

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 Dragoin* 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 be sign this section on the form. Parents should discuss a plan of action with the nurse.

ALL REQUIRED HEALTH FORMS ARE DUE BY AUGUST 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.

UPPER SCHOOL STUDENT HANDBOOK

Hours of Operation – 7:30 am to 6:00 pm

Head of Upper School – Dr. Ray Broderick – Broderick@glenelg.org

Upper School Office – MaryEllen Prantl - 410-531-5775

To contact a student – Please call the US office. A message can be delivered to your child throughout the day.

Visitors (including volunteers) - must sign in and out in the Upper School Office.

UPPER SCHOOL PHILOSOPHY

The Upper School is an interdisciplinary community where all members are able to become both teacher and students. In the integral nature of learning, teachers from all disciplines share ideas across the curriculum. Active learning is not relegated to the classroom.

Students are responsible for their own learning in the classroom, with teachers as facilitators and guides. Students will become teachers as well, seeking out material, synthesizing their ideas with the ideas of others, and supporting each other.

Students will become critical thinkers, who are able to synthesize, integrate and appreciate the aesthetics of a subject. Because students recognize their sharpening cognitive abilities, take risks in sharing themselves, and receive praise for original and critical thinking, the environment creates a sense of self worth, individuality, and responsibility.

The Upper School provides many challenges and growth experiences outside the classroom as inside. Students are encouraged to explore a variety of extracurricular activities and to take on leadership roles. When students respect themselves and others for their uniqueness, for their diversity, they can come nearest their potential and feel confident in their world.

COMMUNITY EXPECTATIONS

“Freedom is the right to discipline yourself before others do it for you.” – Georges Clemenceau

Respect for others, property and self is the basic tenet of daily life at GCS. While the following guidelines help to define respect, the most valuable tools for remaining a good citizen in our community are personal integrity, self-discipline, and common sense. Students who exhibit an inability to handle the responsibilities vested in them will be subject to consequences. The actions of the School may include loss of free time, assignment to detention, Suspension, placement on Disciplinary Probation, or Expulsion. All Glenelg students are ambassadors for our community, and they should show respect for others at all times. GCS rules apply to all on-and off-campus events.

PERSONAL CONDUCT

HONOR

“...there is nothing more important in education than development of character, because intellect without character is a disaster.” – Robert Coles

The School believes that there is no more important attribute that a student or teacher can have than honor. Trust is essential to the integrity of our 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 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 to dismissal.

The Honor Code was developed by students in 1987. It was revised by students in 1995 and again in 2001. It belongs to you, the Upper School students and will work as well as you make it. You and your teachers are asked to sign a pledge indicating an understanding of and an agreement to follow the principles of the Honor Code.

HONOR CODE

I. Goals and Standards

The Glenelg Country School believes that it has a responsibility for developing a sense of trust and a belief in honesty among its students and faculty. Living a life built on honesty should be a primary goal for our community.

Lying, cheating and stealing are not tolerated in any form in the GCS community. Lying is defined as anything other than “The truth, the whole truth, and nothing but the truth,” and includes half-truths, and anything designed to mislead and deceive others in order to protect yourself and/or others or to inflict harm. Cheating is defined as any attempt to unfairly gain an advantage in any endeavor including, but not limited to, homework, quizzes, tests, papers or any other evaluated assignment. Stealing is defined as taking something that is not yours without asking appropriate permission.

Violations of the Honor Code may result in a recommendation of expulsion, although students usually are given a second chance. Suspension, though, is a common consequence. In all cases, however, the Honor Council judges each case individually and takes into consideration the seriousness of each violation as well as relevant extenuating circumstances.

The foremost aim of the Code is to guide the members of the community by setting a standard. If a student is found guilty of a breach of honor, our hope and expectation is that the student will learn from the experience regardless of the specific consequence.

II. Composition and Selection of the Honor Council

An Honor Council, consisting of three representatives from each grade and two faculty members, will be chosen randomly during the first week of each semester. A student cannot serve both semesters in any one year. Instead of appointing or electing only a few members of the community to be the “keepers of Honor,” the School hopes that through the lottery method of selection, the entire School community can reaffirm the commitment of each of its members to upholding the foundation of trust and integrity on which the community is based.

As a member of this community, it is vital that each individual be aware of the importance of the Honor Code. Each student and faculty member, having been admitted to the Upper School community, is expected to sign a statement acknowledging that she or he understands the goals and procedures of the Honor Code and agrees to support it by being willing to serve on the Honor Council. The Code is designed simply to ensure that every member of the community is aware of the importance we place on the Honor Code and that everyone understands the standards of the Code.

If at some point someone comes to feel that there is a compelling reason why he or she should not be considered for membership on the Honor Council, she or he may submit that reason to the Chair for consideration. The Chair then decides whether or not to grant the request. In order to ensure some measure of continuity and consistency in its deliberations from one semester to another, the Honor Council will be chaired by the Head of the Upper School or his designee. The Chair will be responsible for: 1) educating new Honor Council members in the implementation of the Honor Code; 2) investigating any reports of possible honor violations and convening the Council when there is evidence that an honor violation may have been committed; 3) moderating the deliberations of the Council and voting on a motion brought before the Council only in the case of a tie vote; and 4) maintaining in a separate, confidential file all records of the past deliberations of the Honor Council.

III. Honor Code Procedures

A. Any person wishing to report an honor violation will notify the Chair of the Honor Council or another person in a position of authority.

B. The Chair, having been informed of a breach of the Code, immediately will attempt to gather all the facts relevant to the situation. When the Chair ascertains that there is enough evidence to summon the Honor Council, the Council will meet as soon as possible. When there is not enough evidence, or the facts are not certain enough, then the matter will be dropped.

C. The Council will be made up of twelve students and two faculty members and a non-voting Chair. If a member of the Council is suspected of breaching the Honor Code, he or she will be excused from serving on the Council while his or her case is being heard. A quorum for the Council will be eight students and one faculty member. When extended absences from School make it unlikely that a quorum can be reached promptly, the Chair may hold a special lottery in order to select enough temporary members to attain a quorum.

D. A student accused of a breach of honor has the option of inviting his/her advisor to the Honor Council meeting.

E. When the Council convenes, the first step is for the Chair to summon the student suspected of breaching the Honor Code and his or her advisor (if attending). The individual who turned the matter over to the Honor Council then presents an account of what happened. The student is then invited to relate his/her account of the incident and to answer questions posed by Council members. In addition, other faculty members or other students who may have relevant information may be summoned by the Council to answer questions. When all relevant questions have been asked, all students and faculty members not on the Council will be excused and the Council will begin its deliberations alone. The Council will attempt to arrive at consensus on all decisions. When this is not possible, a vote will be taken. All votes will be by secret ballot. All the deliberations of the Council, including the votes taken, are considered confidential and may not be discussed with any person not on the Council other than the Head of the Upper School. If the accused student is found guilty of an Honor Code violation, possible disciplinary measures will be recommended. Again, if consensus cannot be reached, there will be a vote by secret ballot. Once a recommendation is arrived at, the Council will invite the student back and inform him/her of its decision. The Chair and one student member of the Council will present the Council's recommendation with an explanation to the Head of the Upper School.

