# GLENBROOK SCHOOL

EST. 1970

# STUDENT HANDBOOK

## STUDENT GRADES 7-12 AND PARENT HANDBOOK

GROWTH • INTEGRITY • EXCELLENCE

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.

**HANDBOOK DISCLAIMER**

*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 impose or increase fees is similarly reserved.*

*Nothing in this handbook shall be construed as a contract.*

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# ACCREDITED BY

• Louisiana State Board of Education

• Cognia (formerly Southern Association of Colleges and Schools – SACS)

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# CONTACT INFORMATION

## Glenbrook School

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# ADMINISTRATION

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# GLENBROOK BOARD OF TRUSTEES

- Mr. Bob Moorehead
- Mrs. Ashley Rowton
- Mr. Nick Rowton

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# PHILOSOPHY

## VISION

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 academic, social, and physical development of each child. The school recognizes the responsibility it shares with parents and guardians in developing ethical and moral values that prepare students for lifelong success.

## PHILOSOPHY AND PURPOSE

Glenbrook School exists to provide academic excellence and to foster the intellectual, social, and personal growth of every student. The administration, faculty, parents, guardians, patrons, and students work collaboratively to create an environment that promotes maximum educational growth.

Instruction is designed to cultivate independent thinking, personal responsibility, and self-reliance. Glenbrook seeks not only to help students acquire knowledge, but also to develop critical thinking skills, curiosity, creativity, and sound judgment.

Recognizing that students come from diverse backgrounds and experiences, Glenbrook School provides a broad curriculum designed to address individual needs while preparing students for college, career pathways, and responsible citizenship.

Achieving these goals requires cooperation among students, families, faculty, and administration. Each member of the Glenbrook community shares responsibility for creating an environment that encourages achievement, character development, and personal growth.

The reward for this shared commitment is an exceptional educational foundation that supports students throughout college, career preparation, and life.

## CODE OF ETHICS

Glenbrook School adheres to the Code of Ethics established by Cognia member schools and the Louisiana High School Athletic Association (LHSAA).

Additional information regarding these standards may be obtained through the Glenbrook School office or through applicable organizational resources.

## HANDBOOK REVISIONS

Statements contained within this handbook are subject to amendment with or without notice.

While Glenbrook School will make every reasonable effort to communicate updates promptly, circumstances may require immediate implementation of policy changes.

# HONOR CODE

## PREAMBLE

Members of the Glenbrook School community are expected to conduct themselves honorably.

Integrity strengthens the value of a Glenbrook education and preserves the reputation of the school and its graduates. Dishonorable conduct diminishes both individual accomplishments and the collective reputation of the Glenbrook community.

## 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 dismiss a student 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 Head of School.

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 Louisiana High School Athletic Association (LHSAA) 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 head of school will deem what is inappropriate use, and 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 and social media policy 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.

## 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 referral will also be issued by the teacher which may result in an additional consequence such as detention or suspension.

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 when 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 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, national and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization. It does not and shall not discriminate on the basis of race, color, national and ethnic origin, in administration of its educational policies, admissions policies, scholarship programs, and other organization-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 if applicable.
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 the 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.

## INTERNATIONAL STUDENT POLICY

Glenbrook School accepts applications for sophomore (grade 10), junior (grade 11), and senior (grade 12) international students for admission at the beginning of the academic year.

International students may be accepted mid-year with the approval of the administration. Decisions on international applicants will be based on English proficiency, previous academic merit, minimum of a 2.5 cumulative GPA, and the availability of space within the class. In addition, the applicant must adhere to the application process required for enrollment for all Glenbrook students.

Glenbrook School will process the paperwork for all international applicants after they have been accepted and are registered. It is the sole responsibility of the international applicant to schedule necessary appointments within their home country to obtain a student F1 visa.

**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 for Non-Public Schools,"* revised in January 2025. High school students must be in attendance a minimum of 7,515 minutes per year to receive individual Carnegie units toward graduation.

## ABSENCES

A parent or guardian must phone the school as early as possible on the day of their child's 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.

Parent/doctor notes should state number of days or class periods missed, dates and reason for absence, and be signed and dated by physician or parent. If a student misses (5) consecutive days due to illness, they are required to bring a doctor's excuse.

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 head of school or assistant head of school.

According to LA State Bulletin 741, non-public schools require students to attend 52,800 of the 57,750 scheduled instructional minutes per school year to receive credit for coursework.

According to State of Louisiana Guidelines, Glenbrook School students may miss a total of 14 days per school year or 7 total days per semester.

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.

## PARENT NOTIFICATION OF ABSENCES (GRADES 8–12)

Absences, excused and unexcused, will be reported to parents in the following manner each semester:

• Parents will be notified after the third absence (except those marked for "School Activity") in a class that semester via letter or other written communication from the school.

• After the 6th absence, parents will be notified via phone call from the assistant head of school to discuss attendance requirements and credit recovery options (verified as extended illness or Saturday School attendance).

• When the student has been absent for more than 7 days per semester (for half-credit courses) or 14 days per year AND instructional minutes have not been recovered through extend day options or verified as extended personal illness, parents will be notified that the student may receive no credit in the course.

## ASSIGNMENTS

Parents of students who are absent are asked to call the school office and request missed previously not assigned assignments by 9:00 A.M. so the parents can pick up the assignments after 2:30 P.M.

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.

**Glenbrook School Make-Up Work Policy**

**Previously Announced Work:** Students are responsible for completing previously announced tests, quizzes, and assignments on the scheduled date or the day they return to school, whichever is later. A prior absence does not excuse students from scheduled assessments or activities.

**Make-Up Assignments:** Students will have one school day for each day absent to complete missed assignments, excluding the day of return. For example, a student absent for two school days will have two additional school days to complete missed work.

**Make-Up Tests:** Students must arrange with their teachers to complete missed tests and quizzes in a timely manner at a mutually agreed-upon time. There is the option of completing make-up tests before school.

**Student Responsibility:** Students are responsible for contacting their teachers upon returning to school, obtaining missed work, and completing all assignments within the established deadlines.

**Failure to Complete Work:** Failure to make arrangements or complete assignments within the allotted time will result in a grade of zero (0) for the missing work.

**Extended Absences and Exceptions (3 or More Consecutive School Days):** Students absent for three or more consecutive school days due to illness, medical circumstances, family emergencies, or other extenuating circumstances may be granted additional time to complete missed work. Individual make-up plans and deadlines will be determined by teachers in consultation with school administration.

