GLENBROOK SCHOOL

EST. 1970

STUDENT HANDBOOK

STUDENT GRADES K-6 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.

ACCREDITED BY

• Louisiana State Board of Education

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

CONTACT INFORMATION

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GLENBROOK BOARD OF TRUSTEES

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

TABLE OF CONTENTS

SECTION	PAGE
Philosophy	5
Honor Code	6
Admissions Policies	9
Academics	9
Grading Scale	14
Safety and Security	16
Discipline	17
Dress Code	18
Miscellaneous	20
Extracurricular Activities	22
Social Media Policy	28
Internet User Policy	30
Bullying Policy	31
Retention Policy	33

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.

Glenbrook asks that all parents follow a similar code of conduct as our students and abide by the following expectations.

DISHONESTY GUIDELINES

Dishonesty, including but not necessarily limited to cheating of any kind, forging parents' signatures, stealing, plagiarism, or willful lying, makes a student subject to a zero on any given test(s), quizzes, and any written and/or oral assignment(s) on which cheating/plagiarizing occurred. A 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. Passed attempted core-curriculum classes.
2. No 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

Regular attendance is essential for student success. Students with excessive absences, whether excused or unexcused, may be required to attend a parent conference and participate in academic interventions to address missed instruction.

Excessive absences may be considered when determining promotion or retention based on the student's academic progress. The administration reserves the right to consider documented extenuating circumstances on an individual basis.

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.

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

EXCUSED ABSENCES

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.

Classroom 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 as a result of a prior absence. It is the student's responsibility upon return to school to be prepared for that test or planned activity.

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.

ACCELERATED READER

Accelerated Reader

Accelerated Reader helps create excitement for reading while helping teachers guide students to books that support reading growth.

1. **Student Reads a Book**
   Students choose books from the Glenbrook library at their appropriate reading levels and read at their own pace.
2. **Student Takes a Quiz**
   Students take an Accelerated Reader quiz after completing each book.
3. **Teachers Receive Feedback**
   Teachers and students receive immediate feedback on reading comprehension and vocabulary progress.
4. **AR Grade Requirement for Grades 4–6**
   Each nine weeks, students in grades 4–6 are required to read two grade-level appropriate chapter books and score 80% or higher on each book test. Accelerated Reader is part of the reading grade for grades 4–6.

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

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.

GRADING SCALE

Student academic performance is evaluated using the following grading scale:

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

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.

MAKE UP TESTING

Make up testing will be administered at the teacher's discretion. Students are responsible for communicating with their teacher regarding opportunities to complete missed assessments.

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.

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 student 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

FINAL TESTS FOR GRADE 6

Students in Grade 6 will take final examinations in each major academic subject. Final exams will be administered over a five-day testing period at the conclusion of the school year.

The final examination schedule and testing order will be announced no later than the first week of May to allow students and families adequate time for preparation.

Students are encouraged to prepare for final exams by maintaining consistent study habits, completing assignments, and reviewing course materials throughout the school year.

SAFETY AND SECURITY

D.A.R.E. PROGRAM

Drug Abuse Resistance Education (D.A.R.E.) is a nationally recognized program designed to provide students with the skills and knowledge needed to make safe and responsible choices and avoid involvement with drugs, gangs, and violence.

The D.A.R.E. program is a law enforcement officer led series of classroom lessons that teaches students strategies to resist peer pressure, make positive decisions, and develop skills that promote healthy and productive lifestyles.

At Glenbrook School, fifth grade students participate in the D.A.R.E. program as part of the school's commitment to student safety, character development, and violence and drug prevention education.

Through D.A.R.E., students learn skills to help them make responsible choices and build a foundation for living safe, healthy, and drug free lives.

SCIENCE AND SOCIAL STUDIES FAIRS

Glenbrook School provides students with opportunities to develop research, critical thinking, problem solving, and presentation skills through participation in annual academic fairs.

Students will participate according to the following grade level expectations:

• **Grade 4:** Students will participate in Glenbrook School's annual Social Studies Fair and may elect to participate in the Science Fair.

