

Glenbrook School

est. 1969

Student Grades Kindergarten -Sixth and Parent Handbook

Glenbrook School reserves the right to change any of the rules and regulations of Glenbrook School at any time, including those relating to admission, discipline, instruction, and graduation. The right to unilaterally withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees is similarly reserved. Nothing in this handbook shall be construed as a contract.

Accredited by:

Louisiana State Board of Education
Mississippi Private School Association
Southern Association of Colleges and Schools

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Philosophy

Mission Statement

Providing a complete education in preparation for college and life

(Adopted July 30, 1991; Revised July 2011, Reviewed July 2014, Reviewed July 2016, Reviewed July 2018)

Mission

Glenbrook School is an independent, co-educational, college preparatory school committed to the pursuit of excellence in education for its students.

The purpose of Glenbrook School is to promote the development of the child: academically, socially, aesthetically, and physically. The school recognizes the responsibility it shares with the home in the development of ethical and moral values.

Philosophy and Purpose

Glenbrook School is designed to provide academic excellence. The administration, faculty, patrons, parents, guardians, and students feel it is the responsibility of the school to provide maximum growth in the field of education. The course of instruction is thorough and is designed to cultivate in the student self-reliance by teaching him to think, not merely accumulate facts. It aims to provide an exceptional foundation for all students after they leave Glenbrook.

Glenbrook's enrollment is composed of different socio-economic and geographically- located students; therefore, it is necessary to offer a wide range of curriculum choices to see that each student's primary needs are met. The school's basic function is to prepare students to enter college life, but its curriculum also provides experiences for those who do not plan to attend college.

In order to achieve these goals there must be complete cooperation among the administration, faculty, patrons, and students. Glenbrook realizes that each student's needs may vary; consequently, all must work jointly to see that these needs are met. It is the responsibility of the school to motivate each student by challenging him so that his mind, curiosity, and creative abilities may be used to the fullest extent. The reward for this joint effort will be an exceptional academic foundation that all Glenbrook graduates will enjoy the rest of their lives.

Code of Ethics

Glenbrook School adheres to the Code of Ethics as prescribed for MAIS member schools. Guidelines are printed in the MAIS handbook. If you desire to review these established derivatives, inquire at the Glenbrook School office.

Honor Code

Preamble:

All members of the Glenbrook School community are assumed to be honorable. A pursuit of honor strengthens the value of the education and the diplomas that students seek to earn. Conversely, dishonorable behavior tarnishes the reputation of Glenbrook School and discredits the accomplishments of current students as well as graduates.

Honor Code Statement:

The following statement will be written by students in grades 4-6 on all assignments that the teacher records a grade: **I have neither given or received unauthorized aid on this assignment, not have I seen anyone else do so.**

Conduct Guidelines:

All members of the Glenbrook family must conduct themselves in a manner consistent with their status as a member of the Glenbrook community and with the philosophy, policies, goals and commitments of Glenbrook School as set forth in this Student Handbook.

Student conduct that deviates from what is considered to be good behavior or following policy is subject to appropriate disciplinary action. Glenbrook School reserves the right to take disciplinary action and or/suspend a student either temporarily or permanently if the administration feels that such action is in the best interest of the individual, the student body, or the school. Should corrective action be necessary, the administration will choose from among counseling, denied privileges, detentions, suspensions, and expulsions depending upon the severity of the incident.

Student violation of civil or criminal law or other conduct that in the professional opinion of the school administration would reflect or cause discredit to the reputation of Glenbrook School and/or the student by being contrary to the philosophies, policies, goals and commitments of Glenbrook School as indicated in the Student Handbook results in a student receiving some form of corrective action, which could include suspension or dismissal at the discretion of the Principal.

Each person at Glenbrook School has a right to his or her own dignity and individuality. Thus, anyone who harasses or demeans another person whether seriously, in jest or online - including on social media - will be subject to appropriate corrective action. Harassment can involve verbal, electronic, Internet, written, physical, or behavioral intimidation of another. In almost all cases, harassment would be determined not by what one "meant" or "intended," but by how the action affected or impacted the person to whom the action is directed.

Electronic harassment, such as misusing social networks and texting, is subject to disciplinary action. Impersonation of a classmate or faculty member is also considered a form of harassment. Authorities may be involved in these types of cases.

Students, guardians, fans, and all others in the Glenbrook community are expected to abide by the MAIS and school policies at all athletic and other school sponsored events. The decision of the administration is final.

When on and off campus, at school-related events, and traveling to and from school, students shall conduct themselves in a manner that supports the good name of Glenbrook School. Behavior, therefore, shall at all times be respectful, cooperative, and conducive to meeting the academic and other needs of individual students and all others in the school community.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of the student's privilege. The librarian, teacher, and/or Headmaster will deem what is inappropriate use, their decision is final. Students will be liable for any charges incurred due to damage of equipment and/or software issued to them. All members of the Glenbrook Community must abide by the IT Use Agreement found in the Appendix of this handbook. The form is also provided by the student's homeroom teacher on the first day of school. The form is to be signed by both the student and parent and returned the next school day.