A student is not exempt from planned activity or test because of a prior absence. It is the student's responsibility upon returning to school to be prepared for that test or planned activity.

## SCHEDULING

All students must schedule classes consecutively at their scheduled advisement session with the school counselor.

## 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 and student receives check out slip to present to his/her teachers
● Students 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 head of school or the assistant head of school. Glenbrook is a "closed campus" meaning students are not allowed to leave and return to school for a class without documentation that warrants an excused absence.

# ACADEMIC ACHIEVEMENTS AWARDS

## HEAD OF SCHOOL/ALL 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/All A Honor Roll.

## 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.

## 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.

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 School Counselor coordinates the selection. A student who places at the state rally in the overall competition is given three bonus points in the subject of her/his choice for the nine 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.

## SCIENCE AND SOCIAL STUDIES FAIRS

Students in grades 7-11 enrolled in science or social studies courses will complete a research project and an accompanying presentation in those classes.

Grades will alternate between science and social studies (7th history/ss, 8th science, 9th history/ss, 10th science, 11th history/ss; AP and dual enrollment history/ss and science courses will not be required to do these presentations/projects due to the college level work that is already required for those courses).

Teachers will give students the requirements for their individual class projects/papers and accompanying digital presentations.

Students in grades 7-11 who are taking a history or science course will have the choice to compete in the school science/social studies fair.

If a student chooses to compete in the school fair, he/she may choose to do the project board in lieu of the digital presentation.

If a student places at the fair, he/she will receive 3 bonus points in that class.

## 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. Students in grades 7-12 will be encouraged to continue to read books outside of the classroom and take AR tests on them. Grades 7-12 English teachers may determine how to incorporate AR novels and tests into their course requirements and grades. For more information, check out the following websites:

www.glenbrookschool.com

www.renlearn.com

## ADVISORY PROGRAM

The Glenbrook Advisory Program consists of individual faculty members and their homeroom students in grades seventh through twelfth.

There are additional minutes built into their homeroom time so that teachers can discuss advisory topics that are given out by the school counselor.

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 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 with the opportunity for career exploration, and help students succeed as individual members of our global community.

## CARNEGIE UNITS

The students must have the number of Carnegie units shown to be classified at the following grade levels:

| Grade Level | Carnegie Units |
|---|---|
| 9 | 0 – 7 |
| 10 | 7 – 14 |
| 11 | 14 – 20 |
| 12 | 20 or more |

# GLENBROOK SCHOOL

## DAILY SCHEDULES

### DAILY SCHEDULES

| Time | Class Period |
|---|---|
| 7:45 – 7:57 | Homeroom / Advisement |
| 7:50 AM | Tardy Bell |
| 7:57 – 8:50 | 1st Period |
| 8:53 – 9:46 | 2nd Period |
| 9:46 – 10:01 | Break |
| 10:04 – 10:57 | 3rd Period |
| 11:00 – 11:53 | 4th Period |
| 11:56 – 12:49 | 5th Period |
| 12:49 – 1:14 | Lunch |
| 1:17 – 2:10 | 6th Period |
| 2:13 – 3:05 | 7th Period |

### ACTIVITY SCHEDULE (MORNING ACTIVITY)

| Time | Class Period |
|---|---|
| 7:45 – 8:39 | Homeroom / 1st Period |
| 8:44 – 9:19 | Activity Period |
| 9:22 – 10:10 | 2nd Period |
| 10:10 – 10:25 | Break |
| 10:28 – 11:16 | 3rd Period |
| 11:19 – 12:07 | 4th Period |
| 12:10 – 12:58 | 5th Period |
| 12:58 – 1:23 | Lunch |
| 1:26 – 2:14 | 6th Period |
| 2:17 – 3:05 | 7th Period |

### ACTIVITY SCHEDULE (AFTERNOON ACTIVITY)

| Time | Class Period |
|---|---|
| 7:45 – 8:39 | Homeroom / 1st Period |
| 8:42 – 9:30 | 2nd Period |
| 9:30 – 9:45 | Break |
| 9:48 – 10:36 | 3rd Period |
| 10:39 – 11:27 | 4th Period |
| 11:30 – 12:18 | 5th Period |
| 12:18 – 12:43 | Lunch |
| 12:46 – 1:34 | 6th Period |
| 1:37 – 2:25 | 7th Period |
| 2:30 – 3:05 | Activity Period |

### CLUB DAY SCHEDULE

| Time | Class Period |
|---|---|
| 7:45 – 8:39 | Homeroom / 1st Period |
| 8:42 – 9:30 | 2nd Period |
| 9:30 – 9:45 | Break |
| 9:48 – 10:36 | 3rd Period |
| 10:39 – 11:27 | 4th Period |
| 11:30 – 12:18 | 5th Period |
| 12:18 – 12:43 | Lunch |
| 12:46 – 1:34 | 6th Period |
| 1:39 – 2:14 | Clubs |
| 2:17 – 3:05 | 7th Period |

**P**ositive **R**esponsible **I**ndividuals **D**isplaying **E**xcellence

## EXTENDED LEARNING OPPORTUNITIES

Extended learning opportunities are considered an extension of the school day. Therefore, all school rules, policies, and expectations remain in effect during participation.

Students are expected to follow all directions and reasonable requests from teachers, sponsors, chaperones, and school personnel. Failure to comply with school expectations may result in disciplinary action, including detention, suspension, removal from the activity, or expulsion, depending on the severity of the violation.

Students who commit serious violations of school rules may be sent home at the discretion of the sponsoring teacher and school administration. Any costs associated with early dismissal or transportation home will be the responsibility of the parent or guardian.

To remain eligible to participate in extended learning opportunities, students may not accumulate five (5) or more absences, whether excused or unexcused.

To maintain safety, supervision, and the educational purpose of these experiences:

• Siblings are not permitted to participate.
• A maximum of one parent or guardian may accompany their child when parent participation is permitted.

Participation in extended learning opportunities is a privilege, and students are expected to represent themselves and the school in a positive and responsible manner.

## FAILING GRADES

Students must maintain a yearly average of at least sixty percent (60%) to receive credit for a course. If a student's combined first and second semester averages do not equal or exceed 60%, the student will receive a failing grade ("F") for the course for the school year.

Students who successfully pass a semester will earn one-half (½) credit for that semester.

Junior high students who fail two (2) subjects may not be promoted to the next grade level. Promotion decisions will be made in accordance with school policies and academic requirements.

Students and parents are encouraged to monitor academic progress throughout the school year and seek assistance early if academic difficulties arise.