• **Grade 5:** Students will participate in Glenbrook School's annual Science Fair and may elect to participate in the Social Studies Fair.

• **Grade 6:** Students will choose to participate in either Glenbrook School's annual Science Fair or Social Studies Fair.

Participation in these events encourages creativity, academic exploration, and the development of skills that support student learning across multiple content areas.

BRICKS FOR KIDS

Bricks for Kids provides students in Grades 4–6 with engaging opportunities to develop coding, logic, critical thinking, and problem-solving skills through hands on learning experiences using LEGO® Education technology.

The program introduces students to coding concepts through a progression of skill levels ranging from beginner to advanced. As students advance through the program, they build foundational technology skills that support creativity, innovation, and future readiness in an increasingly technology driven world.

Students will design and build models using LEGO® Education WeDo or EV3 components and program their creations using student written code to control movement and functionality.

Bricks for Kids encourages collaboration, perseverance, creativity, and technological exploration while helping students develop skills needed to become the innovators and problem solvers of tomorrow.

DISCIPLINE

Each student has the right to learn in a safe and orderly environment and to be taught behavioral expectations, including classroom rules, guidelines for success, and correction procedures. Teachers are responsible for establishing a positive classroom environment and implementing classroom management strategies before referring a student to administration. Exceptions include physically dangerous behavior, defiance defined as an immediate refusal to follow a staff member's directions, or other serious behavioral concerns requiring administrative intervention.

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

Students at Glenbrook School are expected to contribute to a safe, respectful, and positive learning environment by following these 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 not tease, cause harm, name call, or bully another student.

• I will immediately notify a teacher or 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 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.

SKIRTS / SHORTS

● K-2 ONLY - 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–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 school sporting event may wear their team jersey or a designated shirt approved by the Headmaster and coach on the day of the event. Shirts must remain tucked in.

• Students in Grades K–6 may wear blue jean shorts on Fridays.

• Students in Grades K–6 may wear elastic waist pants or shorts. Elastic waist bottoms are preferred for students in Kindergarten through Grade 1.

• For designated school functions, students in Grades K–6 may be required to wear a specific colored polo shirt or Glenbrook "G" shirt with uniform khaki pants or shorts.

• Tennis shoes are permitted only on the gym floor.

• Caps and hats are not permitted inside school buildings.

• Blankets are not allowed at school.

• Male students are expected to maintain neat, clean, and well-groomed hair. Hair length should not extend beyond the top of the collar.

• Hair color should remain a natural appearance. Unnatural hair colors, including but not limited to orange, purple, green, or blue, are not permitted.

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

There will be no for profit deliveries made to the school. Parents or other individuals delivering items, including lunches, for students during the school day must leave those items in the school office for distribution. Students are not permitted to go to the parking lot or driveway to retrieve items or lunches. A cafeteria menu is available on the school website. School lunches must be purchased online by the day prior to service.

CAFETERIA RULES

1. Sit at your designated table.
2. Students in upper elementary grades will line up at the cafeteria window to receive pre ordered meals.
3. Eat only your own food. Food sharing or trading is not permitted.
4. Raise your hand if assistance is needed.
5. Use positive and respectful language.
6. Use voices appropriate for table conversation only.
7. Demonstrate appropriate table manners.
8. Clean your eating area before dismissal.
9. The final five minutes of lunch will be designated as quiet time. Teachers will notify students when quiet time begins.
10. Students displaying inappropriate behavior may be assigned to a safe seat away from the group to allow time to regroup and refocus.

MORNING AND AFTER SCHOOL STUDENT PICK UP

Students arriving by car in the morning and students being picked up by car after school must be dropped off and picked up in the designated front school car line area. Students may not be dropped off or picked up on the side of the building or in the parking lot. During afternoon dismissal, students waiting for transportation are to remain seated on the porch or in the foyer until their vehicle arrives.