Positive relationships among educators, parents, and students are vital to the fulfillment of the purpose and mission of Glenbrook School and a successful educational experience for all its students. Glenbrook's relationship with parents is a partnership to prepare our students not only for academic achievement, but also to help them develop strong moral and ethical principles to guide them through life. Glenbrook asks that all parents follow a similar code of conduct as our students and abide by the following expectations.

Dishonesty Guidelines:

Dishonesty, including but not necessarily limited to cheating of any kind, forging parents' signatures, stealing, plagiarism or willful lying, makes a student subject to a zero on any given test(s), quizzes, and any written and/or oral assignment(s) on which cheating/plagiarizing occurred. A Behavior Ticket will also be issued by the teacher which may result in Saturday Detention.

Cheating is a violation. Cheating is wrongfully using the work or ideas of others and includes but is not limited to the following:

1. Plagiarism, representing the work of others as one's own.
2. Giving to or receiving from others unauthorized aid on an assignment.
3. Using or consulting unauthorized sources on an assignment.
4. Using papers or portions of papers to fulfill the requirements of more than one course, unless specific permission to do so has been granted.
5. Sharing any information about tests or quizzes which gives or gains unfair advantage.

A student in doubt about whether an action constitutes a violation should consult with his or her teacher before completing and submitting the assignment.

Plagiarism Defined:

Each student is responsible for understanding what defines plagiarism. Academic integrity consists of giving credit to the sources from which we obtain ideas. It is a fundamental value of education, enabling the vitality of teaching, learning, and scholarship. Academic integrity is akin to personal honesty.

Plagiarism is “the appropriation or imitation of the language, ideas, and thoughts of another author, and presentation of them as one’s original work” (Random House College Dictionary).

Sexual Harassment:

In accordance with Title VII of the Civil Rights Act of 1964, section 703, no student of Glenbrook shall be subjective to sexual harassment. It is the intent of Glenbrook to maintain an environment free from sexual harassment of any kind. Therefore, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited. Complaints of violation of this policy may be made to the Headmaster, or Assistant Headmaster, without fear of reprisal. All complaints will be investigated thoroughly and promptly. Should complaints prove to be legitimate, the offending party will be subject to disciplinary action, including involuntary termination.

Admissions Policies

Glenbrook School admits students of any race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status or sexual orientation to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not and shall not discriminate on the basis of does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status or sexual orientation in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

The following is the criteria used to admit prospective students to Glenbrook School:

1. Successfully completed the grade-appropriate sections of End-of-Course exams.
2. Passed attempted core-curriculum classes.
3. Provide a current ACT score and/or standardized test score(s).
4. No violation of drug, alcohol, firearm, or behavioral regulations.
5. Scored average or above average on ability test.
6. Write an essay (grades 7-12).
7. Recommendation by former principal and/or teacher(s).
8. Interview with each applicant and his/her parents.

Every new student enrolled is on probation for the first semester.

Academics

Attendance:

A policy enacted by the Louisiana State Department of Education and the Louisiana State Board of Secondary Education as set forth in Bulletin 741, "Handbook for School Administrators," revised in May 2010. High school students must be in attendance a minimum of 167 days per year to receive Carnegie units toward graduation. Elementary students must be present 167 days during the school year.

Absences:

A student who is absent must have a parent or guardian phone the school as early as possible on the day of the absence. Upon returning to school, the student **must bring a note**, describing the reason for his absence, signed by the parent or guardian, to the office before he will be admitted to class. On the day of his absence, a student may not participate in any athletic practice or event nor in an extra-curricular school activity without the specific permission of the Headmaster.

Assignments:

Parents of elementary students who are absent for more than three days are asked to call the school office and request missed assignments by 9:00 A.M. In order for parents to pick up assignments after 2:30 P.M. Parents of elementary students who are absent for more than three days are asked to call the school office and request missed assignments by 9:00 A.M. and pick the assignments up by 2:30 P.M.

Excused Absences: Elementary Students

On the second day of a student's return to school, the student must present complete class work missed during an excused absence of three or more days. For one or two-day absences, assignments will be made-up during the student's enrichment time.

Absences will be excused for the following reasons:

- Personal illness, if attendance would endanger health.
- Serious illness in the immediate family.
- Death in the immediate family.
- Participation in school activities approved by the school office.
- Travel with pre-approval by the Headmaster.

A student who is absent prior to a planned and announced quiz, test, or assignment shall take that work on the day he returns to school/the day of the test or planned activity. This work must be completed by the second day of his/her return to school. It is the student's responsibility to see his/her teacher about make-up class work. Lack of cooperation on the part of the student in making up work in a timely manner will result in a grade of zero ("0") for the missing work. A student is **not** exempt from planned activity or test as a result of a prior absence. It is the student's responsibility to be prepared for that test or planned activity.

