



Glenbrook School is an independent co-educational, college-preparatory school committed to the pursuit of excellence in education for students from kindergarten through twelfth grade.



Glenbrook School

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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
Cognia (formerly Southern Association of Colleges and Schools-SACS)

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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, Reviewed 2020, Reviewed 2022; Reviewed 2025)

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 Cognia member schools and the Louisiana High School Athletes Association (LHSAA). Guidelines are on the Cognia website and on the LHSAA website.

CHANGES IN HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as possible; however, some changes might be made immediately due to unforeseen circumstances

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.

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 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.

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 (electronic or written) on an assignment such as ChatGPT or other AI resources.
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. At the start of each year, all community members sign a statement to uphold the Honor Code.

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).

Unfortunately, there are times the Honor Code is violated. If a community member believes that the Honor Code has been violated, he/she should contact the administration or a faculty member who will report this to the assistant head of school.

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, unwelcome 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 Head of School or Assistant Head of School, without fear of reprisal. All complaints will be thoroughly and promptly investigated. 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, age, national origin (ancestry), and disability 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 race, color, religion (creed), gender, age, national origin (ancestry), or disability 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. Passed attempted core-curriculum classes.
2. No prior violation of drug, alcohol, firearm, or behavioral regulations.
3. Scored average or above average on the ability test.
4. Recommendation by former principal and/or teacher(s).
5. 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 outlined in Bulletin 741, “Handbook for School Administrators,” revised in May 2010. Elementary students must attend 52,800 of the 57,750 scheduled instructional minutes per school year. Students may be retained due to excessive absences.

All absences from school, both unexcused and excused, count toward this total number. The two exceptions are school-sponsored events (athletic competitions, field trips, etc.) and extended personal illness verified by a physician.

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 an extracurricular 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. Those assignments will be placed on Google Classroom.

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 Head of School.

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 lesson begins are considered tardy.

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.

1. Office personnel must speak with the parent
2. Student receives checkout slip to present to his/her teachers
3. Students must sign the checkout 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 head of school or the assistant head of school.

Academic Achievements Awards:

Highest GPA Awards:

Students who have the highest GPA in the subject areas will be recognized at the Academic Awards Ceremony.

A Honor Roll:

If the student obtains all A's in each course for a nine-week grading period, he will earn a place on the Head of School's List.

A/B Honor Roll:

If a student achieves a grade point average of 3.50 or above with only A/B grades, he will earn a place on the A/B Honor Roll.

Honor Roll:

If a student achieves a grade point average of 3.00 or above with no grade below a B, he will earn a place on the Honor Roll.

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 read them at their own pace.

2. Student Takes a Quiz

The nine-week reading grade for elementary students in grades 4-6 reflects 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 grade for grades 4-6

Each nine weeks, the students are required to read 2 "grade-level appropriate" chapter books and make 80% or higher on each book test.

For more information, check out the following websites:

www.glenbrookschool.com www.renlearn.com

Advisory Program:

The Glenbrook Advisory Program consists of Glenbrook's counselor working weekly with students in grades kindergarten through sixth. 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 percent (60 %) will receive a grade of "F" in that course for the year.

Grading Scale:

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 - 0	F

Make-up Testing:

Make-up testing will be administered at the teacher's discretion. Teachers should use the make-up testing form which requires the student to discuss opportunities available for the make-up test and if it will require him/her to miss an elective class such as P.E. If so, the student must get permission from the teacher that he/she will be missing class in order to take the make-up test.

Progress Reports:

Students will receive progress reports at the end of the 4.5 week of each nine weeks. Progress reports are able to be viewed on JCampus.

Report Cards:

Report cards are given to the students at the end of each nine weeks in grades seven through twelve. The report cards are mailed to parents at the conclusion of the year.

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 receiving an automatic “F” for the nine weeks. An “I” will be calculated as an “F” for GPA purposes.

Student Assessment:

We administer the NWEA Measures of Academic Progress Growth, or MAP Growth, assessment as part of our overall assessment system. NWEA MAP Growth is a nationally normed, achievement test which measures what students know and informs teachers what they're ready to learn next by using a computer adaptive test that adjusts to the ability and knowledge of the student. Your child's teacher will use the results of the NWEA MAP Growth assessments to better understand your child's individual needs and to help him/her progress in the assessed area. Because the assessment is a growth measure, it can track the growth of the student between testing events and over multiple years of testing. All students in grades K-7 will be evaluated using NWEA MAP Growth assessments in math, reading, language, and science depending on grade level. Grades 8 and up also have content specific test options for students.

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 announced no later than the first week of May.

Safety and Security

D.A.R.E. Program Drug Abuse Resistance Education (DARE), the highly acclaimed program that gives students 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.