## FINAL TEST EXEMPTIONS

Students in grades 7–12 may qualify for exemption from a final examination by meeting the following academic requirement:

- The student must earn an **"A" average during each nine-week grading period** for the course in which the exemption is requested.

Students who qualify for a final exam exemption are encouraged to maintain strong academic performance and classroom participation through the end of the semester.

Students exempt from the **Social Studies final examination** must still submit all required **Service Learning documentation** to the teacher to fulfill course expectations.

## GRADING SCALE

Student academic performance is evaluated according to the following grading scale:

| Numerical Grade | Letter Grade |
|---|---|
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 60 – 69 | D |
| 0 – 59 | F |

Grades reflect student mastery of course content and academic performance as determined by classroom assignments, assessments, projects, participation, and other instructional measures established by the school.

## STUDY TIME FOR EXAMS

At the teacher's discretion, study guides may be provided to students at least one week prior to scheduled exams.

Teachers will continue providing instruction on new material, reviewing study guides, and administering classroom assessments until two school days before the exam date.

Students are encouraged to use study guides and classroom review opportunities to prepare thoroughly and develop effective study habits for academic success.

## MID TERM AND FINAL TEST SCHEDULE FOR GRADES 7–12

Mid-term and final examinations for students in grades 7–12 will follow the schedule below:

| Testing Day | Class Periods Tested |
|---|---|
| Day One | Odd Period Classes |
| Day Two | Even Period Classes |

Examinations will be administered from **7:50 AM to 12:45 PM** on assigned testing days.

Mid-term and final examinations will be administered from **7:50 AM to 12:45 PM** on assigned testing days. Examinations will consist of:

- A comprehensive written assessment covering course content
- An essay or report component, as determined by the classroom teacher

Teachers will determine the most appropriate writing assignment for their content area. Writing assignments may include:

- Essay written in class
- Essay completed at home
- Report completed at home

The essay or report component may constitute **no more than forty percent (40%)** of the examination grade.

Students are also required to complete **ten (10) hours of service learning**. Documentation verifying service learning hours must be submitted to the student's Social Studies teacher or the Assistant Head of School on the first day of mid-term exams and final exams.

## HONORS COURSES

Honors courses are offered in select subject areas to provide students with increased academic rigor and opportunities for advanced learning, including potential college credit in qualifying courses. To recognize the increased expectations and challenge level, honors courses are calculated using a weighted grading scale.

Selection for honors courses is based on multiple factors, including:

- Teacher recommendation
- Required percentage met on MAP testing data
- Previous academic performance and progress
- Required score on teacher-made entrance exam for 7$^{th}$ grade honors math

High school students enrolled in honors courses receive an additional **1.0 quality point**, allowing honors courses to calculate on a **5.0 weighted scale**.

## AVAILABLE HONORS COURSES

### English

- English I Honors
- English II Honors
- AP English II
- English III Dual Enrollment (DE) **not available for 2026-2027**
- English IV Dual Enrollment (DE) **not available for 2026-2027**

### Mathematics

- Algebra I Honors
- Algebra II Honors
- Geometry Honors
- Pre-Calculus Dual Enrollment (DE)
- Trigonometry Dual Enrollment (DE)
- AP Statistics

### Science

- Physical Science Honors
- Biology Honors
- Chemistry Dual Enrollment (DE)
- Biology II Dual Enrollment (DE)

### Social Studies

- World Geography Honors
- Civics Honors
- US History Honors
- AP Human Geography
- AP United States History
- AP Law and Government

### Electives

- Personal Finance Management (DE)

Placement in honors courses is intended to support students who demonstrate academic readiness and the ability to successfully manage advanced coursework expectations.

## MAKE UP TESTING

Students who miss a test or major assessment due to an absence are responsible for making arrangements with their teacher to complete the assessment.

Scheduled make-up testing will be conducted **each Tuesday and Friday morning from 7:00 a.m. until 7:45 a.m. in Room 7**. Students are expected to report to the designated testing

location at the scheduled time unless alternative arrangements have been approved by the teacher.

At the teacher's discretion, make-up testing may also be administered during the student's lunch period or during the regular class period when appropriate.

Students are expected to complete all make-up assessments promptly upon returning to school. Failure to report for a scheduled make-up testing session without prior approval from the teacher may result in disciplinary action and/or a grade penalty, as permitted by school policy.

## INCOMPLETE GRADES

An “I” (Incomplete) indicates that a student has not completed a required portion of course work or assigned academic requirements.

It is the student’s responsibility to submit all missing work necessary to remove the incomplete grade within two weeks of receiving the report card**.**

Failure to complete and submit required work within the designated timeframe will result in the incomplete being converted to a grade of zero (0)**.**

For Grade Point Average (GPA) calculations, an “I” (Incomplete) will be calculated as an “F” until all required work has been completed, and the grade has been updated.

## DUAL ENROLLMENT

Glenbrook School, in collaboration with Bossier Parish Community College, Northwestern State University, Louisiana State University, and Louisiana Tech University, offers Dual Enrollment opportunities that allow students to earn college credit while still enrolled in high school.

Courses selected for Dual Enrollment are aligned with the Board of Regents Transfer Guide to support college readiness and transferability of coursework.

To be eligible for Dual Enrollment participation, students must meet requirements established by:

- The partnering college or university
- The Louisiana Board of Regents
- The Louisiana Board of Elementary and Secondary Education (BESE)

Students enrolled in Dual Enrollment core academic courses taught by Glenbrook faculty, including English, mathematics, science, history, arts, and foreign language courses, will receive weighted grading, and those courses will be designated as Honors courses.

Eligible Dual Enrollment core courses taught by Glenbrook faculty will calculate on a 5.0 weighted grading scale to recognize the rigor and advanced academic expectations associated with college level coursework.

Participation in Dual Enrollment provides students with opportunities to challenge themselves academically, earn college credit, and prepare for post-secondary educational success.

# ADVANCED PLACEMENT COURSES

The Advanced Placement® Program (AP) provides students with the opportunity to take college level coursework and examinations while still in high school. AP courses are designed to challenge students academically and may provide opportunities to earn college credit at colleges and universities throughout the United States and internationally.

Students enrolled in AP courses will receive weighted grading on a 5.0 scale, and AP courses will be designated as Advanced Honors courses.

## ELIGIBILITY FOR AP COURSES

All students are eligible to enroll in AP courses. Students who choose AP coursework are typically interested in advanced academic study and willing to commit to the expectations and rigor of college level instruction.

Students interested in AP enrollment should consult with the school counselor regarding appropriate course placement.