Tardiness:

There will be no excused tardiness. Students who are not present in their assigned homeroom/classrooms when the homeroom/ classroom bell rings are considered tardy and will receive a Behavior Ticket. (If late more than 15 minutes, student will be counted as absent.) Classroom tardiness is recalculated at the end of the semester. Students in grades 7-10 will not be issued Saturday Detention for being tardy.

Scheduling:

All students must schedule classes consecutively at their scheduled advisement session with the counselor or assistant headmaster of curriculum and instruction.

Checking Out:

Students who find it necessary to check out during the school day must be given permission to do so from the office personnel. No student will be allowed to leave school without parental permission. All students must follow the check-out procedure.

Office personnel must speak with parent

Student receives check out slip to present to his/her teachers

Student must sign check out sheet. If a student leaves during the school day, he/she is responsible for **all** missed work. **Failure to follow this procedure may result in suspension.**

Other:

No student may leave the campus and return for a class without the permission of the headmaster or the assistant headmaster.

Academic Achievements Awards:

Academic Field Trip:

Those students in grades 1-9 who score at the 90 percentile in total reading or total math will be invited to participate in a field trip and will not be required to make up any work missed that day. The students in grades 8-11 who take the End-of-Course exams and score “Excellent” will take a field trip and not be required to make up any work missed that day.

Highest GPA Awards:

Only those students enrolled in at least two honors courses can be considered for the highest-class GPA award in grades 7-12.

Headmaster’s List:

If the student obtains all A’s in each course for a six-week grading period, he will earn a place on the Headmaster’s List.

High Honor Roll:

If a student achieves a grade point average of 3.50-3.99 and grades no lower than a “C”, he will earn a place on the High Honor Roll.

Honor Roll:

If a student achieves a grade point average of 3.00-3.49 and grades no lower than a “C”, he will earn a place on the Honor Roll.

Valedictorian and Salutatorian:

A student must be enrolled at Glenbrook School as a student for the entire junior and senior years to be considered for valedictorian or salutatorian. Beginning in 2016, graduates must have successfully completed three (3) honors courses to be considered for valedictorian or salutatorian. Class rankings are determined by quality points divided by credits attempted.

Academic Rallies:

Students are selected by their classroom teachers to participate in the Louisiana Literary Rally based on their academic performance. The Assistant Headmaster coordinates the selection. A student who places at a rally in the overall competition is given three bonus points in the subject of her/his choice for the six weeks in which the results are received. The rules and policies regarding transportation and dress code apply to these events. If a student is selected and unable to attend, it is the student’s responsibility to contact the classroom teacher in order that another student may be selected to compete.

Accelerated Reader:

Accelerated Reader helps create excitement for reading in three easy steps. Moreover, it helps teachers continuously guide students to books that will maximize growth.

1. Student Reads a Book

Students choose books from the Glenbrook library at their appropriate reading levels and reads them at their own pace.

2. Student Takes a Quiz

The six weeks reading grade for elementary students and the English grades for grades 7-12 reflect the students’ performances on the Accelerated Reader quizzes taken. It is important for students to reach their goal.

3. You Get Information

Teachers and students get immediate information feedback on the reading and vocabulary progress of each student.

4. AR is part of reading, 7th & 8th Grade Enrichment, or English grade.

The student’s six-weeks AR goal and his/her AR test average are calculated together for a grade that is added to the overall student’s grade in the designated course.

For more information, check out the following websites:

www.glenbrookschool.com www.renlearn.com

Advisory Program:

The Glenbrook Advisory Program consists of individual adult members of the Glenbrook faculty paired with small groups of students in grades kindergarten through twelfth. . The purpose of the Advisory Program is to help each student reach his or her potential. There are two main objectives that support this mission. The first objective is to provide opportunities to develop socially and emotionally as part of a supportive small group. The second objective is to provide opportunities to develop and strengthen cognitive skills and advance the pursuit of knowledge. To achieve these objectives, the Advisory Program combines activities, discussions, and reflections to help students develop open minds, persistence in learning, caring attitudes towards the world and people around them, and the ability to reflect and think critically about themselves and their world. Thus, the advisory curriculum is geared to develop students interpersonal and intrapersonal skills, organizational skills, provide students the opportunity for career exploration, and help students succeed as individual members of our global community.

Extended Learning Opportunities:

All extended learning opportunities are a part of the school program; therefore, all school rules are in effect. Failure to comply with any other reasonable requests or directions by responsible teachers/chaperones may be cause for immediate action resulting in detention, suspension, or expulsion. A student in serious violation of school rules may be sent home at the discretion of the sponsoring teacher and consulting administrator and at the expense of the parents or guardian. A student with five or more absences, excused or unexcused, will not be allowed to participate in the extended learning opportunity. Siblings are not allowed to participate in extended learning opportunities. Only one parent may accompany his/her child on an extended learning opportunity.