F. The Head of the Upper School, having received the recommendation of the Council, will proceed to make a final decision. He may ratify the recommendation, ask the Council to reconvene in order to reconsider its recommendation, or reach a different decision. In all cases, the judgment of the Head of the Upper School is final. A student wishing to make an appeal based on new information should do so directly to the Head of the Upper School. If the Head of the Upper School confirms that an honor violation has been committed, he will inform the school community of the case and an account of the decision that was reached, without identifying the student in question.

IV. Plagiarism

Plagiarism, that is, presenting another's work as one's own, combines both stealing and lying. When students plagiarize someone else's words or ideas, they are stealing intellectual property from that person. Additionally, taking credit for this work is lying. Plagiarism includes direct quotation, paraphrasing, or summarizing without proper citation. Following are some basic guidelines for plagiarism infractions.

Grade 9 and Grade 10:

First Offense (anytime in Grade 9 or 10)

A mandatory conference with the Head of Upper School, Dean of Students, and Teachers -A possible consequence may be getting a zero on the assignment. The opportunity to rewrite the assignment will be granted at the discretion of the teacher. Subsequent offenses are referred to Honor Council.

Grade 11 and Grade 12:

First Offense is immediately referred to the Honor Council (unless the student is new to GCS – in which case, the first offense is like that for underclassmen)

PERSONAL BEHAVIOR

Through their actions and words each member of our community should be mindful of the feelings and rights of others. Students will be respectful and polite at all times to adults in and around the school and to each other. Students are to understand that consideration for others is expected at all times. Fighting, bullying, harassment, personal displays of affection and disrespectful language or behavior is not allowed. The school reserves the right to take appropriate action in the case of any student guilty of misconduct in this respect.

If a member of the Glenelg community breaks public law or brings dishonor to our community while off-campus, he/she may be

subject to disciplinary action.

The Upper School facilities are as accessible to students as possible. The openness of the School is a privilege, and students must take responsibility for its condition and appearance. When damage (as opposed to natural wear and tear) occurs, students may be assessed an extra fee and/or asked to “pitch-in” and help with repairs, and are subject to disciplinary action.

Gambling and card games are not permitted.

Glenelg Country School is a **DRUG-FREE campus**. The use or possession of tobacco, alcohol, or any other drug is a serious matter and may result in expulsion from School. Any school-sponsored trip and events represent an extension of our campus.

Weapons of any kind including firearms, 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.

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

LUNCH PERIOD & SNACKS

Students in all grades have the option of a daily catered lunch program, Monday-Thursday, and a Friday pizza lunch. Families may subscribe to the catered lunch program by the semester for two (Monday and Wednesday) or four (Monday through Thursday) days a week. Friday pizza lunches are available on a cash basis. Friday pizza lunch is available on a cash basis and serves to raise funds for the prom. 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.

Microwave ovens are available in the kitchen. Students may also use the kitchen to prepare their food at lunchtime, but must clean up after themselves, including cleaning and putting away any dishes or utensils used.

Students are expected to clean up after themselves before the lunch period is over. Advisor groups will do general cleanup at the end of the lunch period by, wiping down tables and sweeping the floor.

A snack may be brought from home to enjoy outside of class. Drink and snack machines are also available.

Students may eat in the Lunch Area or outside at the picnic tables. Students are allowed to eat in classrooms of the Upper School **ONLY** with the permission of a teacher.

Lunch meetings occur at a table in the forum area. Groups must sign up for meeting time.

Gum is not permitted at school at any time.

FREE TIME

Students who are not in class may use free time to meet with teachers, do homework, use the Library, or relax with friends in supervised areas of the Upper School. Students may not congregate in any hallways or stairwells during their free time. The forum space must be respected: no indoor sports, no loud noise or loud talking, no lying down on the floor, no sleeping. Students are responsible for keeping the forum area clean. Forum privileges may be taken away if protocol is not followed. Students must remain on campus, and be respectful of academic classes in session by being quiet and orderly.

CLASSROOM BEHAVIOR

Respect for classes in progress and for students studying is vital in a learning community. Students will respect the learning process and adhere to established classroom rules and procedures.

At the discretion of the teacher, classroom disruptions may result in dismissal from class.

ELECTRONICS

Personal music players are allowed during free time as long as they are not loud enough to be heard by others. Social interaction is important in our community, and we hope that students will not abuse this privilege.

The TV/VCR and computers are for educational use only. This includes the use of personal laptop computers during free periods. Excessive non-educational use of school computers can result in loss of computer privileges. We encourage the academic use of personal laptops during free periods.

Use of a cell phone during the day will result in a detention.

Students who need to make calls during the day should use their advisor's telephone, or ask to use a phone in the Upper School Office. Parents who need to reach their children during the day are asked to call the Office; a message will be placed in the student's mailbox. Parents: please do not call your child's cell phone during the school day.

CONDUCT SYSTEM

Glenelg Country School's conduct system is designed to help students clearly understand the expectations set forth by the school and the community at large. It is not designed to punish students for every minor infraction rather, it is meant to help students see the consequences of their actions. The "point" system helps to distinguish the impulsive decision from the premeditated decision. We believe that teenagers make impulsive mistakes that do not equal, in consequence, those decisions that require forethought.

The conduct system is intended to help students meet their obligations on a daily basis and to serve as a reminder that we expect every member of the GCS community to act responsibly, be respectful, and to work toward reaching their potential in all aspects of their life.

CONDUCT PERIODS AND STANDARDIZED RESPONSES

The point system is designed to keep students informed of their general conduct throughout the course of the year. Each student's conduct record will be monitored by the Dean of Students who will remind students when they begin to exceed the acceptable limits of the conduct system and, when necessary, inform them of any standardized response from the school.

5 Points (and each successive 5 point total) = Detention/Work Crew

15 Points = Disciplinary Warning and assigned Detention/Work Crew. This will include a letter sent home to parents explaining Disciplinary Warning and that their son or daughter is dangerously close to Disciplinary Probation.

20 Points = Disciplinary Probation and assigned Detention/Work Crew. This requires a mandatory meeting between the parents of the student, the student, and all appropriate school personnel. The purpose of this meeting is to create a realistic plan for the student to meet community expectations throughout the remainder of the conduct period. At this point, the student must meet the expectations outlined in this meeting or a suspension from school would be considered.