Students who meet one or more of the following criteria are encouraged to consider AP coursework:

- Demonstrated advanced performance on standardized assessments
- AP potential identified through ACT performance data
- Strong academic interest in a subject area
- Demonstrated readiness for advanced coursework

The school does not incur the cost associated with AP course examinations.

## ROLE OF THE AP STUDENT

Students enrolled in AP courses are expected to meet high academic expectations and assume responsibility for their learning.

Student responsibilities include:

- Paying AP examination fees by school established deadlines
- Taking the AP examination for each AP course in which they are enrolled
- Completing assignments and assessments by established due dates
- Maintaining preparation for classroom assessments and examinations
- Purchasing supplemental materials when required by a course
- Maintaining a minimum course average of 75% to remain enrolled in the AP course

Late work and missing assignments are not eligible for credit in AP courses. Assignments not submitted by the deadline will receive a grade of zero and may not be recovered.

Students with excused absences on assignment due dates must submit required work upon returning to school.

AP courses may provide opportunities for retesting as determined by the classroom teacher.

Students may not withdraw from an AP course after the conclusion of the third week of school.

**ROLE OF THE AP TEACHER**

AP teachers are responsible for providing high-quality instruction and supporting students in meeting course expectations.

AP teachers will:

- Clearly explain and model assignments and instructional expectations
- Provide instruction that motivates and encourages student achievement
- Establish classroom expectations, procedures, and accountability systems
- Monitor and evaluate student progress regularly
- Maintain effective communication between school and home
- Provide a safe, positive, and productive learning environment
- Prepare students adequately for AP examinations
- Ensure enrolled students participate in required AP examinations

Participation in AP coursework requires commitment, organization, and consistent academic effort. Students enrolling in AP courses should carefully consider the expectations and rigor associated with college level learning opportunities. Students are expected to take the AP final exam, if the student opts out of the AP final exam they will still be required to take the teacher made final exam for the course. Prior approval from school administration must be obtained to opt out of the exam.

## ONLINE COURSES

All high school students are encouraged to complete at least one online course prior to graduation to help develop skills in digital learning, time management, and independent study.

Glenbrook School currently provides Spanish I and Spanish II as online course options. The cost of these courses is covered by the school.

Students who choose to enroll in an online course outside of those provided by Glenbrook School will be responsible for all associated costs unless otherwise approved by school administration.

Certain online courses selected in consultation with the school counselor may be designated as Independent Study courses.

Online Dual Enrollment courses will be calculated on a 4.0 grading scale. Dual Enrollment courses taught by Glenbrook faculty will be calculated on a 5.0 grading scale.

Students may not enroll in an outside online course if the same course is offered through Glenbrook School (exception: Fine Arts Survey)

Students interested in online learning opportunities should consult with the school counselor to ensure course selection aligns with graduation requirements and academic goals.

## VOCATIONAL COURSES

Glenbrook School maintains an articulated credit agreement with the Louisiana Technical College Northwest Campus for selected vocational and career preparation programs. These opportunities allow eligible students to participate in programs that support career readiness and workforce development while earning applicable educational credit.

Students and parents interested in vocational course opportunities should contact the Glenbrook School Counselor for program availability, eligibility requirements, and additional information. Students interested in touring the college campus or learning more about available programs may contact the Director of Student Services to arrange a visit or obtain additional information.

## PROGRESS REPORTS

Students will receive progress reports at the midpoint (4.5 weeks) of each nine-week grading period. Progress reports are intended to provide students and parents with information regarding academic performance and student progress prior to the end of the grading period.

Parents or guardians are required to review, sign, and return the progress report to the teacher on the following school day. Progress reports may also be viewed electronically through JCampus, allowing parents and students ongoing access to academic information throughout the school year.

## REPORT CARDS

Report cards for students in grades 7–12 are issued at the conclusion of each nine week grading period. Parents or guardians are asked to review, sign, and return the report card to the Homeroom or First Period teacher on the following school day.

At the conclusion of the school year, final report cards will be mailed to parents or guardians.

## INCOMPLETE GRADES

An “I” (Incomplete) indicates that a student has not completed a required portion of course work or academic requirements. It is the student’s responsibility to submit all missing work necessary to remove the incomplete within two weeks of receiving the report card.

Failure to complete required work within the designated timeframe will result in the incomplete being converted to an automatic “F” for the nine-week grading period.

For Grade Point Average (GPA) calculations, an "I" (Incomplete) will be calculated as an "F" until all required work has been completed, and the grade has been updated.

## SERVICE LEARNING

The purpose of the Service-Learning Graduation Requirement is to encourage students to become active and responsible contributors to their school and community.

Service Learning provides students with opportunities to develop leadership, civic responsibility, and an understanding of how service can positively impact others. Through participation, students gain meaningful experiences that promote personal growth and community engagement.

Additional information regarding Service-Learning requirements, expectations, and documentation procedures can be found in Appendix III.

## GRADUATION REQUIREMENTS

Senior portfolios are a mandatory graduation requirement and must include the following components:

- Completed Job Shadowing Experience Forms
- Evidence of Service-Learning Hours
- Portfolio guidelines outlined in the College Preparedness Guide

International students may receive honorary recognition during commencement exercises, participate in graduation ceremonies, wear graduation regalia, and walk with the senior class.

Glenbrook School does not offer the Louisiana Jump Start Diploma. Glenbrook School has adopted the successful completion of TOPS University requirements established by the Louisiana Department of Education as its graduation requirement.

Additional graduation requirement information may be found at:
Louisiana Graduation Requirements

### TOPS REQUIREMENTS

Students and families seeking information regarding TOPS eligibility requirements should review information provided by the Louisiana Department of Education and the Louisiana Office of Student Financial Assistance.

Additional TOPS information may be found at:
TOPS and Individual Student Planning Information

### TOPS AWARD LETTER

Students eligible for TOPS awards will receive notification of eligibility award from the Louisiana Office of Student Financial Assistance by August.

**RECORDS REQUESTS**

Unofficial Transcript - Students requesting an unofficial transcript should contact the School Counselor.

Official Transcript - Louisiana colleges obtain official transcripts through the STS (State Transcript System). Upon student request, Glenbrook School administration or the School Counselor may provide official transcripts to out-of-state colleges and universities.

Please allow up to two weeks for transcript processing.

**STUDENT ASSESSMENT**

Glenbrook School administers the NWEA Measures of Academic Progress (MAP Growth) assessment as part of the school's assessment system.