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 will choose to take part in either 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.

Discipline

Glenbrook's Philosophy About Discipline:

Each child has the right to be taught behavior expectations (guidelines for success, rules, and correction procedures). It is the teacher's responsibility to set the behavioral tone in his or her classroom. Teachers will follow through with their classroom management plan before sending a student to the administrator. Exceptions to this are: physically dangerous behavior, defiance (overt and immediate refusal to follow a staff member's directions), or any other more serious behavior issues or actions.

Glenbrook School will follow a progressive discipline plan. The following steps are a guide to responding to most minor offenses that occur during an instructional period. Certain more serious behaviors in the classroom may require teachers to bypass steps one and two and move straight to a "Discipline Referral."

1st Offense - Verbal Warning

2nd Offense - Communication with parent(s)

3rd Offense - The student will receive a referral

Students at Glenbrook School will abide by the following School-wide Behavioral Expectations:

- I will treat everyone with kindness and respect.
- I will keep my hands and feet to myself.
- I will not use inappropriate language toward anyone.
- I will never tease, cause harm, name-call, or bully another student.
- I will immediately notify my teacher or another staff member if I am bullied or see someone else being bullied.

Dress Code

Glenbrook School's dress code policy requires all students to arrive at school in uniform. The most important elements of the dress code policy are both student compliance and parental support. If your child does not come to school wearing the appropriate attire, he/she will be requested to remedy the noncompliance immediately and may receive a referral for a dress code violation. Parents/guardians will be contacted to bring proper clothing to the school. The student will return to class when he/she has on the appropriate clothing.

Shirts:

- Red, Royal Blue, Baby Blue approved "G" t-shirt (short sleeve or long sleeve) purchased from Minden Athletic that may be worn any day of the week.
- A solid collared oxford or polo shirt may be worn under a jumper.
- Shirts are to be tucked in. Only solid white undershirts are to be visible.
- No long-sleeved shirts are to be worn under short-sleeved shirts.
- Approved spirit shirts can be worn on Friday.

Sweatshirts:

- The approved Glenbrook sweatshirt and pullover shall be worn in lieu of jackets and coats in classrooms.
- Hoodies will be allowed and must be Glenbrook affiliated.

Jackets/Coats

- Jackets or coats may be worn from the parking lot inside the building, but must be stored in a locker before class begins. Only the approved Glenbrook sweatshirts, pullovers, and hoodies will be allowed for the remainder of the day.

Pants

- Uniform khaki pants, navy pants, or shorts (No jeggings, leggings, tights, low rise or hip huggers, cargos, overalls, western cut, capris, drawstring or elastic waists, athletic or mesh pants or shorts, and no corduroy pants may be worn). Pants/shorts should not be overly tight and should be appropriately sized.
- Blue jeans are allowed on Fridays. No holes or distressing are allowed.

Skirts/Shorts

- Skirts must have shorts worn underneath and also be no shorter than 3" above the top of the knee cap. Shorts must also be no shorter than 3" above the top of the knee cap.

Belts

- Appropriate belt with buckle. (Brown, black, or navy color only)

Shoes

- Closed-toe shoes must be worn.
- All shoes must be worn with socks that cover the entire foot.
- Slides and Crocs are not allowed.
- Boots are allowed for grades 7th through 12th. Boots must be worn under khaki pants or blue jeans, or Fridays. The appropriate P.E. shoes must be worn on the gym floor and in the multi-purpose room.

Additional Rules

- Athletes participating in a sporting event may wear, on the day of the event, their jersey or a designated shirt that has been approved by the headmaster and coach. The shirt must be tucked in.
- K-6th Grades are allowed to wear blue jean shorts on Friday.
- K-6th Grade students may wear elastic waist pants or shorts (Preferred in K-1st grades).
- K-6th Grade: For school functions, students may be required to wear a certain color polo or “G” t-shirt and uniform khaki pants/shorts.
- Tennis shoes are only allowed on the gym floor.
- No caps or hats are allowed inside the building.
- No blankets allowed.

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.

Lost and Found:

Books and items owned by the school are to be kept only in classrooms. Each student is responsible for their 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 be seated on the porch and in the foyer for carline pickup.

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. Lunch must be purchased online the day before they are served.

Cafeteria Rules:

1. Sit at a 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 are quiet time. (The teacher will alert students at the appropriate time.)
10. If a student is misbehaving, the student is moved to a 'safe seat,' which is a chair away from the group.

Miscellaneous:

- Classes begin at 7:45 A. M. Students should not arrive prior to 7:30 A.M.
- Students are dismissed from school at 3:05 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 and Social Media Policy.
- Electronic devices are not allowed during school hours from 7:30 to 3:05.