Removal from class or any blatant disrespectful behavior will result in automatic detention/work crew and a meeting with the Dean of Students.

Any student who reaches Disciplinary Warning and/or Disciplinary Probation in successive conduct periods may call into question their ability to remain a student at GCS.

REPORTING OF DISCIPLINARY ACTIONS

For several years, colleges have been asking students to self-report discipline infractions in which they have been involved. We encourage students to consult with their college counselor on how to report their disciplinary actions. More and more colleges have begun to ask schools to report the same information. Our School policy is not to report disciplinary actions to colleges. However, when asked by a college or university to confirm or provide information regarding an incident reported by the student, we will comply. In case of repeated serious transgressions, the school may choose to report.

LATENESS AND ABSENCES

Tardiness and absenteeism are serious disruptions to academic progress. Glenelg teachers believe that it is important to hold students accountable for being at School and in class on time. Absences and unexcused lateness to School will be included in a student's final report card. Individual classroom teachers may deny academic credit to any student who misses an excessive amount of any class during the academic year.

Students will arrive on time for their commitments. **The first academic commitment begins with advisor meetings each morning at 8:12 a.m. SHARP.** Be on time for all classes, including Forum. If a pattern of lateness emerges, the student will be subject to disciplinary action and then a parent meeting will take place.

A student who arrives to School late should report to the office and present a note from a parent explaining the tardiness. It will be determined by the office if the late arrival is excused or unexcused. **In order to be eligible for after-school activities, a student needs to arrive at School by 11:00 a.m.** Exceptions to this can be made only by the Head of Upper School.

When absent from School, students are responsible for getting assignments and keeping up with missed work. Whenever a student is absent from School, regardless of the reason, a parent or guardian must call the office or send a signed note by 9:00 a.m.

If a student is absent due to an illness for 3 days or more, a doctor's note is required prior to their being able to return to school.

Extended absences and/or absences immediately prior to and after school holidays. GCS families are strongly urged by the School to plan family trips during our regular school holidays. Long absences and/or those around holidays are discouraged and present an unwanted strain on both students and teachers. In order for a student not to receive an academic penalty of a zero each day, a parent must submit in writing a request to the Division Head for approval of such absences 10 days ahead. Students are responsible for academic content and completing all work missed within a week of their return. Whenever you know ahead of time that you will miss class, please let the teacher(s) know right away.

Absences due to suspensions: students who are suspended from School for any period of time will receive zeros on all tests and quizzes during their absence. Students may be allowed to receive credit for homework but must submit work immediately upon their return to School.

Please schedule medical and other appointments outside normal school hours whenever possible.

DRESS CODE 2010/2011

UPPER SCHOOL

Students are responsible for maintaining an appropriate appearance that adheres to the Dress Code at all times while on campus. The School strongly discourages extremes in personal appearance. The administration will decide if appearance is extreme on a case by case basis, and then will instruct the student to remediate accordingly.

BOYS

| | |
|------------------------------|---|
| Pants | khaki twill or corduroy dress style, with belt loops, button at waist |
| Official GCS Oxford Shirt... | white or light blue, tuck-in tails (short or long-sleeved) must be purchased from school store |
| Ties..... | required |
| Sweater..... | plain white or hunter green, cardigan, crew, v-neck, or vest style |
| Official GCS fleece..... | pullover or zip-up, gray or hunter green, long-sleeved or vest style, with GCS logo, sold in school store |
| Official GCS sweatshirt..... | gray or green, with GCS logo, sold in school store |
| Official GCS Team Jacket.. | Jacket/Pullover (Approved by Athletic Department), sold in school store |
| Socks..... | required, visible, matching solid white or dark color |
| Shoes..... | brown or black; leather or suede formal shoes, below ankle (no boots) |
| Belt..... | required, (no studs or spikes) |
| Sport jacket..... | required on special occasions |

ALL SHIRTS ARE TO BE TUCKED IN AT THE WAIST

GIRLS

| | |
|------------------------------|---|
| Jumper..... | GCS plaid, knee length, must be purchased at Flynn & O'Hara |
| Skort..... | GCS plaid or khaki twill, knee length, must be purchased at Flynn & O'Hara |
| Pants..... | khaki twill or corduroy dress style, with belt loops, buttons at waist, to be purchased at a purveyor of choice. No low rise or hip huggers |
| Official GCS Oxford Shirt... | white or light blue (short or long-sleeved), must be purchased at school store |
| Sweater..... | plain white or hunter green, cardigan, crew, v-neck, or vest style |
| Official GCS fleece..... | pullover or zip-up, gray or hunter green, long-sleeved or vest style, with GCS logo, sold in school store |
| Official GCS sweatshirt..... | gray or green, with GCS logo, sold in school store |
| Official GCS Team Jacket... | Jacket/Pullover (Approved by the Athletic Department) sold at the school store |
| Socks..... | Required, visible, matching, a solid white or dark color |
| Tights/Leggings..... | white, hunter green, gray, or black (solid color leggings or tights) |
| Shoes..... | brown or black leather or suede formal shoes, no more than a 1" heel, below ankle, Closed heel and toe (no boots) |
| Belt..... | required (no studs or spikes) |

ALL SHIRTS ARE TO BE TUCKED IN AT THE WAIST

Students out of dress code, at the discretion of the Dean of Students, will be asked to call home for the appropriate clothing and will not attend class until they are in appropriate dress. Illegal sweatshirts, hats etc., will be confiscated.

GCS uniform items may be purchased from Flynn & O'Hara. You may visit their store at Burwood Village Center, Baltimore-Annapolis Blvd. and West Furnace Branch Road, Glen Burnie - 1-800-441-4122. Their hours are Monday, Tuesday, Thursday, Friday and Saturday, 10:00 a.m.- 5:00 p.m.; Wednesday, 10:00 a.m. - 7:00 p.m. To order on-line, go to www.fando.net; to order by phone, call 1-800-441-4122.

SPECIAL DRESS DAYS

Any student inappropriately dressed on a "special dress" day will not be allowed to attend classes until they are dressed appropriately. Faculty and Administration will make determination of appropriate dress. Infractions of the dress code during the day result in disciplinary demerit.

SPRING DRESS

Spring Dress is knee length khaki Bermuda shorts (not cargo style), girls may wear capri pants, official GCS polo shirt (purchased from the school store), belts, sneakers with socks (no flip flops or sandals). Shirts must be tucked in.

SPIRIT DAYS

Occasionally during the school year there are Spirit Days when students are asked to wear official Glenelg Country School top, t-shirt or sweatshirt, to promote community and school spirit.

