



GLENFOREST SCHOOL

Student Handbook

2010-2011

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Head of School

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Dean of Students

Glenforest School
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ADMINISTRATION

Head of School
Dean of Students, High School Lead Teacher
Education Specialist
Special Education Director
Athletic Director
Elementary Director

Christopher Winkler
W. Barton Calvert
Lisa Henry
Danielle Cevallos
William H. Knopf, III
Donna Grimsley

FACULTY

Amanda LeVeck, English Department
Kyrstin Krist, Math Department
Tammy Holland, Elementary
Paula Bowers, Art
Rich McCaskill, "Pilot Program" 13th Year

Rebecca Velasquez, English Department
Joanne Oliver, Science Department
Dan Thompson, Spanish Department
Mary Ann Watson, Music / School Nurse
Lindsey Bailey, Social Studies

STAFF

Naomi Jones, Administrative Assistant
Shayna Simoneaux, Community Relations

Tom Hutchison, Maintenance

Contents

ADMINISTRATION	2
FACULTY	2
STAFF	2
Bell Schedule.....	4
I. DRESS CODE	5
II. Student Discipline.....	5
III. Discipline Procedures.....	6
IV. Major School Rules.....	6
V. Food and Drink Policy.....	7
VI. Off-Campus Lunch Privileges.....	7
VII. Cell Phones and Electronics Equipment.....	7
VIII. Homework: Catch-Up Club.....	8
IX. Saturday School	8
XI. Illness	11
XII. Early Dismissals	11
XIII. Early Morning Care.....	11
XIV. After Care	11
XV. Boundaries	11
XVI. Communication	12
XVII. Emergency/Inclement Weather.....	12
XVIII. Medications	12
XIX. Field Trips	12
XX. Sports/Physical Education	12
XXI. Transportation	12
XXII. Visitors.....	13
XXIII. Availability of Ancillary Programs	13
XXIV. Child Abuse Reporting Obligations	13
XXV. Conferencing and Reports	13
XXVI. Students' Files	13

BELL SCHEDULE

Monday – Thurs Schedule

8:00-8:15	Homeroom
8:15-8:16	Switch
8:16-9:03	1 st Period
9:03-9:05	Switch
9:05-9:52	2 nd Period
9:52-9:54	Switch
9:54-10:41	3 rd Period
10:41-10:56	Break
10:56-10:58	Switch
10:58-11:45	4 th Period
11:45-12:15	Lunch
12:15-12:17	Switch
12:17-12:47	Renaissance
12:47-12:49	Switch
12:49-1:34	5 th Period
1:34-1:36	Switch
1:36-2:21	6 th Period
2:21-2:23	Switch
2:23-3:10	7 th Period

Friday Schedule

8:00-8:10	Homeroom
8:10-8:12	Switch
8:12-8:53	1 st Period
8:53-8:55	Switch
8:55-9:36	2 nd Period
9:36-9:38	Switch
9:38-10:19	3 rd Period
10:19-10:29	Break
10:29-10:31	Switch
10:31-11:12	4 th Period
11:12-11:14	Switch
11:14-11:39	Renaissance
11:39-12:19	Lunch
12:19-12:21	Switch
12:21-1:01	5 th Period
1:01-1:03	Switch
1:03-1:43	6 th Period
1:43-1:45	Switch
1:45-2:25	7 th Period
2:25-3:10	Friday Fun Club

Elementary School Bell Schedule

8:00	School begins
12:00	Lunch
3:10	School dismissed

I. DRESS CODE

Student should be tastefully dressed and neatly groomed at all times. They should dress to reflect the fact that they are learning to be in their workplace. All clothing should be in a good state of repair and fit properly with no frayed ends to pants, no holes in the clothes, and no baggy pants. Students must be in dress code for as long as they are on campus. If students come to school out of dress code, s/he will be loaned an item of clothing for the day. *All loaned items are to be returned or a fee of \$25.00 is assessed.