MISCELLANEOUS

• Classes begin at 7:45 A.M. Students should not arrive before 7:30 A.M.
• Students are dismissed at 3:05 P.M. and should be picked up promptly at dismissal time.
• Walkers will be dismissed at 3:15 P.M.
• Elementary students may not distribute birthday invitations at school.
• Gum chewing is not permitted.
• Students must be fever free and vomit free for 24 hours before returning to school following an illness.
• Food and drinks are not permitted in the building unless approved by school personnel.
• Students are not permitted on the multi-purpose room floor during break or lunch periods.
• Laser pointers are prohibited unless approved by a teacher for instructional purposes.
• Students and parents must sign and date the Internet Acceptable Use Policy and Social Media Policy.
• Electronic devices are not permitted during the school day from 7:30 A.M. until 3:05 P.M.

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

The Glenbrook Athletic Program is an extension of the school's educational mission and provides students opportunities to develop teamwork, sportsmanship, discipline, leadership, and character. Coaches serve as educators and mentors under the direction of the Head of School and Athletic Director. Students must be enrolled at Glenbrook School and remain in good standing to participate in athletics.

ELEMENTARY SPORTS (KINDERGARTEN THROUGH GRADE 6)

Students in Kindergarten through Grade 6 may participate in a variety of athletic opportunities. Parents will receive communication from coaches regarding registration and participation requirements.

ATHLETIC OFFERINGS

SEASON	BOYS SPORTS	GIRLS SPORTS
FALL	Cross Country Football Swim Team	Cheerleading Cross Country Swim Team
WINTER	Basketball	Basketball Cheerleaders
SPRING	Baseball Golf Tennis Track	Golf Softball Tennis Track

ATHLETIC PARTICIPATION

All student athletes are required to obtain an annual physical examination before participating in any athletic program. Parents or guardians must provide written permission for participation and acknowledge agreement to follow all elementary athletic rules and expectations. Required forms will be maintained on file by the Elementary Sports Director.

If a student athlete chooses to withdraw from a sport after becoming eligible and participating in the first contest, the student athlete may not participate in another sport until the season of the sport that was discontinued has concluded, including any postseason competition.

Students in Grade 6 may participate only in elementary level athletic programs, including practices and summer workouts. Exceptions may be considered under special circumstances, such as when junior high teams are unable to meet minimum roster requirements.

ELIGIBILITY REQUIREMENTS

• Minimum GPA requirement: 2.0

• Students may not earn more than one "F" and remain eligible

• Eligibility is based on nine-week grades and semester/final grades

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.

COACHING EXPECTATIONS

Coaching is teaching. Coaches serve an important role in developing student athletes both on and off the field, court, track, and in all athletic settings. Responsibilities related to supervision, preparation, instruction, and leadership are essential components of coaching and provide opportunities to help students grow into responsible citizens and individuals of strong character.

Glenbrook School believes each student athlete should be treated as an individual whose well-being remains a primary consideration at all times. Coaches are expected to serve as positive role models and understand the influence they have on young people. While striving for competitive success, coaches shall always place character development, sportsmanship, and student growth above winning.

With these principles as a foundation, Glenbrook School coaches are expected to uphold the following standards:

• Support and enforce school rules and expectations.
• Promote sportsmanship by working collaboratively with administrators, student athletes, and parents.
• Support the entire athletic program and operate individual programs in alignment with the school's mission and values.
• Demonstrate respect for officials and never encourage negative behavior from players or spectators toward game officials.
• Model the highest standards of ethical and professional conduct in interactions with student athletes, parents, officials, school personnel, the media, and the public.
• Develop team specific rules and expectations and clearly communicate them to student athletes and parents.
• Provide team rules and expectations to the Elementary Sports Director.

Coaches may be responsible for costs associated with fines assessed to Glenbrook School by the elementary sports district resulting from a coach's actions during athletic contests or events.

EXPECTATIONS OF PARENTS

Participation in athletics provides students with valuable opportunities to develop teamwork, responsibility, perseverance, and character. Parents play an important role in supporting student athletes and helping maintain a positive athletic environment. Students are encouraged to communicate directly with coaches regarding concerns or questions as part of their personal growth and development. When needed, parents may communicate with coaches in a respectful and productive manner.