CLASS COLOR DAYS

Occasionally there are class color days in the Upper School when students are encouraged to wear clothing in their class colors to promote class unity and spirit.

TAG DAYS

Several times during the school year, GCS sponsors TAG DAYS to raise funds for charitable organizations. 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.

NOT PERMITTED:

- hip huggers or low riders
- visible undergarments
- clothing that is worn, cut off, torn, has holes, or is too tight
- flip flops, sandals or other open toed shoes
- bare midriff or halter tops
- shorts or skirts above the knees

LOCKERS AND PERSONAL POSSESSIONS

Each student will be given two lockers and combinations-one in the academic building, the other in the locker room. For the safety and security of all members of the community, all bags, backpacks and personal items must remain with the student or in one of the two assigned lockers. The students have an obligation to respect the privacy of other students and enter other students' lockers only with the explicit permission of the student to whom the locker is assigned. It is the student's responsibility to secure his/her locker. We discourage students from bringing valuable possessions to School, but when necessary they are urged to lock their lockers or to give such

valuables to an adult who can secure them in a safe place. In all circumstances, the School reserves the right to inspect student lockers, either collectively or individually, for any reason deemed necessary by the School. While a locker is assigned to the student, the locker remains the sole and exclusive property of the School.

TRANSPORTATION AND CAR REGISTRATION

The school policy prohibits parents or other students from transporting students to any school event or activity, except for unusual or necessary exceptions. Specific written permission is required to allow such exemptions and final decisions remain at the discretion of the Head of the Upper School.

During the first full week of School, students who plan to park on campus are required to register all vehicles they may drive to School. Student drivers should fill out the appropriate form and return it to the Upper School Office.

Students who drive will adhere to the fifteen mile an hour speed limit and will not move their cars during school hours. All drivers on campus are expected to drive with courtesy at all times, especially when arriving and departing from school parking areas. Driving on campus is a privilege that may be revoked if a student is found to have been driving in a hazardous manner.

SENIOR PRIVILEGES

Members of the senior class who are in good academic and disciplinary standing are eligible to receive certain privileges. These privileges are granted as we recognize the ability of seniors to handle more adult responsibilities in the latter stages of their high school careers. Privileges are not rights and result from responsible behavior and assumed continued responsible behavior. Parameters of senior privileges will be determined on a year to year basis by the Grade 12 Dean, Dean of Students and Head of Upper School and shared with seniors throughout the course of the school year.

SAFETY DRILLS

Fire drills and other emergency drills are conducted on a regular basis. Students should become familiar with the procedures to be followed in each classroom. The procedures are posted in each classroom and office.

ACADEMIC POLICIES AND PROCEDURES

MINIMUM GRADUATION REQUIREMENTS

Humanities

- Ancient Studies (Grade 9)—2 credits
- Western Studies (Grade 10)—2 credits
- American Studies (Grade 11)—2 credits
- Senior Studies (Grade 12)—2 credits; requirements include
 - Integrative Seminar (Grade 12)—1 credit
 - Modern History (Grade 12)—1/2 credit
 - An additional Humanities Elective—1/2 credit*

* Beginning with the Class of 2011, all students will be required to take at least one course that is identified as a “World Elective” during their high school careers. The World Elective may be used to complete the 2-credit requirement for seniors, or it may be taken during the sophomore or junior years. Regardless, students are required to complete two full credits of Humanities during the senior year, and must be enrolled in at least two Humanities courses each semester. See the course selection sheet for the list of courses that meet the World Elective requirement.

World and Classical Languages

Successful completion of Level 3 in one World or Classical language. Students must take, at minimum, two (2) years of one World or Classical language in the Upper School. Students may not change languages until they have completed level three of one language.

Mathematics

Four years of math in high school, or math through Pre-Calculus are required.

Science

Biology I, Chemistry I, and Physics I are required.

Fine Arts

One full credit must be completed during four years of High School selected from Studio Art, Photography, Chorus, Drama, Instrumental Music, or other options by approval.

Civic Leadership Program (CLP)

Grade 9 students are required to take CL 9; Grade 10 students are required to take CL 10.

Physical Education-

A one-credit Physical Education Health and Human Development pass fail course is required for Grade 9. The course is divided as ½ fitness, ¼ human development and ¼ CPR and first aid certification. Students must pass each section in order to gain Physical Education credit. Grade 10 students must take a one-semester (1/2 credit) in-day Physical Education class OR participate in one season of a team sport.

School Service

Four years required: 25 hours each year in Grades 9 - 11, and 20 hours in Grade 12.

Total required academic credits: 22

You must carry a minimum course-load of:

- 5 ½ academic credits in Grade 9
- 5 ½ academic credits in Grade 10
- 5 ½ academic credits in Grade 11
- 5 ½ academic credits in Grade 12

*Notes:

- You may receive advanced standing in grade nine for high school courses successfully completed in grade eight, based upon an evaluation of pertinent materials. Such courses will be limited to French, Latin, Spanish, and Mathematics. However, you are still required to carry the minimum course load each year.
- Anyone earning less than a C -in Mathematics or Foreign Language may be required to do summer work before continuing to the next level.

(Exceptions to any part of the GCS program are made at the discretion of the Head of School)

Senior Requirements

Seniors must take a minimum of 5 ½ academic credits, pass all courses in which they are enrolled, and meet minimum graduation requirements.

GRADING

Grades are awarded on the following scale:

Grade Equivalents G.P.A.* Grade Equivalents G.P.A.* Grade Equivalents G.P.A.*

| | | | | | | | | |
|------|--------|-----|------|-------|-----|------|-------|-----|
| A+ = | 97-100 | 4.3 | B- = | 80-82 | 2.7 | D+ = | 67-69 | 1.3 |
| A = | 93-96 | 4.0 | C+ = | 77-79 | 2.3 | D = | 63-66 | 1.0 |
| A- = | 90-92 | 3.7 | C = | 73-76 | 2.0 | D- = | 60-62 | .7 |

| | | | | | | | | |
|------|-------|-----|----------------------------|-------|-----|-----|------|---|
| B+ = | 87-89 | 3.3 | C- = | 70-72 | 1.7 | F = | 0-59 | 0 |
| B = | 83-86 | 3.0 | *(modified 4 point system) | | | | | |

Effort Grades

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

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

GRADE POINT AVERAGE

A student's grade point average (GPA) will be included on the official school transcript. The weighted and unweighted GPA will be included on the transcript, although, only the unweighted GPA will be listed on the report card. Courses designated as Honors (H) or Advanced Placement (AP) will carry additional weight on the transcript. Honors courses earn an additional .5 point, and AP courses earn an additional 1.0 point.