Failing Grades:

A student whose average for the first and second semesters does not equal or exceed sixty-eight percent (68 %) will receive a grade of “F” in that course for the year.

Grading Scale:

100 - 94	A
93 - 86	B
85 - 75	C
74 - 68	D
67 - 0	F

Make-up Testing:

Make-up testing is provided at the teacher’s discretion.

Progress Reports:

Students who are not performing satisfactorily in their course work receive progress reports at the end of the third week of each six weeks. The progress reports are to be signed by the student's parent(s) and returned to the teacher the following day. If the student fails to turn in a signed progress report, he/she will be issued a Behavior Ticket.

Louisiana colleges obtain official transcripts through the TOPS website. At a student's request, Glenbrook will provide out-of-state colleges with official transcripts. Please allow two weeks for this process.

Report Cards:

Report cards are given to the students at the end of each six weeks in grades kindergarten through twelve. The report cards are mailed to parents at the conclusion of the year. Each six weeks, the report card is to be signed and returned to the homeroom/first period teacher the following day. If the student fails to turn in his/her signed report card, he/she will receive a Behavior Ticket.

Incomplete Grades:

An "I", meaning Incomplete, indicates that a student has failed to do some portion of the required work. It is the student's responsibility to hand in all work necessary to remove the incomplete within **two** weeks after he receives the report card; failure to do so will result in the student's receiving an automatic "F" for the six weeks. An "I" will be calculated as an "F" for GPA purposes.

Student Assessment:

Standardized tests are given once a year to students in grades kindergarten through nine. End-of-Course exams are given to students in grades nine through eleven and to those eighth graders enrolled in Algebra I. All Glenbrook students must successfully pass the End-of-Course exams, before they receive a state-approved diploma and are allowed to participate in the graduation ceremony. The ACT, PSAT, PLAN, and ASVAB are also a part of the assessment process.

Final Tests for 6th Graders:

Sixth-graders will take final exams in each major subject> These exams will be given over a five-day period. The order of the exams will be:

Day One	Reading
Day Two	English & Spelling
Day Three	Social Studies
Day Four	Math/Science
Day Five	Science/Math

Peacemakers Program

During scheduled enrichment times with the school counselor, students are taught how to negotiate and are given opportunities to mediate their classmates' conflicts. They are given procedures and competencies to (a) regulate their behavior through self-monitoring, (b) judge what is appropriate given the situation and the perspective of the other person, and (c) modify how they behave accordingly. Students then have the opportunity to resolve their dispute themselves, in mutually satisfactory ways, without having to engage the attention of a teacher. This empowers the students and reduces the demands on teachers and administrators, who can devote less time to establishing and maintaining control over students and more time on instruction.

Safety and Security

D.A.R.E. Program Drug Abuse Resistance Education (DARE), the highly acclaimed program that gives kids the skills they need to avoid involvement in drugs, gangs, and violence. D.A.R.E. is a police officer-led series of classroom lessons that teaches 5th grade students how to resist peer pressure and live productive drug and violence-free lives.

Reading, Science, and Social Studies Fairs:

Students in grade 4 will take part in Glenbrook's annual social studies fair. They may elect to participate in the science fair. Students in grade 5 will take part in Glenbrook's annual science fair. They may elect to participate in the social studies fair. Students in grade 6 may choose to take part in Glenbrook's science fair or social studies fair.

Bricks for Kids

LEGO® Bricks coding programs teach students in grades 4-6 important strategies to enhance their logic and problem-solving skills, as well as help them work toward becoming technological innovators of tomorrow. The programs offer skill level progression of coding concepts as students advance through multiple levels from beginner through advanced. Students will build models with LEGO® Education's WeDo or EV3 elements, then control their models with the codes they write.

Dress Code

A Board of Directors Committee made the recommendation on August 3, 2010, to adopt an updated Dress Code Policy. The Board of Directors approved the recommendation and requested approval from the Trustees. The Trustees have reviewed and adopted the outlined dress code below, which will be effective beginning with the 2006-2007 school year.

Glenbrook School students are required to be neat and clean in their dress and appearance. Each student is expected to adhere to this dress code during each school day and at all school-sponsored academic events, either on or off campus. If, in the judgment of the administration, a student is dressed inappropriately, the student will be required to change clothes in order to conform to the dress code before returning to class. Time out of class because of violations of dress code will be regarded as unexcused. Additional disciplinary measures may be taken if deemed necessary by the administration. The administration is the final authority on all matters relating to dress code. The administration may allow deviation from the dress code for specific events or special occasions at his/her discretion. The following are guidelines to be followed by all students.