Dress Code for Boys and Girls

1. “GLENFOREST” polo shirts, Glenforest oxford shirts, or Glenforest sweatshirts are the only shirts that may be worn. Shirt catalogs are available upon request.
2. Traditional dress slacks, walking shorts, or skirts that are khaki or navy blue and fitted. (i.e. Duckhead, Dickies, Haggar, etc.) **Pants and skirts must fit at waist level and be appropriate in length.**
3. Appropriate footwear is required; no flip flops please. Appropriate athletic shoes are needed for gym.
4. Outerwear should be plain. Only Glenforest School logos are permitted on clothing.
5. Jackets or coats may have small logos and must be appropriate.

Dress-down/Dress-up Days

Some days could be designated as special for dress code to be relaxed (i.e. Jeans Day, Hat Day, etc.) Similarly, there will be days that are designated as dress-up days for special occasions (i.e. Awards Day, Picture Day, etc.) Students will be notified of these days in advance via the website. Dress code for dress-down days:

- Appropriate t-shirts
- Jeans
- Pants fitting on the waist
- Appropriate footwear

Important note: Students who are deemed out of dress code either on regular days or dress-down days will be directed to Administration for appropriate clothing.

DO’S FOR BOYS AND GIRLS

1. Sweatshirts with Glenforest logos may be worn, but NO other logo sweatshirts are allowed.
2. Hair will be clean, and groomed.
3. Bangs should be out of the eyes.

DON’TS FOR BOYS AND GIRLS

1. No sunglasses worn in the building.
2. No hats worn in the building.
3. No sweatpants.
4. No tank tops; no bare midriffs.
5. No jeans.

II. STUDENT DISCIPLINE OVERVIEW

The overall goal of Glenforest’s discipline policy is to promote student responsibility for his/her own behavior and to positively reinforce appropriate behavior. Learning to become a responsible and contributing member of our school community is an essential part of every student’s education.

III. DISCIPLINE PROCEDURES

Teachers at Glenforest School develop specific classroom rules together with the students based on the guidelines and recommendations outlined in The First Days of School: How to Be an Effective Teacher by Harry K. Wong and Rosemary T. Wong. These practices are research-based and proven to be effective. A school-wide reward system (“points”) is used based on Positive Classroom Discipline by Fred Jones. This effective behavior management program rewards good conduct, academic responsibility, and citizenship by awarding individuals and groups of individuals points that equate to minutes off Friday Fun for the middle / high school classes. Each Friday afternoon is an “early release” for our students. **High school students have to bring written permission from their parents/guardians that they can leave early on Fridays.** Glenforest School will not be responsible for overseeing transportation arrangements.

Points are deducted for non-compliance. The following progressions of consequences will be applied generally to inappropriate behavior.

1. Warning by teacher that a rule has been violated. The student will be expected to take responsibility of his/her behavior and will be given choices to help correct behavior.
2. A point may be taken if inappropriate behavior persists. It will be explained to the student that his/her choice has resulted in the loss of a point.
3. If inappropriate behavior persists, the student may need to remove him/herself from class. The student will be given the choice to return to the group when s/he feels in control. The teacher will count the minutes the student chooses to stay out of the room. The student will “owe” the teacher these minutes, and they will be “paid back” during the after-school **Catch-Up Club** between 3:15 pm and 4:00 pm. Missed work will be made up during this time, too. Bring homework items. Catch-up Club meets daily in the assigned classroom from 3:10 pm until 4:00 pm.
4. If the student is persistently disruptive, a written report will go home, if the behavior continues a conference will be requested and a personalized behavioral contract will be drawn up as the result of a meeting.
5. In-School Suspension (ISS) or Out-of-School Suspension (OSS) exists for repeated infractions for violation of major school rules. A conference with parents, student, teacher, and Administration is required for OSS.
6. Dismissal from Glenforest may result, if warranted, for disregard of major school rules or prolonged behavioral difficulties only after parental conference.