HONOR ROLL

An honor roll containing the names of students who have done excellent work or shown superior effort is established at the end of each marking period. There are three types of honors:

1. "High Honors" designate Honor students who have an A-average (3.7 G.P.A.) or better with no grade lower than B;
2. "Honors" are awarded to students earning a B average (3.0 G.P.A.) or better with no grade lower than C; and
3. "Effort Honors" are awarded to students who have put forth exceptional effort. Specifically, this means that they have earned a 2 average with nothing below a 3 on the 5 point scale.

REPORTS

Scheduled reports to parents will take several forms. In the middle of each quarter, parents will receive a progress report, in which classroom instructor's comment briefly on participation in class and on effort and achievement in homework and specific quizzes, tests and other graded assignments. (A need for more frequent reporting will be decided on an individual basis.) At the end of each quarter, report cards are generated which include grades and a comment from each teacher on academic performance. All Progress Reports and Report Cards are accessed through the Parent Portal. Parents are notified via e-mail regarding the posting to the portal. In some cases, a student, parent, teacher, or advisor may request more frequent reports from School via written reports or e-mail. Arrangements should be made with the advisor to help oversee the appropriate reporting process.

HOMEWORK AND STUDY HABITS

As a general rule, students should find that work assigned outside of class requires 30 to 45 minutes a day for each course taken. Students need to make good use of any free periods for study so that not all homework is left to be completed at home.

Regular homework 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. It reflects the School's commitment to a more active learning style, where students develop educational skills through actual practice rather than through passive observation. Finally, it establishes habits of study which will be useful in later educational experiences as well as in a life-style that surely will include continued learning.

One of the School's concerns is that students develop early the self-discipline and study habits that will keep them up-to-date in

meeting the deadlines of your courses. In addition, one unit of 9th grade CL9 is focused on learning styles and study skills.

We also work to help students develop the self-discipline necessary to make study halls unnecessary. After the first quarter, only those students who demonstrate that they need the structure of study halls are assigned to them during regular free periods. Each quarter, grades and effort marks are reviewed and teachers and advisors make study hall recommendations to the Dean of Students.

ACADEMIC MONITORING

All students undergo an academic review at the end of each quarter conducted by the grade-level deans. Academic difficulty will be addressed as follows:

Stage One – Academic Warning

A student earning one F or two Ds in one quarter will be placed on Academic Warning for the ensuing one quarter. The following steps are taken:

- Student meets with the Academic Counselor to discuss and document the warning status; a letter is sent to parents and to the advisor.
- Student meets with Academic Counselor and teacher to establish specific adjustments.
- Student dedicates at least one free period to a Study Hall.
- Student meets weekly with Academic Counselor to monitor progress.

If at the end of the Warning period, the student has no grade less than C-, the Academic Warning status terminates with no further consequences. However, repeated episodes of Academic Warning may jeopardize the student's enrollment.

Stage Two – Academic Probation

If at the end of the Warning period, the student has a least one grade that is less than C-, the student is placed on Academic Probation. The following steps are taken:

- Student meets with Academic Counselor and teacher to review the Warning period progress and to establish specific expectations.
- Parents meet with Head of Upper School, Academic Counselor, and Advisor to review the academic expectations, and to discuss and document the probationary status and its possible ramifications, which may include:
 - suspension from extracurricular activities
 - holding of reenrollment contract
- Student continues weekly meetings with Academic Counselor to monitor progress.
- Student dedicates all free periods to Study Hall.

To terminate the Academic Probation status, the student must have two consecutive quarters with no grade less than C-. If the probationary status is maintained for four consecutive quarters, the student may be dismissed from the School. In addition, repeated episodes of Academic Probation/Warning may result in the student's dismissal.

ACADEMIC FAILURES

“There is no such thing as failure; only useful information about what to do next.” – Unknown

When students fail a course given by the School, they are expected to make up the failure by repeating the course through an accredited program or by undertaking additional study prior to the next academic year and by passing a make-up examination. In any case the original, failing grade will continue to be noted on the student's transcript. Upon successful completion of the summer study, the credit earned for the course will be recorded on the transcript. It is the responsibility of the student to make arrangements for making up any failure. In addition, anyone earning a D-, D, or D+ for the year in a foreign language or math may be required to do summer work before continuing to the next level. A competency test may be given at the end of the summer.

DROPPING OR ADDING A COURSE

The Add-Drop period for full year and first semester-only classes ends September 30; for second semester-only classes, the date is January 31. Courses dropped by these deadlines will not be noted on the student's transcript. Requests to add classes are considered on a

space-available basis.

If a course is dropped after the deadline, a grade of WP (Withdraw Pass) or WF (Withdraw Fail) will be recorded on the transcript, depending on the student's status at the time.

The final date to withdraw from any full-year course (with the transcript notation of WP or WF as explained above) is one week after receipt of second marking period report cards. For first semester-only classes, the final date to withdraw is the end of the first quarter. For second semester-only classes, the final date to withdraw is the end of the third quarter.

Students must maintain the minimum number of credits (5 ½).

CHANGING LEVELS WITHIN THE SAME SUBJECT

On occasion it is appropriate to adjust the student's placement after the school year has begun. For example, if the student begins the year in the Honors level of a class and finds it too challenging, she or he may wish to switch to the Regular level of the class. It may also be the case that students placed in the Regular level wish the increased challenge of the Honors course.

Requests for a change **from a Regular section to an Honors section** must be made within one week of receipt of the first Progress Report or students will fall too far behind in the class. Requests for a change **from an Honors section to a Regular section** must be made one week after the end of the first quarter.

Moving from a Regular or Honors level course to an Advanced Placement level requires the permission of the instructor.

All schedule changes are made on a space-available basis.

STANDARDIZED TESTING

On an annual basis we participate in a national standardized testing program that enables us to monitor your progress in the curriculum areas as well as our school in comparison to others throughout the United States. Preliminary SAT is administered to all Grade 10 and Grade 11 students in October.

EXTENDED/UNTIMED TESTING

Extended time for testing is allowed on classroom and standardized tests when a current educational evaluation is on file recommending accommodations. The student must make arrangements in advance with the Academic Counselor. Students who wish to receive extended time on the PSAT, SAT, ACT or Advanced Placement tests, must apply directly to the testing agency 2-3 months in advance of the test date. For more information and to obtain the application, please contact the Director of College Counseling.

ADVANCED PLACEMENT STANDARDS AND REQUIREMENTS

Advanced Placement courses are very serious academic challenges and require a great deal of time. In order for Glenelg Country School students to register for and take AP (Advanced Placement) courses, they must obtain, in writing, approval from the AP teacher as indicated by the teacher's signature on the course selection sheet. Students who take Advanced Placement courses are required to finish the course and take the Advanced Placement test in May. Failure to sit for the exam will result in the removal of the AP designation from the student's transcript.