Shirts:

Uniform-style Polo

- Short or long sleeve, no 3/4 length sleeve allowed
- Colors- solid white, true red, navy
- Only 2 to 3 button polos will be allowed
- Only Glenbrook approved logos are allowed
- Shirts must be tucked in
- No tight-fitted or see-through shirts may be worn
- Students may unbutton no more than one button at the neck
- Only solid white undershirts may be visible under the shirt
- Long sleeves may not be worn under short sleeve shirts

Red Approved "G" T-shirt

- Purchased from Minden Athletic

Oxford

- Short or long sleeve pin-point buttoned-down oxford
- Colors- Solid White
- Only Glenbrook approved logos are allowed
- Shirts must be tucked in
- No tight-fitted or see-through shirts may be worn
- Students may unbutton no more than one button at the neck
- Only solid white undershirts may be visible under the shirt
- Long sleeves may not be worn under short sleeve shirts

Pants/Shorts:

- Plain or pleated front uniform-styled pants or shorts
- Colors- standard khaki
- Shorts must be above the knee but no shorter than 4" above the top of the knee
- No low rise, cargos, overalls, western cut, capris, drawstring pants
- Elastic waist pants are preferred for Kindergarteners and 1st graders.
- No athletic, corduroy, legging, tights or stretch fabrics
- No frayed or holey khakis
- Belts with buckles must be worn
- Only plain, unembellished brown, black, or navy belts of leather nature are permitted
- Belts must be worn through the belt loops.

Skirts:

- Plain or pleated front uniform-style long (below the knee) trouser skirt
- Kick pleat skirt no shorter than 4" above the top of the knee
- Colors- standard khaki
- No jumpers, skorts, dresses or any other style of skirts
- K-3rd Grade may wear khaki jumpers or skorts with uniform polo or blouses
 - jumpers or skorts are to be no shorter than 4" above the top of the knee

Footwear:

- Closed toe shoes must be worn
- All shoes must be worn with socks that cover the entire foot
- No Crocs
- No boots

Outerwear:Coats:

- Coats are considered heavier weight outerwear.
- Students must store their coats in their lockers
- Coats are not to be worn to class.
- There is no color restriction.
- No offensive logos

Jackets:

- Jackets or sweaters are considered lighter weight outerwear reaching the length of at least the waist but no longer than slightly below the waist.
- Colors- solid red, white, blue or gray
- Jackets, or sweaters may be worn in the classroom over an approved uniform shirt
- No offensive logos

Sweatshirts:

- Colors- solid red, navy, white or gray
- Must have Glenbrook approved logos purchased through a Glenbrook organization
- Must be worn over an approved Glenbrook shirt

- No hooded sweatshirts may be worn in the facilities.
- No blankets are allowed

Friday Uniform:

- Blue Jean pants or shorts may be worn with any Glenbrook shirt
- No frayed or holey jeans
- Glenbrook T-shirts designated by the headmaster may be worn on Friday
- Athletes participating in a sporting event may wear the designated “sport” shirt
- The shirt must be tucked in.
- Dress on Spirit Days must be Dress Code compliant.

Additional Requirements:

- No hats are to be worn inside the buildings.
- No body piercing allowed except earrings for females.
- Unusual hairstyles (e.g. mohawks, colors, etc.) are prohibited
- Pants and shorts shall not be worn in a manner that reveals the person’s underwear (no sagging)
- Students in grades K-6 are allowed to wear blue jean shorts.
- Students in grades K-6 may wear elastic waist pants or shorts (Preferred in K-1)
- Students in grades K-12 may be required to wear a red polo shirt or a red “G” shirt and uniform khaki pants/shorts to school functions and field trips.

P.E. Uniform:

7th-12th grade P. E. students must wear the assigned attire during the P. E. period

- Red shorts
- Plain white shirts
- Tennis shoes

Miscellaneous

Medicine at School:

A student who is taking prescription or nonprescription medicine during the school day must bring a written request from his/her parent or doctor and the medicine, in its properly labeled bottle, to the school office.

Messages:

The office will not interrupt classes to deliver messages unless there is an emergency situation. When high school students change classes, they may check the message board, located in the high school hall, for messages.

Lost and Found:

Books and other student possessions are to be kept only in lockers (high school) or classrooms (elementary). Each student is responsible for his personal belongings. The school cannot assume the responsibility for such articles.

Morning and After-School Student Pick-up:

In the morning and afternoon, all students who are arriving/leaving in cars must be picked up in front of the school. No student is to be picked up at the side of the building or in the parking lot. In the afternoon, students are to wait in designated classrooms until the duty teacher calls their names.

Apache Ceremony:

Each morning from 7:50 to 8:00, the Apache Council students in grades 8-12 will lead students in grades kindergarten through sixth in a ceremony which is designed to help create and maintain school spirit. The ceremony consists of four activities: to unite, to disengage stress, to connect, and to commit. Parents are invited to attend.