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 Head of School 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, Swim Team

Winter:

Boys: Basketball

Girls: Basketball, Cheerleaders

Spring:

Boys: Baseball, Golf, Tennis, Track

Girls: Golf, Tennis, Track, Softball

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 elementary district rules must be given by parents. These forms are kept on file by the elementary sports director.

If a student-athlete decides to quit a sport after the first game that he/she was eligible for, that student-athlete cannot participate in any sport until the sport that he/she chose to quit is completed (post-season included).

Sixth-grade students may only participate in elementary-level athletic programs. This includes workouts and practices, including summer. Exceptions may be made under special circumstances, such as when junior high teams are unable to meet minimum roster requirements.

Eligibility Requirements for Various Sports:

The minimum required GPA for a student to participate in athletics at Glenbrook School is 2.0, counting all subjects. A student may not make more than one "F" and participate. Eligibility will be computed on the nine-week 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 students 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 elementary sports director.

Coaches may incur the cost of fines levied against Glenbrook School by the elementary sports district 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, there 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 will be scheduled that includes 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 the 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 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
- 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 the possessions of others
- Display academic integrity
- Students will incur the cost of fines levied against Glenbrook School 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:

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.

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 meets 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.

Appendix I

Social Media Policy

The head of school 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 head of school or a member of staff rather than posting them on social media.
- Not using social network sites to make derogatory comments or post photographs that could disrespect students, parents, staff members, the leadership teams, and trustees.
- Respecting the privacy and confidentiality of students, parents, teachers, and all other members of Glenbrook School when it comes to any posts or videos on social media.

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 2030.)
- 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 posting comments on websites, blogs, or in chat rooms.

Student Use of Social Media: First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Glenbrook community and beyond. Students who participate in online interactions must remember that their posts and media reflect on the entire Glenbrook School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of Glenbrook students and faculty, students may not, under any circumstances, create digital video recordings of Glenbrook community members either on campus or at off-campus Glenbrook events for online publication or distribution without consent.
- Students may not use social media sites to publish disparaging or harassing remarks or media about Glenbrook community members, athletic or academic contest rivals, etc., including referring to or wearing the Glenbrook logo that could be seen in a negative light.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not slander, libel, or defame the school, students, parents, or staff, or violate school policies. Failure to abide by this Policy, as with other policies at Glenbrook, may result in disciplinary action as described in the Student Handbook or as determined by school administration.

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 this worldwide network far outweighs the possibility that a user may access materials that are not consistent with the educational goals of his/her project. Every precaution will be taken to restrict access to controversial material.

The school's staff will provide appropriate supervision and instruction regarding the use of the Internet. We will make all reasonable efforts to see that our students do not access inappropriate material, and it is unlikely that a student will accidentally access an unacceptable website or become involved in inappropriate communications. 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 the cancellation of the student's privilege. The librarian, teacher, and/or administration will deem what is inappropriate use; their decision is final.

Please go over the Internet Use Policy and Social Media Policy with your child and make certain that he/she understands his/her responsibility to follow the policy. We appreciate your cooperation in ensuring that the educational opportunities that our students will receive through the appropriate use of the Internet will not be jeopardized because of imprudent behavior.

As a parent/guardian, I 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 accessed 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 _____

Appendix III

Glenbrook School Anti-Bullying Policy

Purpose

Glenbrook School is committed to providing all students a safe, supportive, and respectful learning environment. Bullying, in any form, disrupts the educational process and harms the social and emotional well-being of students. This policy outlines our commitment to preventing bullying, defines what constitutes bullying, and details the procedures for reporting, investigating, and addressing bullying incidents.

Definition of Bullying

Bullying is any repeated, intentional act—whether verbal, physical, written, or electronic—that causes harm to another student. Bullying can take many forms, including, but not limited to:

- **Physical Bullying:** Hitting, kicking, pushing, or using physical force against another person.
- **Verbal Bullying:** Name-calling, teasing, threats, or verbal abuse.
- **Social/Relational Bullying:** Spreading rumors, purposefully alienating others without just cause, damaging relationships or reputations.
- **Cyberbullying:** Using technology, including social media, text messages, or online platforms, to harass, threaten, or intimidate someone.

Prohibited Conduct

Bullying is strictly prohibited on school grounds, during school-sponsored activities, on school transportation, and through any electronic communication that significantly affects the school environment or disrupts learning. Students found engaging in bullying may face disciplinary action, including but not limited to suspension or expulsion, in accordance with school policies.