CREDITS OUTSIDE OF GCS

Mentorship

The Mentor Program is an off-campus, one-credit experience for juniors and seniors. They are provided with expert professional guidance in advanced investigation or creative production for an average of 5 hours per week. Typically, but not always, students find placement with an agency or company in a field related to a potential career. Other times it is simply an area of interest that the student wishes to pursue in more depth. An application, which may be obtained from the Upper School Head, must be submitted by August 1 for this program.

College Courses

If students wish to take a year-long or semester-length academic course at the secondary or post-secondary level which the School does not offer, they may, with prior approval, enroll in such a course at a nearby accredited secondary school or college and earn full or half credit. It must be determined in advance that the course is comparable in quality and scope to year-long or semester-length courses in the School's curriculum.

Summer Courses

Full credit is **not** awarded for a course taken for the first time during the summer or some other period of time that is shorter than a normal school year, unless the School is convinced that the quality and the scope of the course in question is comparable to those of a year-long course in our curriculum. Moreover, when a student seeks full credit for such a course, they may be required to pass an examination composed and administered by the School that tests your general mastery of the course material. In any case only credit and no grade will be noted on final GCS transcript.

IN ABSENTIA PROGRAM

If a student is successful in gaining admission to an accredited college at the end of grade eleven and before they have met the School's graduation requirements, the School's diploma will be withheld until the student has successfully completed a year of full-time study, which includes courses that are determined to be at least comparable to the courses in the School's curriculum that were needed to meet the School's graduation requirements.

If a student seeks early admission into college (i.e., at the end of the eleventh grade year), they must submit a formal request to the Head of School before the end of the tenth grade year along with a proposed plan for meeting all of the School's graduation requirements. No such plan will be approved if a student should wish to take concurrently two sequentially related courses (e.g., French II and French III or Algebra II and Pre-Calculus) or propose a course load of more than 7 credits in any given year. The Head of School will consider the emotional and social maturity as well as the academic ability of the student before approving such a plan.

Official signatures of parents or guardians are required on a school agreement or student plan for early admission to make certain of the family's commitment to the special program of studies. There will be an in absentia fee, (\$2,000) which will allow a student to receive their diploma and take part in graduation. An in absentia student will remain a member of his/her class and, as such, will graduate the year following departure.

AWARDS

Special awards are given by a vote of the faculty and presented to students at the end of the year. The following awards, because they best represent the School's educational philosophy, are considered the highest awards the School can bestow. The first two, Integrative and Aesthetics, may be received only once. These are the characteristics we are striving to develop; once these characteristics are present, we assume they remain.

Timothy C. Callard Award (Integrative Award) - to that Upper School student who, during the course of the school year, has best demonstrated an appreciation of the integral character of all forms of learning and knowledge.

Aesthetics Appreciation Award - to that Upper School student who, during the course of the school year, has exhibited an exceptionally keen appreciation of aesthetics, not only in the arts but in all areas of expression.

Exceptional Growth Award - to those Upper School students who demonstrate exceptional growth, both personal and academic, during the course of the school year.

Upper School Student's Award - to that Upper School student who, through spirit, enthusiasm, and other personal strengths, has contributed the most to the life of the School community this year. (By vote of the students.)

Academic Awards - awards in each discipline are presented each year whenever the faculty believes there are qualified students.

Leadership and Service Awards - awards or certificates are presented each year to students who have distinguished themselves as

school leaders or citizens.

Faculty Prize – the Faculty Prize recognizes overall accomplishment and is awarded to that senior who has most successfully exhibited the academic and personal qualities which the faculty seeks to develop in its students.

Moxley Scholar-Athlete Prize – this award is given to the young man and young woman in the Senior Class who, in the judgment of the faculty and varsity coaches, has best combined academic achievement and accomplishment in athletics.

STUDENT SUPPORT SERVICES

FACULTY ADVISORS

When you enter the Upper School, you are assigned an individual faculty advisor—someone who is expected to take a friendly interest in the many areas of your School life and is responsible for advising you about academic, athletic, and extracurricular matters, School Service obligations, and any aspect of your School life. (We hope you will develop special relationships with other faculty members as well and will feel comfortable talking with them.) Usually, a student has the same advisor for four years. This allows the advisor to get to know the student, as well as the parents, over the student's career. If during the school year, you have strong reasons for changing, please speak with the Upper School Head. You will be given an opportunity to request advisor changes at the end of each school year.

ACADEMIC SUPPORT

The Academic Counselor assists students in developing successful learning strategies. Students who are experiencing difficulty in a particular subject, or who need help in improving overall study skills may seek assistance from the Academic Counselor. In addition, teachers, faculty advisors and/or grade deans may refer individual students to the Counselor for help. If the student requires additional subject-specific tutoring, the Academic Counselor can provide a list of outside tutors and/or set up a peer tutoring relationship with a member of the National Honor Society.

The Academic Counselor is also responsible for developing Accommodation Plans for students with professionally diagnosed learning differences, and for communicating those Accommodations to the faculty. Students who have undergone outside educational evaluations should be sure to forward a copy of the report to the School.

COLLEGE COUNSELING

Our efforts focus on a coordinated, parent-faculty-student approach to culminating the GCS experience with a college opportunity that serves the student's best interests for a fulfilling future.

Freshman Year: Our most important goal in the freshman year is for each student to get off to a good start academically and socially. The administration, teachers, and advisors stay aware of how the adjustment period proceeds. During the year we use small group meetings to talk with the freshman about the college counseling program at Glenelg Country School and about the resources available to all students, even freshmen. Other topics related to college counseling include the importance of high school grades, the difference between quality extracurricular activity and the quantity of extracurricular activity, and establishing positive relationships with faculty.

Sophomore Year: In addition to the above, these students are invited to attend meetings with college representatives (as long as they do not miss class). All sophomores are given the PSAT in October. These scores are discussed with the sophomores, and they are generally informed about other standardized testing they will take as juniors and seniors. (Students in more advanced math and science classes will be advised to take SAT IIs in those areas.) In CL 10 they will write a resume and practice interviewing – both skills needed during the college search process. Students and parents are invited to attend an evening program during which the college process will be introduced.

Junior Year: The college counseling cycle begins in earnest in the junior year. In October, there is a meeting for all juniors and their parents. Standardized testing is explained in detail as well as introductory information about the college exploration process. In the fall, all juniors are invited on a school-sponsored trip to visit selected colleges. Through both individual and small group meetings, students are advised on how to go about analyzing colleges and deciding which ones are appropriate for application. All juniors take the PSAT in

October and are encouraged to take SATs, ACTs, and SAT IIs (achievement tests) at the appropriate time.