IV. MAJOR SCHOOL RULES

Violation of these rules may result in suspension or dismissal from Glenforest School. These rules include, but are not limited to:

1. Threatening the life or welfare of another student, faculty, or staff member, either verbally, physically, in writing, or online (ie e-mail, facebook, texting).
2. Bullying by any means is unacceptable. Bullying is anything that intentionally makes another student feel uncomfortable being in school. It can be physical, emotional, verbal, cyber, or in writing.
3. The possession, use, selling of alcoholic beverages or illegal drugs on or near the school campus. Students may not arrive on campus under the influence of alcohol or illegal drugs. **Glenforest reserves the right to randomly drug test its students.** The cost will be assessed to the student. A positive drug test can result in expulsion.
4. Tobacco, in any form, on campus.
5. The possession or use of firearms or other weapons, such as knives, on or near campus. Toy or play weapons may not be brought to school.

6. The willful vandalism of school or personal property.
7. Fighting.
8. Lying, cheating, or stealing.
9. Leaving school grounds without permission during school hours (7:30am- 6:00pm).
10. Reckless driving on campus. This may result in the loss of the right to drive on campus.

V. FOOD AND DRINK POLICY

Snacks are available every day to students during break and lunch. Lunch has 3 options, order, bring or buy on site. We allow families to order and pay for school lunches online thru a vendor, Schoolhouse Fair. An ala carte menu offers a variety of popular and healthy menu choices as well. A different restaurant is offered each day of the week with this schedule repeated throughout the month. Prices are affordable and can be found online. The menu is transfat free offering fruit, vegetables, and calcium and protein rich foods on a daily basis. The nutritional profile of the menu has been reviewed by nutrition and wellness expert Dr. Ann Kluzer of Charleston to promote reasonably healthy and balanced lunches. The website www.schoolhousefare.com is available for additional information.

VI. OFF-CAMPUS LUNCH PRIVILEGES

11th and 12th grades may leave campus for lunch (Tuesday, Wednesday, & Thursday) only if their parents have signed a permission slip and it is in the student's file. This **privilege will be rescinded** for that day, or longer, if the student is late for school in the morning or if s/he returns to school late from lunch. Students may not bring food back for other students. High school students who do not have off-campus lunch privileges have to bring written permission from their parents/guardians that they can leave early on Fridays. Glenforest School will not be responsible for overseeing transportation arrangements. We are unable to supervise who leaves with whom.

VII. CELL PHONES AND ELECTRONICS EQUIPMENT

1. Cell phones are **NOT** permitted. If a student does bring a cell phone into the building, it is best to turn it in to the Front Desk. It will be kept secured until you leave. It may be retrieved by the student after school. If the student is caught using his/her cell phone, it will be confiscated. Students may make outgoing calls on the Front Desk school phone with permission only.
2. Walkman units, ipods, Gameboys, and other electronic devices (such as laser pointers/pens) are not permitted on school property without prior written approval. If they are brought to school, they will be confiscated.
3. Glenforest is not responsible for the theft or loss of the above-mentioned items.

VIII. INTERNET AND COMPUTER EQUIPMENT

I will abide by the rules of Glenforest School regarding the use of any computer in the lab or the use of my personal computer while on school property. I will not visit any inappropriate websites, watch movies, or use any computer to play games or music. I will treat the lab computers with respect and report any vandalism to Glenforest School faculty or staff in charge. I will not make any changes to the computers, printers, cables, modems, or any other computer lab equipment. I understand that I am never allowed to have food or drink in the computer lab, either during school or after school. I understand the consequences of not abiding by this agreement will be that I no longer have the privilege of using Glenforest School's computer equipment or my personal computer on Glenforest School's property for the remainder of the school year.

IX. HOMEWORK: CATCH-UP CLUB The purpose of homework at Glenforest is to provide students with reinforcement, the opportunity to develop independent work habits, and to provide instructional feedback for teachers. Therefore, we **request that parents NOT correct their child's homework**. Homework is to be written down in the student's homework agenda. Teachers should initial their student's assignments. Teachers are asked to check that each student during first period has his/her own agenda book. An agenda substitute may be used for one day only, at a cost of one point(-1pt).