To support Glenbrook School athletics, parents are expected to:
• Allow coaches and coaching staff to make decisions regarding team management, playing time, and positions.
• Refrain from using inappropriate or profane language during practices or competitions.
• Refrain from alcohol or drug use while attending practices or athletic events at home or away competitions.
• Use athletics as an opportunity to teach teamwork, commitment, and responsibility.
• Avoid criticizing coaches in the presence of students.
• Respect officials and their decisions during athletic contests.
• Encourage students to follow school and athletic program rules and expectations.
• Avoid attempting to address concerns with coaches before, during, or immediately after practices or games when emotions may be elevated. Meetings may be scheduled at an appropriate time to encourage productive communication.

Parents and spectators represent themselves, their student, and Glenbrook School while attending athletic events and are expected to demonstrate sportsmanship and positive behavior at all times. Costs associated with fines assessed to Glenbrook School due to spectator misconduct may be the responsibility of those involved.

EXPECTATIONS OF STUDENT ATHLETES

Student athletes represent themselves, their team, and Glenbrook School at all times and are expected to demonstrate character, responsibility, and sportsmanship both on and off campus. In addition to following the Glenbrook Student Handbook, student athletes are expected to adhere to the following expectations:

• Follow all additional team rules and expectations established by their coach.
• Show respect for officials, coaches, staff members, teammates, and others while demonstrating self-control.
• Attend all required practices, competitions, performances, and team events unless an excused absence has been approved by the coach.
• Arrive on time and prepared for all athletic activities.
• Adhere to grooming standards outlined in the Glenbrook Student Handbook.
• Demonstrate sportsmanship and refrain from inappropriate or profane language.
• Maintain a positive attitude and demonstrate respectful behavior toward others.
• Respect school property and the possessions of others.
• Display academic honesty and integrity.

• Understand that fines assessed to Glenbrook School resulting from student actions during athletic events may become the responsibility of the student involved.

Student athletes are expected to uphold these standards at all times as representatives of Glenbrook School and its athletic programs.

GLENBROOK BOOSTER CLUB

The Glenbrook Athletic Program is supported by the Glenbrook Booster Club. Booster Club members work to support student athletes, coaches, and school administration while promoting a positive athletic experience for all participants.

The Booster Club also assists with the ongoing maintenance and improvement of Glenbrook athletic facilities and athletic programs to help strengthen and enhance opportunities for Glenbrook student athletes.

TEAM LEVEL PHILOSOPHIES

Glenbrook School athletic programs emphasize participation, skill development, teamwork, and character building. Coaches focus on teaching fundamental skills, introducing age appropriate game strategies, and providing opportunities for participation during practices and competitions at the coach's discretion.

Athletic programs are designed to promote unity, develop a strong work ethic, encourage pride in representing Glenbrook School, and foster growth both as athletes and individuals.

MISCELLANEOUS GUIDELINES FOR STUDENT ATHLETES

Attendance: Student athletes must attend all scheduled classes on a school day in order to participate in practices, rehearsals, competitions, or other school related activities held that day. Exceptions may be approved by school administration.

DRESSING ROOMS AND LOCKER ROOMS: Only student athletes participating in an athletic event are permitted in locker rooms, dressing rooms, or dugout areas before, during, and after athletic events.

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 participate in the 4 H Club, which meets during the last class period of the school day. Through 4 H, students engage in hands on learning experiences and projects focused on areas such as science, health, agriculture, leadership, and citizenship.

Students are encouraged to develop new skills, explore personal interests, and build leadership abilities while working in a positive environment supported by adult mentors. Participants may choose to focus on a specific area of interest or explore a variety of learning opportunities throughout their 4 H experience.

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.

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.

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.

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
All reports will be taken seriously and handled promptly.

INVESTIGATION PROCESS

School administration will:

1. Review the reported concern
2. Conduct interviews and gather information
3. Review 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 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.