Senior Year: In September, much work is done with seniors and their parents both individually and in groups. Seniors are given help in all areas of the admission process: finalizing an application list; understanding the workings of an admission committee; the application essay; and financial aid. GCS provides each senior with a counselor recommendation and two teacher recommendations that represent the student's accomplishments.

SCHOOL COUNSELOR

The Upper School Counselor is an advocate for students and families within the School. The Counselor is available to students, parents, and faculty for individual counseling, group social learning, and life skills development support. The Counselor is available to assist students with positive coping and problem-solving around issues related to stress, anxiety, transitions, loss, goal-setting, relationships, risk-taking, decision-making, identifying strengths, and enhancing well-being. Students are welcome to "drop-in" and schedule time to talk. The Counselor supports families in identifying outside resources when more intensive support is needed for students. The Counselor provides instruction in the Human Development curriculum, as well as informal social learning groups and workshops. The Counselor also supports the community through parent workshops and faculty in-service training.

UPPER SCHOOL LIBRARY

The Upper School Library/Media Center is open for use throughout the school day during the school year. Members of the school community and parents are welcome to check out materials. Any book or material checked out of the Library is the responsibility of the borrower. Laptops are available for check out for use in the Library as well. Reference books are not to be taken out of the Library.

Glenelg community members using the Library are expected to work quietly.

Upper School Librarians are available to assist community members in their reading selections and research needs throughout the day. If you have a special research assignment to discuss, you are welcome to make an appointment with either Librarian.

GCS 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-Friday from 8:00 a.m. to 4:00 p.m. For your convenience we are able to deliver merchandise to your child during the day. If there is an item that you need for your child, please call 410-531-7367 or e-mail gcsdragonstore@glenelg.org and we will deliver the item(s) to your child's classroom. Please call before noon to ensure same day delivery. Orders placed after noon will be delivered the following school day.

The 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 classroom. Please call before noon to ensure same day delivery. Orders placed after noon will be delivered the following school day.

CO-CURRICULAR PROGRAMS

SERVICE

“We make a living by what we get; we make a life by what we give.” – Winston Churchill

Students are expected to respect the rights and needs of those close to them—in their homes and in the School community. They are encouraged to think of ways to help others. Students may want to work with other area high schools to champion the causes affecting the youth of today. Students may want to serve as a leader of a service activity, helping others find their way to a community-based activity, or organizing a service event in the School.

Students may fulfill service hours by participating in school-sponsored community service activities or in-school activities. School Service hours can be completed either by regular attendance at an assigned job (as Lab Assistants, Library Assistants, Recycling Collectors, Office Helpers, Teacher Aides, etc.) or by working on special in-school tasks (Open Houses, Sports Tournaments, Special Assembly Set-ups, etc.). Students may fulfill service hours by participating in school-sponsored community service activities.

All freshmen and juniors will be expected to perform a minimum of 25 hours of Service during the year. Students in their senior year have only a 20-hour requirement, while the mandatory community service component of the Grade 10 CL Program fulfills sophomore hours.

We encourage students to take part in direct community service outside the School, either in a long-term project like Project Literacy in Baltimore or Howard County, or in a short-term project like being a buddy for mentally or physically challenged students at The GCS Special Olympics Fun Day. Students will benefit from this experience as much or more than those they help.

The School has established relationships with many service organizations in the community. Opportunities to help are organized throughout the year on weekends, after School, and occasionally during the school day. Students may earn service hours by participating in these school-sponsored community service activities or by working regularly with any of our community service partners. Advisor groups and classes will be organizing activities during the year. Students are encouraged to participate in these activities as a way to help others and to build camaraderie among the group or class.

Students should submit any new service activity ideas to the Head of the Upper School and the Director of Community Service at least 3 weeks prior to the scheduled event for approval.

Each student will be required to keep track of their accumulated hours and these hours will appear on each report card. If a student does not fulfill enough hours during the school year, they will be required to make up missing hours over the summer. Additional consequences for not fulfilling the hours during the school year will be determined by the Head of the Upper School.

STUDENT ACTIVITIES

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

Expeditions: A trip is scheduled prior to the opening of school for Grade 9 students and serves as a valuable team-building experience.

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

Arts Festival: In May, art exhibits, drama productions and an Open House for parents and students highlight the activities of the Fine Arts Festival for Lower, Middle and Upper School students.

Dances: Dances are scheduled periodically throughout the year. Students plan and help organize these activities. Other activities may be scheduled with the approval of the Dean of Students, and division head.

CLUBS & ORGANIZATIONS

We encourage leadership and individual interests. If a student was interested in starting a new club, they should speak with other students and faculty. Any special activities must be cleared through the Dean of Students.

NATIONAL HONOR SOCIETY

The National Honor Society recognizes and rewards students who have demonstrated excellence in the areas of Scholarship, Service, Leadership and Character. A student in the Upper School is first considered for membership in the GCS Chapter of the National Honor Society after the first quarter (in early November) of junior year.

To be eligible for membership, a student must have attended GCS for at least one full semester and meet the following criteria:

- Scholarship: 3.65 weighted GPA
- Service: 75 hours of community service logged with the Civic Leadership Community Service Program Director by the end of the first quarter of junior year. Please note that this is 25 hours over the School requirement by the end of sophomore year. For the senior candidate, the minimum is 110 hours of community service (or 35 hours above the School requirement by the end of junior year) by the end of the first quarter of senior year.
- Leadership: The candidate must have taken a leadership role in at least one organized GCS activity before application. Examples: club leader, athletic team captain, School Council member, etc. Furthermore, the NHS website publishes numerous off-campus leadership activities that fulfill this requirement if properly completed and documented. Finally, any significant leadership opportunity pre-approved by the NHS Chapter Advisor and fully supported by a GCS faculty member fulfills this requirement if properly completed and documented.
- Character: The candidate may not have been suspended from school or found guilty of a breach of the GCS Honor Code since the beginning of their freshman year. She or he may not have more than 2 detentions in the 12 months prior to application. Regarding disciplinary referrals and other infractions, the candidate must also have the approval of the Dean of Students.

A Student who meets the above criteria will be invited to create an application portfolio. The Faculty Council, made up of the Dean of Students and at least four other faculty members, will review the portfolio and then vote for membership in the GCS Chapter of the National Honor Society. If the applicant's portfolio is rejected for any reason, the Chapter Advisor will notify the student and family of the reason(s), and give specific suggestions as to how the student might enhance his or her candidacy in the future. A student, who either did not meet the basic eligibility criteria or was not selected in junior year, may apply (re-apply), if eligible, at the end of the first quarter of senior year.

All new members will be officially inducted into the GCS Chapter of the National Honor Society at a ceremony held in January. Parents of both current and new members are invited to attend along with the faculty in honoring these students.