Cafeteria:

There will be no for-profit deliveries made to the school.

Parents or other individuals who bring items (including lunches) to students during the school day must leave these items in the school office for distribution. Students may **not** go to the parking lot or driveway to pick up items or lunches.

A menu is available on the school website.

Cafeteria Rules:

1. Sit at designated table.
2. In upper elementary grades, line up at the cafeteria window to receive pre-ordered meals.
3. Eat only your own food. No trading.
4. Raise your hand if you need help.

5. Use positive, helpful words only.
6. Use voices that can only be heard at your own table.
7. Eat with appropriate table manners.
8. Clean your eating area.
9. The last 5 minutes is quiet time. (The teacher will alert students at the appropriate time.) If a student is misbehaving, the student is moved to a 'safe seat,' which is a chair away from the group.

Miscellaneous:

- The first bell rings at 7:45 A. M. Students should not arrive prior to 7:35 A.M.
- Students are dismissed from school at 3:00 P.M. and should be picked up at that time.
- Walkers will be dismissed at 3:15.
- Elementary students may not hand out birthday invitations.
- No gum chewing.
- No food or drinks in the building.
- Students are not to get on the multi-purpose room floor during break or lunch.
- No laser pointers unless approved by a teacher.
- Students and parents must sign and date the Internet Acceptable Use Policy.
- Electronic devices are not allowed during school hours from 7:30 to 3:00.

Extracurricular Activities

Part I: Athletics

Glenbrook Athletics Mission and Philosophy:

Athletics at Glenbrook School play an essential role in the school's curriculum, providing experiences that help our student-athletes physically, emotionally, and intellectually. Although student-athletes are encouraged and stimulated in many ways to excel and to win, it is imperative that good sportsmanship reign at all times to promote the educational values of competition.

Participation in athletics is an integral part of the student-athlete's educational experience at Glenbrook School. This participation is a privilege that carries with it responsibilities to the student-athlete's family, team, and to the student body. Athletics at Glenbrook School contribute significantly to preparing participants to become productive, contributing citizens of our community and society as a whole. In addition, Glenbrook School offers its student-athletes the opportunity to demonstrate a willingness to accept responsibility for their actions, to express ideas and solutions to problems, and to learn the value of fair play, honesty, and teamwork.

Approved athletic attire is a great way to show school spirit and pride, but it also shows the passion and drive students have for their sport or activity; therefore, only the approved Glenbrook Game Day shirt may be worn on the school campus on designated days and/or events.

Athletic Program Objectives:

- To develop and maintain the highest level of sportsmanship.
- To promote self-discipline and emotional maturity.
- To encourage and develop respect for fellow students throughout Glenbrook School, and for members of opposing teams.
- To develop appropriate attitudes toward winning and losing.
- To develop appropriate attitudes toward citizenship, both in and out of school.
- To orient each athletic staff member to abide by the rules, regulations, and officials' decisions that govern the staff member's respective sport.
- To encourage respect for authority and the rights of others.
- To enhance the student-athlete's ability to think and work, both as an individual and as a member of a group.

Athletic Offerings:

The Glenbrook Athletic program is an extension of the educational one. In providing these experiences, coaches are hired to teach as well as coach under the direction of the Headmaster and the Athletic Director. All students must be in good standing and registered with Glenbrook as a student to participate.

Elementary Sports:

Students in grades Kindergarten through sixth may participate in a variety of sports which include cross country, swim, football, basketball, softball, track, and baseball. When it is time for students to register for a sport, parents will receive communication from the coach.

Fall:

Boys: Cross Country, Football, Swim Team

Girls: Cheerleading, Cross Country, Softball, Swim Team

Winter:

Boys: Basketball

Girls: Basketball, Cheerleaders

Spring:

Boys: Baseball, Golf, Tennis, Track

Girls: Golf, Tennis, Track

Athletic Participation:

All athletes will be required to obtain annual physicals prior to participation in any sport. Written permission to play in that sport and agreement to follow the MAIS rules must be given by parents. These forms are kept on file in the Athlete Director's office.

An international student who has been accepted by Glenbrook may participate in the extracurricular activities offered by Glenbrook. All Glenbrook policies and guidelines that govern those activities must be fulfilled for the student to participate.

If a student-athlete decides to quit a sport after the first game that he/she was eligible for, that student-athlete cannot participate with any sport until the sport that he/she chose to quit is completed (post-season included). When the JV season is completed, the student-athlete may choose to move up to the Varsity team, with the recommendation of those coaching-staff members.

Eligibility Requirements for Various Sports:

The minimum required GPA for a student to participate in athletics at Glenbrook School is 1.83 counting all subjects. A student may not make more than one "F" and participate. Eligibility will be computed on the six weeks grades and/or the semester/final grade.