Reporting Procedures

All members of the Glenbrook School community, including students, staff, and parents/guardians, are encouraged to report bullying incidents. Reports can be made in the following ways:

1. **In-Person:** Students or parents can report bullying directly to a teacher, school counselor, or administrator.
2. **Written Report:** A formal bullying incident report can be submitted to the main office or via email to a designated school official. [Bullying Report Form](#)

Investigation Procedures

Once a report of bullying is received, the following steps will be taken:

1. **Initial Assessment:** School administrators will conduct an initial assessment of the reported incident to determine whether it constitutes bullying as defined by this policy.
2. **Investigation:** A prompt and thorough investigation will be conducted, including interviews with the student(s) involved, witnesses, and a review of any available evidence (e.g., electronic communications, video footage).
3. **Resolution:** Based on the findings of the investigation, appropriate actions will be taken to address the behavior and protect the targeted student. This may include disciplinary measures, counseling, and restorative practices. Parents/guardians of both the victim and the perpetrator will be notified of the outcome.

Consequences for Bullying

Students who engage in bullying may face a range of consequences, depending on the severity and nature of the behavior. These may include:

- Verbal or written warnings
- Detention or loss of privileges
- Mediation or conflict resolution programs
- Counseling referrals
- Suspension (in-school or out-of-school)
- Expulsion

Repeated or severe bullying may lead to more serious consequences, up to and including expulsion from school.

Support for Victims of Bullying

Glenbrook School is committed to providing support for students who are victims of bullying. Support may include counseling services, peer support groups, or other resources to help the student recover emotionally and academically from the effects of bullying.

Retaliation Prohibited

Retaliation against any individual who reports bullying or participates in the investigation of a bullying incident is strictly prohibited. Any act of retaliation will be treated as a serious violation of this policy and may result in disciplinary action.

Prevention and Education

Glenbrook School will take a proactive approach to bullying prevention by providing educational programs for students and staff that promote respect, inclusion, and empathy. These programs may include:

- Anti-bullying advisements
- Advisement classes focused on character education
- Training for staff on identifying and preventing bullying

Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness in preventing and addressing bullying. Data on bullying incidents will be regularly collected and analyzed to identify patterns and guide improvements in school climate and safety measures.

Contact Information

For questions or to report an incident of bullying, please contact:

Joshua Legendre

Asst. Head of School/Dean of Students

Phone:(318)-377-2135

Email: jlegendre@glenbrookschool.com

Appendix IV

Glenbrook Retention Policy

Glenbrook School recognizes that students of the same age are at many intellectual and developmental levels and that these differences are a normal part of human development. Because of these differences, the administration and teaching staff are directed to make every effort to develop curricula and programs that meet the individual and unique needs of all students and allow them to remain with their age cohorts.

In general, children will be placed at the grade level to which they are best adjusted academically, chronologically, socially, and emotionally. Children will most often progress annually from one grade to the next. However, in cases where it is determined that retention is in a particular student's best interest academically, that student may be retained in the same grade for up to one additional year. Retention shall be considered primarily because the student does not demonstrate academic readiness for the next level, and it is believed that it will be in the best academic interest of the student's future needs. Students twenty months older than their classmates will NOT be considered for grade-level retention. It would be an exceptional situation if a student were retained more than once in their K-12 experience.

Communication between the teacher and the parent/guardian(s) should be consistent and thorough. When the student is not performing, the teacher will contact the parent/guardian(s) throughout the year so they are very aware of the teacher's and school concerns for the student's academic progress.

Elementary School Level (K-6)

At the elementary level, students who pass all subjects will be promoted. Students who do not make satisfactory progress in the core subjects of English Language Arts/Reading and/or Mathematics shall have their cases considered on an individual basis and may be retained. Retention shall be limited to those situations where the best interest of the child is reasonably assured. Diligent effort shall be made to use all available resources to determine the child's appropriate placement.

Parent Request for Retention

Research on student retention suggests that focusing on retention in early grades (kindergarten to 3rd grade) to ensure students master foundational skills is more beneficial than holding back students in later grades, where social-emotional impacts can be greater. If a student meets the requirements for promotion academically, but a parent requests the student be retained, then there will be a

mandatory committee meeting to determine the outcome of the request. The committee will be composed of a parent/guardian, teacher(s), administrator, and the school counselor. Student data, parent-teacher communication throughout the year, conference notes, discipline/behavior information, age, class size, and any other specific concerns will be discussed during this meeting. The parent/guardian will present their reason(s) for the request to retain, and the committee will consider all of the information presented at the meeting in order to make an informed decision that both the school and the parent feel is in the best interest of the student. If an agreement cannot be made by both the school and the parent in regard to promotion/retention, the parent may appeal the school's recommendation to the Board of Trustees. A parent's request for retention due to anything other than a student's considerable lack of academic progress must be made prior to the re-registration deadline for the upcoming school year.

Appendix V

