fact practice sheets. They also have a STAR book to read each night.

Formal homework is not assigned in Pre-K or Kindergarten. However, parents are encouraged to begin fostering good study habits, listening, and thinking skills as they read on a regular basis with their children. The Kindergarten team sends home newsletters that outline concepts presented with suggestions for fun ways to reinforce skills at home. Kindergarten students should practice sight words that come home on a regular basis for mastery. In Kindergarten and in Pre-1st, students participate in two individualized reading programs at home, BEAR (Be Excited about Reading-K) and the nightly STAR Program (Sit Together and Read-Pre-1st) to encourage developing reading skills

The completion of homework should not become a major detriment to parent-child relationships, however. The child's teacher offers age appropriate consequences when homework is not completed satisfactorily or consistently. Parents of younger students may wish to check over the work to see that it has been done carefully. In this case it is more helpful for the parent simply to insure that the work has been done rather than comment on its accuracy. The consistency of a quiet environment and regular study time and place are very important. Parents are encouraged to foster good study habits. It is against the policy of Primary School to accept forgotten homework that is faxed to the Office or to fax assignments home to ill children except when the child is out of school for an extended period.

Throughout Glenelg Country School, we believe that regular homework fulfills several important purposes. First, it allows students to practice various skills and/or reflect on various problems or issues outside of School hours so that teachers can make more efficient and creative use of the time for classroom instruction. Second, it reflects the School's commitment to a more active learning style, whereby students develop independent learning through actual practice rather than through passive observation. Finally, it establishes habits of study, which will be useful in later educational experiences as well as in a life-style that surely will include life-long learning.

Standardized Testing

In the Primary School students are screened using nationally normed evaluative tools. Pre-Kindergartners are individually screened with the Missouri KIDS, which evaluates development in math skills, auditory skills, paper-pencil skills, visual skills, language skills and gross motor skills. Kindergartners are screened in November and in May with the Metropolitan Reading Readiness Test (MRT). Pre-1st and Grade 1 students take the Otis Lennon School Abilities Test (OLSAT) in the fall. First Graders also take the Stanford Achievement Test, Abbreviated Version, in the spring. Individual students may also be screened with diagnostic tests by the Learning Lab teacher to facilitate their placement and academic progress.

CITIZENSHIP

Because the Glenelg Country School community values good citizenship, we strive to foster in all students a caring, responsible and respectful attitude and approach to life. We seek to guide our students in Primary School to demonstrate kindness to others, to have a positive attitude, to be courteous and polite, to be honest and reliable, to show good sportsmanship and fair play, and to serve as a positive role model to others while maintaining a sense of humility. These values are inherent within the daily life of the School. In the classroom, social skills are also fostered through developing problem-solving strategies, and special activities that focus on being a responsible member of society. Primary School students receive a new "Dragon Manner" each month in the weekly assembly. Brought by the GCS Dragon and the Head of School, Dragon Manners help the children focus on values of good conduct, caring, and respect.

DISCIPLINE

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

In the Primary School, we believe that boys and girls respond well to expectations for behavior and academic performance that are clearly communicated to them and that are consistently followed. A clear explanation of appropriate behavior and modeling of good behavior are the first steps used to create an orderly, nurturing learning environment. To insure good conduct, follow-up procedures include giving reminders to the class or group of students, giving reminders to individuals, conducting teacher-student or administrator-student conferences, or conducting parent conferences, as needed. In extreme cases of misconduct, such as students engaging in negative physical behavior toward others, the administration reserves the right to consider suspension or dismissal from a class or the School.

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

DRESS CODE –2010/2011

PRIMARY AND LOWER SCHOOLS

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

BOYS:

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

GIRLS:

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

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

SPRING DRESS FOR BOYS AND GIRLS:

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

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

PERFORMANCE DRESS:

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

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

NOT PERMITTED:

Lycra-type clothing

Denim clothing, including denim jackets

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

Pants that are jean-cut or have rivets

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

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

Clogs or any shoes without a back ankle support

Clothing with writing or pictures

Bare midribs or halter tops

Visible undergarments

Sweatshirts (except as specified in uniform code)

Body piercings other than ears (NO EARRINGS FOR BOYS)

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

Physical Education Dress

Students in Pre-K through Grade One are required to have appropriate athletic footwear to leave at School for physical education. P.E. shoes should have adequate support for active play. During gymnastics units in the winter, girls are required to have shorts to wear under jumpers when necessary. PS gym shorts are to be green or gray with GCS logo, purchased at the school store.