MAP Growth is a nationally normed assessment designed to measure student achievement and academic growth. MAP Growth uses a computer adaptive testing model that adjusts to each student's achievement level, providing educators information regarding student strengths, instructional needs, and readiness for future learning.

Teachers use MAP Growth assessment results to better understand individual students' needs and support academic progress. Because MAP Growth measures student growth over time, assessment data may be used to monitor progress between testing periods and across multiple school years.

Students in Kindergarten through Grade 7 participate in MAP Growth assessments in mathematics, reading, language, and science, depending upon grade level requirements. Students in Grade 8 and above may participate in additional content specific MAP Growth assessments based upon academic coursework and instructional programming.

Additional information regarding MAP Growth assessments may be found at:
NWEA MAP Growth Information

# DISCIPLINE

Glenbrook School utilizes a progressive discipline approach designed to encourage positive student behavior while maintaining a safe and orderly learning environment. The following steps serve as general guidelines for responding to most minor classroom infractions that occur during an instructional period. More serious behaviors may require school personnel to bypass initial steps and proceed directly to an administrative Discipline Referral.

## DISCIPLINE PROCEDURES

1st Offense — Verbal Warning

2nd Offense — Communication with Parent(s) or Guardian(s)

3rd Offense — Discipline Referral

Examples of minor infractions may include, but are not limited to:

- Tardiness
- Dress code violations, including facial hair, sideburns, and hair length requirements
- Violations of traffic or safety regulations
- Littering
- Visible cell phones, smart watches, wireless headphones during unauthorized times
- Other infractions as determined by school personnel

## DISCIPLINE REFERRALS AND TUESDAY/FRIDAY MORNING DETENTION

A Discipline Referral resulting in Friday Morning Detention may be assigned for the following behaviors:

- Cheating or academic dishonesty
- Disrespect toward students, faculty, staff, or visitors
- Inappropriate language or behavior
- Public displays of affection
- Leaving campus or school grounds without permission
- Unauthorized visits to student parking areas
- Other infractions as determined by school administration

## TARDINESS

Students are expected to arrive on time and prepared for instruction each school day. Students who are not present in their assigned homeroom or classroom before instruction begins will be considered tardy. There are no excuses for tardies.

After accumulating (3) tardies, a student will receive a Discipline Referral and assigned detention. Classroom tardiness totals are recalculated at the end of each semester.

## AREAS OF CONCERN THAT MAY RESULT IN IMMEDIATE DISMISSAL

- Illegal drugs
- Alcohol
- Possession of a firearm/weapon(s)
- Theft
- Use of inappropriate language or symbols
- Vandalism
- Criminal activity

Upon receiving a discipline referral for minor infractions in a semester, students may be required to attend Tuesday or Friday Morning Detention (7:00 AM – 7:45 AM). Parents will be notified and failure to attend may result in suspension. School administration has the discretion to assign immediate detention depending on the nature of the offense.

**SUSPENSION / EXPULSION POLICY**

Actions such as drug/alcohol use, dishonesty, disrespect, skipping class, leaving campus without permission, school violence, or similar serious infractions may result in suspension or expulsion. The administration has final authority in such matters.

If a student is suspended from Glenbrook School, he/she may not return to the campus until the suspension has expired. Students are not allowed to attend any event or athletic contest while on suspension.

**DISMISSAL**

Rarely, if a student's actions are deemed incompatible with the school's standards, Glenbrook School reserves the right to dismiss the student. Immediate dismissal may occur for serious offenses including:

- Illegal drugs
- Alcohol
- Possession of weapon(s)
- Theft
- Inappropriate language or symbols
- Criminal activity (on or off campus)
- Vandalism

**Dismissed students may not return to campus.**

# CELL PHONE POLICY

The purpose of this policy is to create and maintain a positive learning environment free from unnecessary distractions and disruptions caused by personal electronic devices. Glenbrook School is committed to promoting student focus, academic engagement, and responsible technology use during the school day.

This policy applies to all students enrolled at Glenbrook School.

**GENERAL USE**

Students may bring cell phones to school; however, devices must remain secured in backpacks or lockers during the school day. Cell phones must not be on the student's person or visible.

Cell phones must be turned off or placed in silent mode while on campus.

**CLASSROOM USE**

• Cell phones may not be used during instructional time unless administration has approved teacher requested educational activities requiring device use.

• Unauthorized use of a cell phone during class will result in the device being confiscated by the teacher and submitted to the Assistant Head of School.

**EMERGENCY COMMUNICATION**

In the event of an emergency, students may use a school office telephone to contact a parent or guardian.

**PROHIBITED USES**

The following uses of cell phones and electronic devices are always prohibited:

• Bullying, harassment, or intimidation of another student

• Taking, possessing, sending, or sharing inappropriate photographs or videos

• Cheating, accessing unauthorized information, or having cell phone out during tests, quizzes, or academic assignments

• Recording students or staff without permission

• Any activity that violates school rules, policies, or expectations

**DISCIPLINARY CONSEQUENCES**

Violations of this policy will result in the following disciplinary actions:

## CELL PHONE POLICY CONSEQUENCES

| OFFENSE | CONSEQUENCE |
|---|---|
| FIRST OFFENSE | • Device confiscation<br>• Discipline Referral<br>• Device returned at the conclusion of the school day |
| SECOND OFFENSE | • Device confiscation<br>• Discipline Referral and parent contacted<br>• Device returned at the conclusion of the school day<br>• Morning Detention assigned |
| THIRD OFFENSE | • Device confiscation<br>• Discipline Referral and parent contacted<br>• Morning Detention required (2) days<br>• Student required to turn in device daily for a period of time determined by the Assistant Head of School |

**STUDENT RESPONSIBILITY**

Students are responsible for securing and protecting personal electronic devices while on campus.

Glenbrook School assumes no responsibility for lost, stolen, or damaged cell phones or personal electronic devices even if device is confiscated due to violation of cell phone policy.

**EXCEPTIONS**

Exceptions to this policy must receive prior approval from school administration.

Electronic device infractions will not reset or recalculate at the end of each semester. All other school policy violations may be recalculated at the conclusion of each semester as outlined by school disciplinary procedures.

# 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 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 sleeve shirts are to be worn under short sleeve 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 on Fridays only 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 sweatshirt, pullover, and approved Friday 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.

**SHORTS**

● Shorts must 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–12th grades. Boots must be worn under khaki pants or blue jeans on 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 Head of School and coach. The shirt must be tucked in.

● No visible body piercing or tattoos are allowed except earrings for females.

● Tennis shoes only on gym floor.