Expectations of Coaches:

Coaching is teaching. Therefore, responsibility for supervision, preparation, and training is as essential in coaching as it is in the classroom. The coach's classroom is found on the fields, on the courts, on the track and even on the buses transporting student-athletes. These are opportunities a coach can use to help teenagers become better citizens and ultimately better human beings.

Placed in influential positions to make an impact on young lives, coaches must understand the inherent responsibility that comes with this monumental task. We understand that each Glenbrook School student-athlete should be treated as an individual whose welfare is primary at all times. Therefore, the coach must be aware that he/she functions as a model in the education of the student-athlete and shall never place the value of winning above the value of character building.

With this as a foundation, Glenbrook School coaches shall adhere to the following expectations:

- Coaches shall support and enforce school rules.
- Coaches shall actively use their influence to promote sportsmanship by working closely with administrators, athletes and parents.
- Coaches shall promote the entire athletic program and direct his/her program in harmony with the school's mission.
- Coaches shall not incite players or spectators against officials.
- Coaches shall strive to set an example of the highest ethical and moral conduct in all personal contact with student-athletes, parents, officials, school administrators, the media, and the public.
- Coaches shall develop reasonable rules and regulations specific to his/her team and communicate those guidelines to both team members and parents.
- Coaches shall inform his/her team rules to the Athletic Director.

Coaches may incur the cost of fines levied against Glenbrook School by the Mississippi Association of Independent Schools (MAIS), for their actions during a game or match.

Expectations of Parents:

Students participate in athletic programs and experience some of the most memorable and rewarding moments of their lives. However, in contrast to those times, are times when things do not go the way the student-athlete wishes. These become opportunities within the educational experience for the student-athlete to talk to his/her coach and discuss the situation. Although some circumstances may warrant a conversation between the coach and parents, allowing the student-athlete to handle the situation fosters opportunities for maturation and learning.

It is the responsibility of the student-athlete's parents and coach to maintain positive relations. Parents are entitled to answers to legitimate questions regarding their child's performance; however, the coaches will not be subjected to verbal abuse. Should hostile feelings or arguments ensue during a meeting with a parent and coach that meeting will be terminated immediately, and another meeting scheduled that include administration.

We ask that all parents support the athletic program by adhering to the following expectations:

- Leaving the coaching of the team, playing time and position played by your child, to the coach and his/her staff
- Refrain from profane language on the sidelines
- Refrain from alcohol or drugs while a spectator at a practice or competition at home and on the road

- Use your child's role on the team as an opportunity to teach the importance of what it means to be on a team
- Avoid being judgmental of the coach in the presence of your child
- Respect game officials and their judgment
- Encourage your child to adhere to school and athletic department rules
- Do not attempt to confront coaches before, during or after a practice or game. These can be emotional moments for both parents and coaches and meeting at those times will not promote resolution.

Attending a game or competition, you represent not only yourself, but also your child and Glenbrook School. Please be a positive role model. The cost of fines levied against Glenbrook School by the MAIS, for actions during a game or competition, will be incurred by those responsible.

Expectations of Student-Athlete:

Any student-athlete shall comply with the following rules of conduct **24 hours a day, 7 days per week, 52 weeks per year** in addition to obeying the rules set forth in the Glenbrook Student Handbook. Since athletes wield a great deal of influence over the actions and behavior of spectators, it is imperative that student-athletes at Glenbrook School embrace the following expectations:

- Athletes must abide by any additional rules and/or consequences set by an individual coach for their respective sport.
- Show respect for officials and staff and show self-control
- Participate in every practice, competition/performance and event required by the coach, unless the coach has granted an excused absence
- Arrive on time, properly attired and ready for every practice, competition, etc., unless the coach has granted an excused absence
- Adhere to the grooming standards set in the Glenbrook Student Handbook
- Do not possess or use a tobacco or tobacco-related product
- Demonstrate sportsmanlike behavior and refrain from profane language on and off the field, track, court, etc.
- Demonstrate a positive attitude
- Be courteous and polite to others
- Respect possessions of others
- Display academic integrity
- Students will incur the cost of fines levied against Glenbrook School by the MAIS, for their actions during a game or competition.

Glenbrook Booster Club:

The athletic program at Glenbrook School is supported by the Glenbrook Booster Club. Members of the Booster Club support the players, coaching staff, and administration in any way they can. They also focus on assisting with the constant maintenance and/or improvement of Glenbrook's athletic facilities and programs.

Team Level Philosophies:

Varsity:

Form the most competitive teams through a system of “trying-out” determined by each coach. The best athlete, at the coach’s discretion, plays as much as necessary to win the game. Wins are important in varsity athletics, but do not stand alone in determining the success of a season. The amount of team unity, strong work ethic, and sense of pride that develops over the course of the season, are all factors in determining success at the varsity level.