MONEY AND VALUABLES

Students in Primary School are discouraged from bringing money or other valuable “treasures” to School unless these items have a special, short-term purpose. Except for Tag Days or visits to the School Store Kiosk, students have no need for money on a daily basis. Money that is brought in for a specific purpose should be in an envelope marked with the student’s name. We are concerned about responsibility for electronic equipment, jewelry, or expensive toys brought on campus, as we cannot guarantee that these items can be appropriately safeguarded.

PARENT MEETINGS

Parent meetings are scheduled during the year to provide an opportunity for parents to socialize and have speakers and discussions on topics of interest. Evening meetings include Back to School Night, an orientation meeting held during the second week of school. Parents are also encouraged to initiate meetings on topics of interest through Room Parents, Homeroom Teachers, or the Primary School Head.

TELEPHONE CALLS

Parents who wish to talk to a teacher during school hours should call the Primary School Office (410-531-8610) to leave a message or use the automated voice mail system. Teachers will access their voice mail on a regular basis. When it is necessary to reach a teacher after business hours, parents may call the teacher at home. However, evening phone calls should reflect a consideration of a teacher's family life outside of school and should not be made past 9:00 p.m. E-mail is another option for communicating with teachers. Their e-mail addresses are found in the GCS Directory.

PRIMARY SCHOOL VISITORS

Visitors, including volunteers, must sign in and out in the Primary School Building at the office area. At the time of sign-in, visitors will be given name tags to wear while on campus. The name tags should be returned when visitors sign out. Classroom observations and visits are limited in order to prevent interference with classroom instruction. Appointments to visit classrooms are scheduled through the Head of the Primary School.

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@elenelg.org and we will deliver the item(s) to your child's classroom. Please call before noon to ensure same day delivery. Orders placed after noon will be delivered the following school day.

A school store kiosk is open on a regular basis in the Primary School for students to make purchases. The kiosk in the Primary School allows students to shop for items once a week at the beginning of the school day. The kiosk is staffed by parent volunteers and carries an assortment of school supplies as well as various GCS logo and novelty items. Children can make purchases using cash or have it billed to their student accounts. Students who wish to charge their purchases must have a written note from their parents. In order to limit the amount of time "shopping" students should bring \$3 or less on their Dragon Store Day. Charging privileges are extended only to families in good financial standing with the School.

Primary School GCS Dragon Store Kiosk Schedule:

Tuesdays	Pre-Kindergarten
Thursday	Kindergarten
Fridays	Grade 1

SPECIAL EVENTS AND ACTIVITIES

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

Assemblies and Programs

Assemblies occur throughout the year to provide students with a variety of cultural experiences. The Cultural Arts Committee plans

and invites professional artists, musicians, storytellers, dancers, actors, and lecturers to appear before our students. The students perform special programs including Thanksgiving, Winter Celebrations, Martin Luther King's Birthday, Presidents' Day, and Grandparents & Friends' Day. We especially encourage families to attend our student performances.

Monday Morning Assembly

The Primary School students meet each Monday morning at 8:20 a.m. in the Multi-Purpose Room for a brief assembly. At this time students are invited to perform a musical number or share an event or hobby or other creative talent. Announcements by the faculty, administration, or fellow students inform the group about special events during the upcoming week. Occasionally there are also outside speakers. We also use our weekly assemblies to discuss and re-enforce our "Dragon Manners" and to talk about community service projects.

FIELD TRIPS

Each grade in Primary School plans field trips off-campus that enrich the curriculum and provide age-appropriate activities for the students. These trips are generally made via school bus, but classes may use commercial motor coaches for longer trips. Teachers on all field trips carry cell phones in order to maintain communication with the Primary School. The student cost is included in the annual student activity fee for each grade. Field trips feature visits to museums, historical sites, cultural events, and outdoor education facilities. When space and activities permit, we welcome parent chaperones on field trips. The Primary School faculty has adopted guidelines for field trip chaperones, which facilitate appropriate behavior and learning for students on a school sponsored trip. The guidelines are shared with each chaperone prior to a scheduled trip. Siblings are not permitted to accompany classes on field trips.