● No caps or hats are allowed inside the building.

● Males are to be clean shaven and hair neat, clean, and well groomed (The length must not extend beyond the top of the collar. Sideburns shall be neatly trimmed and shall not extend beyond the mid-ear level)

● Hair should be a natural type of hair color; no “unnatural” colors will be allowed such as orange, purple, green, blue, etc.

● No blankets allowed.

# SOCIAL MEDIA POLICY

The Head of School and staff of Glenbrook School have established expectations regarding the responsible use of social networking and social media platforms. Parents, students, and staff are encouraged to work together to model appropriate online behavior and promote a positive school community.

## PARENT AND COMMUNITY EXPECTATIONS

All parents and guardians are encouraged to set a positive example by:

• Demonstrating courtesy and respect toward students, parents, faculty, staff, and school leadership when posting comments on social media platforms.

• Using appropriate language in all online communications.

• Addressing school concerns directly with the Head of School or appropriate staff member rather than posting concerns publicly on social media.

• Refraining from posting derogatory comments, inappropriate photographs, or content that disrespects the school, its students, parents, faculty, staff members, leadership, or trustees. This includes private social media groups associated with Glenbrook School.

• Respecting the privacy and confidentiality of students, parents, teachers, and all members of the Glenbrook School community when posting content, photos, or videos online.

## SCHOOL COMMITMENTS

Glenbrook School commits to the following:

• Meeting with families and utilizing established school policies and procedures to resolve concerns.

• Working diligently to resolve issues in the best interest of the entire school community.

• Acting in the best interest of students while honoring our duty of care and commitment to student well-being.

• Not conducting school business or communicating individually with students through public social networking sites. Approved private groups created for educational or school purposes may be permitted.

• Ensuring personal social media use by faculty and staff does not interfere with instructional responsibilities during school hours.

## CYBERBULLYING

Glenbrook School is committed to ensuring that students, parents, guardians, faculty, and staff are treated with dignity and respect. Bullying, harassment, intimidation, or cyberbullying of any kind will not be tolerated.

Cyberbullying may include, but is not limited to:

- Text messages
- Emails
- Phone calls
- Instant messaging services
- Distribution of photos or videos without permission
- Posting harmful comments on websites, blogs, social networking sites, or chat platforms

Any incident of cyberbullying may result in disciplinary action and other consequences deemed appropriate by school administration.

## STUDENT USE OF SOCIAL MEDIA

Students are expected to exercise caution, responsibility, and good judgment when participating in social media or online communication, both within and outside the Glenbrook School community.

Students should understand that online actions reflect not only on themselves, but also on Glenbrook School. All online conduct is subject to the behavioral expectations outlined in the Student Code of Conduct.

In addition to regulations outlined elsewhere in this handbook, students are expected to follow these guidelines:

- Students may not create, publish, or distribute digital recordings, photographs, or videos of Glenbrook students, faculty, or staff on campus or at school sponsored events without appropriate consent.

- Students may not use social media to publish disparaging, threatening, harassing, or inappropriate remarks or media regarding members of the Glenbrook community, competitors in academic or athletic events, or others associated with the school.

- Students may not use the Glenbrook School name, logo, branding, or school affiliation in a manner that brings discredit or negative attention to the school community.

- Students posting content online must ensure that material does not slander, libel, defame, or violate school policies regarding students, parents, faculty, or staff.

Failure to comply with this Social Media Policy may result in disciplinary action as outlined in the Student Handbook and may include consequences determined appropriate by school administration.

# 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.

## MESSAGE

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 his personal belongings. The school cannot assume the responsibility for such articles.

## CAFETERIA

Students may buy their lunches in the cafeteria or bring their own lunch. All students in grades 7–11 must eat in the cafeteria. Students in grade 12 may eat in the cafeteria or eat outdoors.

Lunches brought from home can be reheated at school. There will be a limited number of microwaves available for student use with a 90 second time limit. Payment for lunches must be made prior to the day that the lunch is served.

There will be no for-profit deliveries made to the school. DoorDash may not be delivered to the Glenbrook School campus. Disciplinary consequences will be issued for violation of this rule.

Parents or other individuals who bring items, including lunches, to students during the school day must leave these items on the front porch table. Students may not go to the parking lot or driveway to pick up items or lunches.

## MORNING AND AFTER SCHOOL STUDENT PICK UP

In the morning and afternoon, all students who are arriving or 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.

Parents must remain in their vehicle in the afternoon. No students should be checked out of school after 2:45.

In the afternoon, students are to be seated on the porch and in the foyer for carline pickup.

Students not in compliance will be issued referrals.

## SENIOR PRIVILEGES

Senior Privileges include:

● Parking section closest to building

● Eating lunch in the pavilion

● Extended Learning Opportunities

## STUDENT DRIVING AND PARKING

Every driver on Glenbrook campus is cautioned to obey all rules and maintain an attitude of safety at all times. Student drivers are required to yield to pedestrians.

Designated parking is assigned according to grade level. Students are to park in their designated space. Students are not allowed to return to their cars for any purpose without the permission of administration. At no time is a student to remain in a parked car for any reason after arriving at school. Violation of these rules will result in loss of driving privileges and/or suspension or dismissal.

## SUMMER READING

Summer Reading is a requirement for all students entering grades 7–12 who have registered before July 15.

Students in grades 7–12 read the two assigned books. Titles and authors of assigned books are available on the Glenbrook website. Grades on Summer Reading tests will be averaged with English grades for students in grades 9–12 and English enrichment grades for students in grades 7–8 at the end of the first nine weeks.

## DRUG SCREENING

Students in grades 7–12 enrolled in Glenbrook School may take part in periodic drug screens. This policy was adopted by the Board of Trustees to serve as a deterrent to illegal drug use.

The use of illegal drugs or legal drugs in an abusive manner may subject the student to a requirement of drug treatment and/or expulsion. Alcohol will be considered an illegal drug when used by a student.

## MISCELLANEOUS

• First bell: 7:45 A.M. Students should not arrive before 7:30 A.M.
• Classes begin at 7:50 A.M.
• Dismissal: 3:05 P.M. Walkers dismiss at 3:15 P.M.
• No gum chewing.
• Students must be fever and vomit free for 24 hours before returning after illness.
• No food or drinks in the building.

• Grades 7–12 are not permitted on the playground or in elementary restrooms.
• Book bags must remain with students and not be left in the lobby.
• Students may not sit or play on the multi-purpose room floor during break or lunch.
• Laser pointers require teacher approval.
• Students and parents must sign the Internet Acceptable Use Policy and Social Media Policy.
• Personal electronic devices are prohibited during school hours (7:30 A.M. to 3:05 P.M.).
• Only licensed drivers may operate vehicles on campus, including golf carts and side by sides.