Homework not done, incomplete, or below the accepted standard, shall be completed in the daily Catch-Up Club (3:15pm – 4pm). Parents will be notified by phone that their child has been assigned Catch-Up Club. If students are unable to stay, they must attend Catch-Up Club the next day. If the student does not complete all the work in Catch-Up Club, it will be added to that night's homework assignment.

Catch-Up Club can be assigned to students who regularly fail to complete their homework, to give them the opportunity to do their homework before they leave Glenforest School.

Homework will be generally assigned Mondays through Thursdays, unless a student owes a teacher homework. Saturday School will be required for those students who chronically fail to do their homework.

IX. SATURDAY SCHOOL

Saturday School may be held twice a month, if needed, from 8:30 am until 12:00 noon. The cost is \$50.00, which we strongly suggest students pay from their own funds. Parents of Saturday School students will be notified as soon as their child becomes a candidate. A student can be assigned Saturday School because of chronic tardiness, chronic lack of homework, failure to complete work, or breach of discipline. Administration will supervise the Saturday School attendees. Failure to attend Saturday School can result in expulsion.

X. TARDIES AND LATE ARRIVALS TO CLASSES

The school bell rings at 8:00 am for Homeroom which is designed with the student in mind. First period begins at 8:15am. To get the full benefit of academic instruction, it is imperative that students be on time for homeroom. Latecomers are extremely disruptive. Students arriving after 8am must report to the Front Desk to be signed in as present for that school day. An attendance sheet is turned in daily and once the student has accumulated 30 tardy minutes, Saturday School may be required. Please note that tardy minutes can also be added to the tally when the student is late to **any** class. Thirty tardy minutes equals one unexcused absence.

11th and 12th grade students who are late to school, and have driven themselves to school, will lose the privilege of leaving campus for lunch on that day, or longer, if considered appropriate.

If students/parents are late for school due to no fault of their own, they should call the school and let us (803-796-7622) know the reason for the delay, such as an accident. They should come in and explain the situation if needed. Repeated excuses will not be as credible should tardiness continue.

If students are not in their seats by the time the tardy bell rings, they can have a late minute(s) added to their name.

If the student is more than 10 minutes late to class and the tardiness is unexcused, the student will be considered absent from that class.

- a. A student is allowed 10 cumulative absences in a year-long course, and 5 cumulative absences in a semester-long course. Any further absences must be accompanied by a note from a professional, such as a doctor or a dentist. *Written notes are required to be turned in at the Front Desk. Failure to bring in a written note and a phone call will be made home.*
- b. Unexcused absences may lead to loss of academic credit (10 for a year-long course, and 5 for a semester-long course).

ATTENDANCE

Perfect attendance is expected because it is necessary for achieving our educational goals. Consider the following:

1. Students with learning differences need consistency.
2. Students with learning differences need daily reinforcement of skills.
3. Interruption of established routine results in loss of continuity and momentum; not only for your student but the entire class group. Valuable teaching time is required to reestablish the routine and regain the students' interest level and does impact the entire class.

The Glenforest calendar is regulated by South Carolina Independent School Association (SCISA). The academic calendar and scheduled holidays are closely aligned with Lexington II, Lexington IV, Richland I, Richland II, and the major private schools in our area in order to care for our families. If school is canceled due to inclement weather, it is the sole discretion of the Head of School to schedule make-up days. The Head of School will leave an updated message on the school's answering machine regarding the latest inclement weather procedures. Please call 803-796-7622 to hear the AM message.