Junior Varsity:

Emphasize participation, teach fundamental skills, and introduce game strategies. Allow playing time in practice and every game, at the discretion of the coach. Introduce and develop fundamental skills and game strategies while teaching unity, a strong work ethic, and pride.

Miscellaneous Guidelines for Student-Athletes:

Attendance: If an athletic activity is held on a school day, a student must attend all of his/her classes that day to participate in the activity. This also applies to a practice or a rehearsal for such an activity. Exceptions to this rule will be determined by the administration.

Dressing Rooms/Locker Rooms:

Only student-athletes involved in that athletic event are allowed in the dressing/locker rooms and dugouts before, during and after the athletic event.

Transportation: No participating student will be allowed to drive to any athletic event not held on the Glenbrook campus. JV and Varsity will travel to and from athletic events on the athletic bus unless the coach has made other arrangements.

Part II: Other Extracurricular Activities

Birthday Book Club:

Students are invited to join the Birthday Book Club. For the student to participate, parents will donate \$25.00 to the library in honor of their child’s upcoming birthday or belated birthday. Please make checks payable to Glenbrook School Birthday Book Club.

In August of the next school year, those students who were members of the Birthday Book Club will be invited to a Birthday Party. At the party, the students will select a book from those that have been purchased. A bookplate will be placed in the front of the book that the student has chosen. The student's name, birthday, and the donor's name will be listed on the bookplate. The student will be the first person to “check out” the book.

4-H Club

Students in grades 4-6 may become members of the 4-H Club which meet at school during the students’ last period of the day. Students complete hands-on projects in areas like science, health, agriculture and citizenship, in a positive environment where they receive guidance from adult mentors and are encouraged to take on proactive leadership roles. Kids can concentrate on one focus area or they can try a variety of programs throughout their 4-H experience.

Girl Scouts

An organization for girls in grades K-6 that meets once a month after school.

Appendix I

Social Media

Staff, Parents, and Students of Glenbrook School support good practice on Social Networking Sites

The Headmaster and staff of Glenbrook School have agreed on an approach to the use of Social Networking sites. We are now inviting parents to join us in setting a good example for our children.

All parents are invited to join staff in setting a good example for our children by:

- Demonstrating courtesy and respect for students, parents and staff when comments are placed on social networking sites.
- Ensure appropriate language is used in any comments placed on social network sites.
- Addressing any issues or concerns regarding school, directly with the Headmaster or member of staff rather than posting them on social media.
- Not using social network sites to make derogatory comments or posting photographs which could disrespect students, parents, staff members, the leadership teams, and trustees.

We agree:

- We will meet with you and use the Governing Bodies policies and procedures to resolve concerns.
- We will work hard to resolve any concerns in the best interest of the whole community.
- We will act in the best interest of the whole community and honor our duty of care to our students.
- We will **not** use public social networking sites to conduct school business or communicate with any pupil in the school. (Private groups are allowed – for example; a Facebook group dedicated to the class of 2018.)
- We will **not** use social networking sites within lesson times (for personal use).

Cyberbullying: Glenbrook School is committed to ensuring that all of its staff, parents/guardians and students are treated with dignity and respect. Bullying and harassment of any kind will not be tolerated. Cyber-bullying methods could include text messages, emails, phone calls, instant messenger services, circulating photos or video clips or by posting comments on web sites, blogs or in chat rooms.

Appendix II

INTERNET USE PERMISSION FORM

Internet access is available to teachers and students at Glenbrook School for educational research and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With this access comes the availability of materials that may not be considered to be of educational value in the context of the school setting. However, the valuable information and interaction available on the worldwide network far outweighs the possibility that a user may access materials that are not consistent with educational goals of his/her project. Every precaution will be taken to restrict access to controversial material.

The schools' staff will provide appropriate supervision and instruction regarding use of the Internet. We will make all reasonable efforts to see that our student do not access inappropriate materials, and it is unlikely that a student will accidentally access an unacceptable web site or become involved in inappropriate communication. However, it is impossible for us to guarantee that a student will not do so. Each student has a responsibility to make wise choices and follow school policy.

INTERNET USE POLICY: The use of the Internet by a student is a privilege, not a right, and inappropriate use will result in a cancellation of the student's privilege. The librarian, teacher and/or headmaster will deem what is inappropriate use; their decision is final.

Please go over the Inter Use Policy with your child and make certain they understand their responsibility to follow the policy. We appreciate your cooperation in insuring that the wonder educational opportunities which our students will receive through appropriate use of the Internet will not be jeopardized because of imprudent behavior on the part.

I, as the parent/guardian of _____ have read the policy regarding the use of the Internet and agree that my child(ren) may participate and shall abide by this rule. Finally, I will not hold Glenbrook School or any teacher liable for any damages incurred or information access through the use of the computer system.

I understand and will abide by the above terms. Should I commit any violation, my access privileges will be revoked and school disciplinary actions taken.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____