# 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 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 student body. Athletics at Glenbrook School contribute significantly to preparing participants to become productive, contributing citizens of the community and society as a whole. In addition, Glenbrook School offers student athletes the opportunity to demonstrate responsibility, problem solving skills, honesty, teamwork, and fair play.

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

### ATHLETIC PROGRAM OBJECTIVES

• Develop and maintain the highest level of sportsmanship

• Promote self-discipline and emotional maturity

• Encourage respect for fellow students and members of opposing teams

• Develop positive attitudes toward winning and losing

• Promote citizenship both in and out of school

• Encourage athletic staff members to uphold all rules, regulations, and governing procedures of their sport

• Encourage respect for authority and the rights of others

• Enhance student athletes' ability to think and work both individually and as members of a team

### ATHLETIC OFFERINGS

Athletics are an extension of Glenbrook School's educational program. Coaches are employed to teach as well as coach under the supervision of the Head of School and Athletic Director. Students must be enrolled and in good standing to participate.

## ATHLETIC OFFERINGS

| SEASON | BOYS SPORTS | GIRLS SPORTS |
|---|---|---|
| FALL | Cross Country<br>Football (Varsity & JV)<br>Swim Team | Cheerleading<br>Cross Country<br>Sundancers<br>Swim Team<br>Volleyball |
| WINTER | Basketball (Varsity, JV, and Elementary)<br>Powerlifting | Basketball (Varsity, JV, and Elementary)<br>Cheerleaders<br>Powerlifting<br>Sundancers |
| SPRING | Baseball<br>Golf<br>Tennis<br>Track | Golf<br>Softball<br>Tennis<br>Track |

# ATHLETIC AWARDS

### ATHLETIC JACKETS

To qualify for a letter in any Varsity sport at Glenbrook School, a student-athlete must attend Varsity practices and contests, remain a member of the team through the conclusion of the season, and satisfy all eligibility requirements as verified by the Athletic Director. Documented season-ending injuries, verified by a physician, may be considered for an exception.

Students must participate in some facet of the Varsity athletic program for **two Varsity years** before becoming eligible for an athletic jacket. Participation in **seventh grade Varsity athletics** may count toward qualification. First-year participating seniors may have this requirement waived by the Athletic Director.

Students may receive their athletic jacket **during their sophomore year** once all eligibility requirements have been met. Students must be enrolled at Glenbrook School when jackets are awarded. Exceptions may be granted for qualifying students whose families relocate.

The Booster Club purchases athletic jackets and the letter "G" when funds are available. Parents are responsible for sport bars, patches, names, numbers, and any additional customization. Athletic eligibility must be verified by the Athletic Director.

### FOUR-YEAR LETTER BLANKETS

Students participating four consecutive Varsity years in the same sport during grades 9–12 may qualify for a four-year letter blanket. Eligibility verification is required by the Athletic Director. Exceptions may apply for injuries or family relocation. Booster Club funding is dependent upon available funds.

### ATHLETIC PARTICIPATION

All student-athletes must complete an annual physical examination and submit all required parent permission and participation forms before participating in any practice or contest. Forms will be maintained in the Athletic Director's office.

International students accepted to Glenbrook School may participate in extracurricular activities provided all Glenbrook School and governing athletic association requirements are met.

Once a student-athlete has participated in an official contest in a sport, that student-athlete is committed to that sport for the remainder of its season. A student-athlete who voluntarily quits a sport may not participate in another sport until the season of the sport they left has completely concluded, including all postseason competition. This policy applies to the level of competition (Junior High or Varsity) in which the student athlete was participating.

### ELIGIBILITY REQUIREMENTS

Student-athletes must maintain satisfactory academic progress in order to remain eligible for participation in extracurricular activities.

- Student athletes must maintain a minimum cumulative GPA of **2.0**.
- Student-athletes may have **no more than one (1) failing grade** on a report card.
- A student-athlete whose report card reflects a GPA below **2.0** or more than one (1) failing grade will be declared academically ineligible.
- Eligibility is reviewed at each official report card and progress report.
- A student-athlete who raises their GPA to at least **2.0** and reduces failing grades to no more than one (1) by the next progress report will regain eligibility and be placed on **academic probation** until the next report card.
- During the probationary period, the Athletic Director will conduct **weekly grade checks**. Student athletes must continue meeting the minimum academic standards to remain eligible to participate.
- If the student-athlete remains in compliance through the next report card, full eligibility will be restored. If the student athlete again falls below a 2.0 GPA or receives more than one (1) failing grade during the probationary period, the student-athlete will immediately become ineligible until the next official progress report.

# PART II: OTHER EXTRACURRICULAR ACTIVITIES

### APACHE PRINCESS

Each year the Head of School determines how candidates for the pageant are selected. This is based upon the number of eligible, interested girls in grades nine, ten, and eleven.

Applications to participate must be submitted by the girls by the close of the school day on a pre-selected date. Any girl whose application is not received on time will not be allowed to participate.

Since the girl chosen as Apache Princess represents the school at area pageants, parades, and festivals, school administration has the absolute right to reject any girl's application for reasons of character and/or behavior that does not align with expectations set forth in the student handbook.

Candidates must be re-registered for the following year and current in all tuition and fees due.

Teacher recommendations will account for 10% of each contestant's overall score.

**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 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.

# GLENBROOK SCHOOL DANCE APPROVAL FORM

*(This form must be completed and signed by Mr. Boyett when requesting approval to hold a school dance.)*

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**EVENT INFORMATION**

| ITEM | INFORMATION REQUIRED |
|---|---|
| 1. Organization / Grade Level / Sponsoring Club | _____ |
| 2. Teacher / Sponsor Name | _____ |
| 3. Date of Dance | _____ |
| 4. Location of Dance | _____ |
| 5. Time of Dance | _____ |
| 6. Chaperones for the Dance | _____ |
| | _____ |
| | _____ |
| 7. DJ Name and Approved Playlist | _____ |
| 8. How Will the Dance Be Advertised? | _____ |
| | _____ |

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ADMINISTRATIVE APPROVAL

Approved by Mr. Boyett: ☐ YES ☐ NO

Signature: _____Date: _____

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**APPROVAL REQUIREMENT**

In order for a dance to be approved, this form must be completed and submitted for approval before planning begins. If an event is not approved by Glenbrook School, the school assumes no liability for activities associated with that event.