ABSENTEEISM

It is very important that students be in class each and every day to be successful. If it is necessary for a student to be absent, a written excuse must be brought to the Front Desk. Absences from school are considered either lawful or unlawful. After three consecutive unlawful or a total of five unlawful absences, a student is considered truant. Therefore, it is very important for students to bring excuses to the attendance office upon returning from an absence. A note may be from a parent/guardian, physician, dentist, or other recognized licensed/certified medical practitioner, or legal officer. The note should be dated and must include the student's full name, the parent's full name, the date(s) of absence(s), the reason(s) for the absence(s), telephone number of the parent/guardian, and parent signature. The school will contact the parent/guardian by phone, email, and in a written letter mailed after a student is unlawfully absent for 3 days. Another letter will be sent home if the student has been unlawfully absent for 5 days.

The state of South Carolina recognizes the following as **lawful**:

- Absences caused by a student's own illness and whose attendance in school would endanger his or her health and the health of others. (The excuse for this absence (up to 10 days per year) can be from a parent. It does not have to come from a physician, unless it was necessary for the student to see a doctor.)
- Absences due to an illness or death in the student's immediate family.
- Absences due to a recognized religious holiday of the student's faith.
- Absences due to activities that are approved **in advance** by the Head of School.

Unlawful absences include, but are not limited to, the following:

- Absences of a student without knowledge of his or her parents/guardians.

- Absences of a student without acceptable cause with the knowledge of his or her parents/guardians.

- Excessive absences may lead to loss of academic credit.

- (Suspension is not counted as unlawful for truancy purposes.)

Attendance Contract

When a student continues to be absent, unlawfully, a truancy contract will be established between the parents/guardians, the student, and the school. All students will be referred to the Dean of Students to develop a truancy contract after 3 consecutive, unlawful absences and/or 5 total unlawful absences. After 10 unlawful absences, any further absences will result in the student's disenrollment in Glenforest School. This action will be reported to the public school in which the student is zoned.

XI. ILLNESS

Parents will be called to pick up their children from school for the following:

- Fever
- Unexplained rashes
- Pink-eye
- Vomiting
- Diarrhea
- Flu symptoms
- Lice

Children may return to school when they have been fever-free for 24 hours.

XII. EARLY DISMISSALS

1. Students who need to leave school early, for any reason, must have written consent from their parents. This note should be turned in to the Front Desk no later than 8:15 am.
2. Parents must inform the staff/faculty if a designated non-family member is scheduled to pick up their child. This person must sign the child out at the Front Desk.
3. Parents who are picking up their child early are required to sign their child out at the Front Desk.

XIII. EARLY MORNING CARE

Supervision is provided for students who arrive at school between 7:30am and 7:55am.

Elementary School children should be dropped off at the front of the school and should go upstairs to their classroom.

High School students who drive must report to the canteen. They may not stay in their car or loiter in the parking lot.

Middle School and High School students should be dropped off outside the gym. They may not leave campus after being dropped off. If students have brought breakfast with them, they must finish it before Homeroom.

XIV. AFTER CARE

After Care is available for all students from 3:30 pm until 6:00 pm. Cost is \$10.00 per day and parents are required to sign their child out. ***Please refer to the school calendar for noon dismissal days because After Care is not available.

XV. BOUNDARIES

Students may not leave the school grounds for any reason without permission. No student may walk off school grounds during the school day hours: 7:30 am to 6:00 pm. Violation of this policy is unacceptable and not safe to do so for you or any student you witness.

XVI. COMMUNICATION

If you have any concerns regarding your child, please do not hesitate to contact us. We can return your call within 48 hours in addition your messages will be sent to our email. We can arrange an appointment you and your child to visit the classroom as well. Teachers are not able to leave their classrooms to talk to parents during class time, we appreciate your understanding of this.

XVII. EMERGENCY/INCLEMENT WEATHER

Parents will be notified immediately of a serious injury or sudden illness. It is important that we have current student emergency numbers on file (Did you fill in the “emergency form” this year?) The school does have a weather alert radio that gives out an alarm during severe weather. Glenforest School holds fire, tornado, lock down and earthquake drills on a regular basis, in compliance with state and federal laws.