After induction, the member is expected to:

- Maintain the standards of scholarship, service, leadership and character outlined above.
- Participate in the Induction Ceremony the following year.
- Complete a minimum of 10 hours of peer tutoring logged with the Academic Advisor by the end of their junior year and a minimum of an additional 10 hours of peer tutoring by the end of their senior year.
- Attend monthly meetings about NHS activities.
- Serve as guides and ushers, as available, at GCS activities such as:
 - Open House
 - Back to School Night
 - Grade 8 Parent Dinner
 - In School Open Houses (free periods only)

Based on the judgment of the Faculty Council, a student deemed to be out of compliance with the GCS expectations for NHS membership may be suspended or dismissed from NHS in accordance with Article X (“Discipline and Dismissal”) of the National Constitution of the National Honor Society. Specific criteria for discipline and dismissal from the GCS Chapter of NHS include:

- Falling below a 3.65 GPA
- Earning more than 2 detentions during time as member
- Earning a suspension from school
- Being found guilty of a breach of the Honor Code
- Failing to fulfill peer-tutoring and member activities as above

SCHOOL COUNCIL

School Council represents an opportunity for students and teachers to come together to discuss School issues, recommend ideas for improving the school, and plan activities. The Council consists of three students from each class elected by each class, two teachers elected by students and faculty, and one teacher appointed by the Upper School Head to act as a liaison between Council and administration (usually the Dean of Students). Students or teachers wishing their names be placed on the ballot are asked to sign an agreement to follow the rules of the Council. Elections occur in May for the following year. (Elections for ninth grade will be held one week after the return from expeditions.) The President of School Council, a student elected by Council, presides at all meetings.

INTERSCHOLASTIC ATHLETICS

Gleng Country School’s Athletic Department hopes to offer each student a program which will encourage and support physical and healthy well being. It is the goal to challenge individual and team skill development, and to encourage and promote academic excellence, good sportsmanship, self-discipline, self-confidence and compassion for others. Being a humble winner and being gracious in defeat are qualities of a strong student athlete. All students are expected to practice and play with these qualities in mind, and to represent themselves and the school with good sportsmanship.

ATHLETIC TEAM PARTICIPATION

All students are encouraged to try out for, and participate on, team sports in the fall, winter and spring seasons. Varsity and JV coaches will conduct tryouts for each team sport at the beginning of each season. Cuts may be made to ensure the positive and productive make-up for a team’s squad. The uniqueness of each sport will determine the size of a team’s roster. The number of players and the make-up of each team is at the discretion of the coaching staff. Students who are selected to be a part of a team must realize the commitment necessary for the success of the whole. Any student who continually misses practices and/or games risks the chance of being dismissed from the team at any time.

Generally, athletic team practices will be held after school Monday through Friday 3:45 – 5:30. Coaches may elect to conduct extended practices or weekend practice times at their discretion. Students and parents will be notified in advance by the coach if their schedule deviates from the regular times. All team practices are optional during exam periods.

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

To be eligible to participate in after-school practice or games due to tardiness or absence from school, a student must arrive at school by 11:00 a.m. Only the Head of the Upper School can make a decision for exception.

In special circumstances, students may drive to games only if it is acceptable to the coach, and a letter of permission is submitted to the Athletic Director at least one (1) day prior to the event. Under no circumstances are students permitted to drive other students to away games.

ATHLETIC TEAM DRESS CODE

The dress code will be enforced for all team practices. Most clothing purchased through the school store will be acceptable (tie dye shirts are not acceptable).

All team members are required to have:

- GCS Athletic Tee shirt or team practices jersey
- GCS Athletic shorts or team shorts
- White or team socks
- Sneakers or appropriate cleats
- Sweatshirt or warm-up jacket must be G.C.S. gear

Please Note...only school purchased or school issued approved team apparel is acceptable. Team Jackets and/or Team Warm Up clothing are available through the school store only. No students or parents are permitted to order other jackets or clothing for team wear. These items will not be accepted or permitted on campus.

All students are expected to have the above athletic clothing on hand at all times throughout the year. Required GCS items are available in the school store located in the lobby of the athletic center.

All students must provide their own personal equipment (i.e. shoes, lacrosse/hockey sticks, gloves, lacrosse gloves, helmets, rackets, etc.) and safety equipment for participation in their particular sports. If a student forgets, loses or is unprepared in any way with safety equipment, they will not be permitted to participate in practice or games. This is a school policy, and complies with the official rules and guidelines provided by our league through the National Federation and NCAA.

Required Safety Equipment:

| | |
|-----------------------|---|
| Soccer (boys & girls) | shin guards |
| Field Hockey | shin guards, mouth guard (gloves optional) |
| Girls Lacrosse | eye mask, mouth guard (gloves optional) |
| Boys Lacrosse | helmet, gloves, mouth guard, all padding, athletic protective cup |
| Baseball | athletic protective cup |
| Wrestling | headgear |
| Ice Hockey | all necessary equipment |

Helmets and gloves will not be available through the athletic department due to NOCSAE certification requirements. Girl's goalie equipment for field hockey and lacrosse will be available from the athletic department.

ATHLETIC AWARDS

A Varsity Letter will be awarded to any GCS athlete who, by the consideration of the coach, has fulfilled the following criteria:

- Participation on a varsity team
- A positive attitude
- Loyalty to the program
- Meeting all the requirements of practice and games
- Putting forth a positive effort

A Varsity "G" will be awarded for the first year of Varsity participation, and a Varsity team pin will be awarded each year thereafter.

At the discretion of the coach, special recognition awards will be awarded to players at the end of the season for one or more of the

following criteria: Most Valuable Player, Most Improved Player, Coaches Award, or Unsung Hero.

The “Dragon Award” is awarded to one varsity athlete selected by his or her teammates for overall contributions to the team. The recipient of the Dragon Award is a leader by example, one who exemplifies positive sportsmanship and is a strong field leader, but not necessarily the strongest athlete. This individual has been a positive and significant influence on his or her teammates during the course of the season.

SPORTSMANSHIP

It is a privilege for each Upper School student to participate on a GCS team, and each student is expected to conduct themselves in a positive manner at all times in practices and games. Good sportsmanship embraces the privilege of being a member of a school team. Being a good teammate, a fair opponent, and courteous and respectful toward officials are perfect examples of good sportsmanship. Our school expects all of our athletes to be good sports at all times. Students who cannot comply with these expectations on the field of play will be limited in their playing time, removed from the team and/or face disciplinary action.

As well, spectators are expected to “set the example” and to show good sportsmanship by respecting our opponents, their fans and the officials who are doing their best to keep the game fair. Unnecessary and unsportsmanlike behavior in the stands is something that will not be tolerated.