# INTERNET USE PERMISSION FORM

Internet access is available to students and teachers at Glenbrook School for educational research, communication, and instructional purposes. The Internet provides valuable learning opportunities; however, some online materials may not align with school expectations or educational goals.

Glenbrook School uses reasonable precautions, supervision, and filtering systems to help protect students from inappropriate content. While every effort is made to provide a safe online environment, no system can guarantee that students will never encounter unsuitable material. Students are expected to make responsible choices and follow all school technology policies.

## INTERNET USE POLICY

Internet and technology access are privileges, not rights. Inappropriate use of school technology resources may result in loss of privileges and disciplinary action.

School administration, faculty, librarians, and technology personnel will determine what constitutes inappropriate use, and those decisions are final.

Parents and guardians are encouraged to review the Internet Use Policy and Social Media Policy with their child to ensure understanding of expectations for responsible online behavior.

## PARENT AND STUDENT AGREEMENT

By signing below, we acknowledge that we have read and understand the Glenbrook School Internet Use Policy and agree to comply with school expectations regarding technology use.

We understand that Glenbrook School provides Internet access for educational purposes and takes reasonable precautions to maintain student safety online. We also understand that Glenbrook School and its employees are not responsible for damages, losses, or information accessed through Internet use.

We understand that violations of this policy may result in loss of Internet privileges and additional school disciplinary action.

# GLENBROOK SCHOOL ANTI-BULLYING POLICY

## PURPOSE

Glenbrook School is committed to providing a safe, supportive, and respectful learning environment for all students. Bullying disrupts learning and negatively impacts student well-being. This policy establishes expectations for preventing, reporting, investigating, and addressing bullying behavior.

## DEFINITION OF BULLYING

Bullying is repeated, intentional behavior that causes physical, emotional, social, or psychological harm to another student. Bullying may include:

• **Physical Bullying:** Hitting, kicking, pushing, or physical aggression
• **Verbal Bullying:** Name calling, teasing, threats, or verbal harassment
• **Social or Relational Bullying:** Spreading rumors, exclusion, or damaging relationships or reputations
• **Cyberbullying:** Using technology, social media, text messages, or online platforms to intimidate, harass, or threaten others

## PROHIBITED CONDUCT

Bullying is prohibited on school grounds, during school sponsored activities, on school transportation, and through electronic communication that substantially disrupts the educational environment. Students engaging in bullying behavior may face disciplinary action up to and including suspension or expulsion.

## REPORTING PROCEDURES

Students, parents, faculty, and staff are encouraged to report bullying concerns immediately. All reports will be taken seriously and handled promptly.

Reports may be made:

• Directly to a teacher, counselor, Dean of Students, or administrator
• Through a written report submitted to the school office
• Through email communication to school administration

## INVESTIGATION PROCESS

School administration will:

1. Review of the reported concern
2. Conduct interviews and gather information
3. Review of available evidence
4. Determine appropriate interventions or consequences

Parents or guardians of involved students may be notified as appropriate.

## CONSEQUENCES FOR BULLYING

Consequences may include:
• Verbal or written warnings
• Loss of privileges
• Detention
• Counseling referrals
• Conflict resolution interventions
• In school suspension
• Out of school suspension
• Expulsion

Severe or repeated incidents may result in stronger disciplinary action.

## SUPPORT FOR STUDENTS

Glenbrook School will provide support for students affected by bullying through counseling services, student support systems, and interventions designed to promote student well-being.

## RETALIATION PROHIBITED

Retaliation against individuals who report bullying or participate in investigations is strictly prohibited and may result in disciplinary consequences.

## PREVENTION AND EDUCATION

Glenbrook School promotes bullying prevention through:

• Character education programs
• Student advisement activities
• Anti bullying awareness initiatives
• Faculty training and student education

## CONTACT INFORMATION

Questions or bullying concerns should be directed to:

**Ross Boyett**
Assistant Head of School
Phone: (318) 377 2135
Email: rboyett@glenbrookschool.com

# GLENBROOK RETENTION POLICY

## PURPOSE

Glenbrook School recognizes that students develop academically, socially, emotionally, and intellectually at different rates. The school is committed to meeting individual student needs while making every effort to keep students with their age-appropriate peer group whenever possible.

Students are generally promoted annually from one grade to the next. However, retention may be considered when a student demonstrates significant academic deficiencies and remaining at the current grade level is determined to be in the student's best educational interest.

Retention decisions will consider academic performance, developmental readiness, age, social and emotional factors, and long-term student success.

Students who are twenty months older than classmates will generally not be considered for retention. Multiple retentions during a student's K through 12 educational experience are strongly discouraged.

Consistent communication between school personnel and parents or guardians is expected when academic concerns exist. Teachers will communicate concerns throughout the school year and provide opportunities for collaboration regarding student progress.

## ELEMENTARY SCHOOL LEVEL (K–6)

Students who successfully complete all subjects will be promoted.

Students who do not demonstrate satisfactory progress in English Language Arts, Reading, and or Mathematics may have promotion or retention considered on an individual basis.

Retention decisions will occur only after reasonable interventions and support strategies have been implemented.

## JUNIOR HIGH LEVEL (7–8)

Students failing one subject may be promoted with recommendations for summer remediation, tutoring, or academic intervention.

Students failing two core academic subjects may have promotion or retention considered individually through a committee process.

Students failing more than two core subjects will generally be recommended for retention.

Committee decisions may include consideration of:

• Academic performance
• Previous retention history
• Student age
• Teacher recommendations
• Counseling input
• Parent input

**HIGH SCHOOL LEVEL (9–12)**

Promotion at the high school level is based upon earned credits.

Students must earn required credits for grade classification advancement as outlined elsewhere in the Student Handbook.

**PARENT REQUEST FOR RETENTION**

Parents requesting retention for students who meet promotion requirements must participate in a committee meeting involving teachers, administration, school counseling personnel, and parents or guardians.

Information considered may include:

• Academic performance
• Parent teacher communication
• Conference documentation
• Behavior and discipline records
• Student age and developmental factors
• Class size and instructional considerations

Retention requests not related to significant academic concerns must be submitted before re registration deadlines.

If agreement cannot be reached, parents may appeal recommendations to the Glenbrook School Board of Trustees.

**TRANSFER STUDENTS**

Transfer students who have met promotion requirements at their previous school will generally remain grade eligible.

**Glenbrook School reserves the right to recommend retention if entrance assessments indicate significant academic deficiencies that may impact student success.**