In the case of inclement weather, please listen to WIS Radio and/or WIS TV for news of school closing. Glenforest School will close if districts Lexington Two or Lexington Five schools close automatically.

XVIII. MEDICATIONS

The medication permission slips must list all the medications, the reason for the medication, and what time it should be administered, both at school and at home. All prescribed medications must be in the original container, with the original prescription label, complete with your child’s name. No out-of-date medicine will be administered. If your child needs Tylenol or any other over-the-counter medication, please send it to the school with your child’s name on it along with the non-prescription medication form.

The medication permission slips are to be filled out for prescription and non-prescription medication. Medications will be administered by the Nurse and are not kept by the student. When your child is running out of medication, you will be notified and the container will be sent home. Please, the Administration must be informed, in writing, of medication or dosage changes.

XIX. FIELD TRIPS

Field trips are an integral part of our academic program. All students are expected to participate. Pick-up time for field trips will be flexible. Please read email / written notices sent home for details concerning field trips. Please make sure to return your completed a field trip permission form (for each trip).

XX. SPORTS/PHYSICAL EDUCATION

Glenforest School participates in the South Carolina Independent School Association Athletic League. We have teams for soccer, basketball, golf, club tennis, baseball, volleyball, cross-country, bowling, and sporting clays. Please refer to the Athletic Handbook for specifics and do try to attend 1 Booster meeting each year.

XXI. TRANSPORTATION

Glenforest School is not set up to arrange, provide, or physically subsidize transportation to and from school. If a child is to be dropped off or picked up by an individual other than a parent or grandparent, the parent must verify in writing that this individual is permitted to transport the child. The school will not release any child into the custody of someone who is not authorized.

XXII. VISITORS

Glenforest School makes every attempt to accommodate parents and professionals who wish to observe the Glenforest School program in action. However, the priority is to create, respect, and preserve a constructive and safe learning environment for our children. To that end, Glenforest School reserves the right to deny visitation if an administrator or teacher believes that a particular visitation will disrupt the learning environment. Parents may “drop in” to visit their child’s classroom. However, parents who want to make an extended observation of a particular class(es), must make arrangements with their child’s teacher in advance. We respectfully request that previous Glenforest Students visit their friends and teachers after 3:15 pm to minimize disruptions.

Glenforest has a closed campus. Therefore, all visitors, including parents, will please check in first at the Front Desk and receive a Visitor ID badge before proceeding to the academic areas. Visitors

must be accompanied by a staff person or designated student during their tour.

XXIII. AVAILABILITY OF ANCILLARY PROGRAMS

Though Glenforest School is not able to provide ancillary services as part of its regular tuition, the school is available to assist parents in finding and contracting reputable professionals in the areas of Physical Therapy, Occupational Therapy, Speech and Expressive Language, and Family or Individual Psychological or Psychiatric Counseling. We ask parents to try to schedule therapy sessions so that a child does not miss school.

XXIV. CHILD ABUSE REPORTING OBLIGATIONS

In accordance with South Carolina law, the school’s staff is obligated to report to Child Protective Services whenever there is reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse or exploitation. Glenforest School is not obligated to inform parents of their intent.

XXV. CONFERENCING AND REPORTS

Parents are a very important component of their child’s academic success. Therefore, Glenforest School requires parents to attend at least two academic conferences per year. Please see school calendar for conference days.

XXVI. STUDENTS’ FILES

Parents may review their child’s educational file, at any time, by contacting the Front Desk. Though parents are free to review the file, the file may not be removed. If parents need to have information forwarded to a potential receiving school or educational consultant, we will do so, provided an information release form has been completed and no outstanding debts to Glenforest exist.

XXVII. REQUIRED ITEMS TO BE ON FILE WITH ADMINISTRATION:

- Admission Verification Form for Continuing Students
- Signed contract
- Signed payment agreement
- All Permissions
- Copy of:
 - social security card
 - birth certificate
- Immunization record
- Internet Access Agreement, attached
- Statement of Understanding of Student Handbook, attached