ACCELERATED READER PROGRAM

The Accelerated Reader Program encourages independent reading among students in Primary School by offering the opportunity for students to take comprehension quizzes on the computer on books read. In the library and in the classroom, books that are a part of the program are identified. Students read books independently or as a class, and then access the program through computers to participate in a reading point system. Classroom teachers monitor student involvement and progress. Readers identified as reading independently in Pre-K, Kindergarten, Pre-1st, and First Grade may participate. Students in Primary School are recognized for their participation at the end of the school year.

COMMUNITY SERVICE

In order to foster our commitment to community service, students in Primary School are involved in projects and activities that contribute to our School, local community, and the world at-large. Some examples of Primary School community service are: helping in campus clean up, making tray favors for hospital patients, collecting food for local food banks, collecting clothing for families in need, collecting money for UNICEF, raising money or contributing items on Tag Days for local projects or projects worldwide, and collecting money to save rain forests in other areas of the world or other special programs such as the Walk for Juvenile Diabetes.

TAG DAYS AND SPIRIT DAYS

As a way to raise money or needed items for community service projects, the Primary School participates in Tag Days to support charitable and environmental programs. The students receive information regarding the purpose and benefits of the organizations supported by Tag Day donations. Tag Days are "dress down" days on which students may wear non-uniform clothing when donating to the special project. Spirit Days are designated for wearing GCS spirit shirts and other clothing with the school logo as a way to show school spirit in all divisions. No donations are collected for Spirit Days.

CITIZENSHIP AWARDS

Citizenship Awards in Pre-1st and First Grade recognize outstanding citizenship. We believe that the qualities of kindness, courtesy, politeness, honesty, reliability, good sportsmanship, having a positive attitude, and accepting positive criticism with grace and humility are important goals for all Primary School students. The citizenship awards exemplify the highest achievement of such goals. Outstanding citizens are chosen from each homeroom, Pre-1st and Grade 1, at the end of the school year. They receive citizenship pins and certificates.

BIRTHDAY CELEBRATIONS

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

DRAGON'S JOURNAL, PRIMARY SCHOOL LITERARY MAGAZINE

In the spring, a collection of student work including art, poetry, and prose from the Primary School is published. Throughout the school year teachers encourage students at all grade levels to “polish” work that will be included in the literary publication. We strive to have every student represented in the booklet. The first issue was published in May 1992.

FIELD DAY

Prior to the close of the School year each spring, the physical education department sponsors Field Day activities. Families are assigned to be Glens or Elgs when their child first enrolls at Glenelg Country School and represent their group while participating. Students in Pre-K, Kindergarten, Pre-First, and First Grade participate in age-appropriate activities and receive participation ribbons.

The highlight of all Field Day events is the Chapman All-School Relay in which a boy and girl from each grade (Pre-K through 12) representing Glens and Elgs race in relay at the close of the Field Day for Grades 2 - 12.

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.

PARENT INVOLVEMENT

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

ROOM PARENTS

Each Primary School homeroom class is represented by one or more Room Parents who serve as vital links between the parents in the class and the School and the Parents and Friends Association. Room Parents work closely with the classroom teachers and are coordinated by Room Parent Coordinators. In order to involve as many parents as possible, Room Parents may not volunteer to represent a child's homeroom for consecutive years. Room Parents are listed in the GCS Directory. In early September a meeting of all Room Parents, classroom teachers, Primary School Head, and Room Parent Coordinators is held to review duties, responsibilities, and guidelines. (Note Guidelines that follow.)

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.

PRIMARY SCHOOL ROOM PARENTS AND VOLUNTEERS GUIDELINES

2010 – 2011

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

**ROOM PARENTS WHO HAVE ISSUES OR CONCERNS SHOULD BRING THEM TO THE
COORDINATORS AND PRIMARY SCHOOL HEAD WHENEVER THEY OCCUR.**