



**GLENFOREST
SCHOOL**
A Positive Place to Learn

EXPECTATIONS FOR LEARNING HANDBOOK

2015-2016

Glenforest School
1041 Harbor Drive
West Columbia, SC 29169
phone: 803-796-7622
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Non-Discriminatory

Policy

Glenforest is a non-profit, independent institution with an annual enrollment of about 60 students. We receive no federal funding. Glenforest does not discriminate on the basis of race, color, gender, sexual orientation, religious affiliation, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

www.glenforest.org

Leadership

Administration

Head of School
Director of Student Services

Dr. Susan Thomas
Mr. W. Barton Calvert

Support Staff

Director of Instructional Support
Counselor

Mrs. Heather Miller
Mrs. Paige McKeown

Faculty

Kristen Boomhower
Brandi Branham
Jennie Christensen
Serena Coleman
Robin Frierson
Mary Beth Gourley
Donna Grimsley

Michele Hendrickson
Lisa Henry
Tammy Holland
William Knopf
Terri Rivera
Guillermo Ramis
Sharon Shackelford

Staff

Director of Athletics
Director of Operations and Facilities
Administrative Assistive
School Nurse

Mr. William H. Knopf, III
Bernie Cantreras
Chad Domis
Trina Gibson

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WELCOME TO THE 2015-2016 SCHOOL YEAR

Welcome to a new school year at Glenforest School. We are excited to begin this year where we are all engaged in learning. We have three major goals as educators. The goals are to increase academic engaged time for students, create safe and positive learning environments for all members of our learning community, and empowering our students to determine their immediate and long term goals. We hope you will partner with us as we build that Bulldog Pride in all of our students.

Academic Engagement:

We will increase the academic engagement of our students through the use of assessment to guide instruction and effective teaching strategies. All teachers will receive professional development on the use of student assessment to design instruction and effective teaching strategies to deliver instruction. Each morning teachers will be available to work with students who need additional support. A team will review student grades, progress monitoring scores, and teacher reports monthly to ensure that students have the support needed to learn. There should be no surprises at report card time.

Positive Learning Environments:

Glenforest will be continuing Positive Behavior Interventions and Supports (PBIS) for our students this year. PBIS is a systematic approach to promoting positive behavior. This is done by establishing consistent expectations, rewards, and consequences. Visit www.pbis.org for more information. We have developed a systems approach to establishing the positive social culture and behavioral supports needed to support an effective learning environment for all students. When all students are knowledgeable of the expectations, they usually respond as directed. You can expect all Glenforest staff to teach specific behavioral expectations to our students. We put in place a system of supports to highlight good choices and minimize negative choices. Support for the students will come from administration, teachers, support staff, and parents. Our goal is to provide a safe and caring place for your child to learn. Your child will be taught the expectations for behavior the first week and will then bring home a contract for your signature agreeing to follow our Bulldog PRIDE expectations.

Student Engagement:

The staff at Glenforest will increase student engagement by continuing to foster the meaningful relationships with students and families. We will also be making sure students know the relevance of all they are asked to learn, know the skills they will have to master to obtain mastery, and know how to attain the adult support they need to learn. Students will begin to develop academic and behavioral goals. In addition they will monitor their progress toward meeting the goals. You can expect to participate in student led conferences this year. Student led conferences hold students accountable for their successes and failures, they also allow them to practice real-life skills, like speaking with adults, advocating for themselves, and setting goals for the future.

Mission, Vision, Purpose, and Values

Mission:

Glenforest School strives to meet the academic and social needs of students who require a positive, supportive learning environment to achieve their individual post-secondary goals.

Vision:

To empower and equip our students to be successful in a highly competitive world.

Purpose:

- Ensure student learning through assessment, instruction, and progress monitoring.
- Nurture a culture of self-advocacy and the confidence to learn.
- Cultivate the skills for students to develop and maintain meaningful relationships.
- Prepare our students to succeed as responsible citizens through their contributions towards the betterment of society.

Values:

- Working until the job gets done
- Seeking research to guide our planning and instruction
- Building relationships with students, families, and communities
- Planning and implementing instruction to achieve the mission and vision of Glenforest School
- Holding students accountable for learning while providing them the support to learn
- Building a partnership with families to support the mission, vision, and purpose of Glenforest School

I. DRESS CODE

School Day

The dress code at Glenforest is designed to ensure that students are ready to learn. Please follow the guidelines for appropriate dress as listed below.

- All clothes should be neat and fit properly. No clothes should be ripped and have holes.
- Students should wear “GLENFOREST” polo shirts, oxford shirts, or sweatshirts only. Glenforest has shirt catalogs available upon request and “gently worn” shirts are available for a small price. Traditional dress slacks, walking shorts, or skirts that are khaki in color. (i.e. Duckhead, Dickies, Haggar, etc.)
- Pants and skirts must fit at waist level and be appropriate in length (no more than 3 inches above the knee in the front and back).
- Appropriate footwear is required. Closed toed shoes required in the science lab and PE.
- Jackets or coats may have small logos and must be appropriate.

Dress Down/Up Days

Some days are designated as special for dress code options (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 email and/or notes. Shirts must be crew neck t-shirts or collared shirts with appropriate logos.

- Pants must fit at the waist.
- Hats and sunglasses will be removed in the building.
- Appropriate footwear is required for safety.
- Dress length must be no shorter than 3 inches above the knee in the front back. All tops should completely cover shoulders.

II. SCHOOL ATTENDANCE

Absenteeism

In order to maximize learning, students must be present and on time. Students can miss no more than 10 days in a school year. Absences in excess of ten days will be reviewed by the leadership team for excusal. Course work must be completed in order to receive credit. There are lawful and unlawful absences. Parents are encouraged to obtain pre-approval for unlawful absences where there is prior knowledge that the student will need to be absent.

Lawful Absences

Lawful absences include but are not limited to

- (1) absences caused by a student’s own illness and whose attendance in school would endanger his or her health or the health of others,
- (2) absences due to an illness or death in the student’s immediate family,
- (3) absences due to a recognized religious holiday of the student’s faith, and

(4) absences due to activities that are approved in advance by the head of school.

Unlawful Absences

Unlawful absences include, but are not limited to;

- (1) absences of a student without the knowledge of his or her parents
- (2) absences of a student without acceptable cause with the knowledge of his or her parents

Tardy Policy

Students miss important instruction when they are tardy for class. There is adequate time for class change and students are expected to be in the classroom at the time of the bell. Students are allowed two tardies with no penalty for each class during a semester. Three tardies will equal an absence from the class. If a student misses more than half a class, it will be counted as an absence. The student may make up the absence by attending Saturday School. There are times when a student may be late to school because of traffic, etc. Each of those instances will be reviewed by the administrative team and can be excused. Students must sign in at the administrative office when they are tardy for school. Parents will be contacted by administration if their child has excessive tardies in any classes. It is the student's responsibility to make up all work missed when they are not in class.

Early Dismissal

- 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 administrative offices no later than 8:30 AM
- Parents must inform the staff/faculty in writing of a designated non-family member scheduled to pick up their child (fax, email). This person must show a picture I.D. and sign the child out in the Administrative Office.
- Parents who are picking up their child early are required to sign their child out in the Administrative Office.

Campus Leave

Students must remain in the school building or gym during the school day. Students may not go to their cars during the school day.

Students must remain on the school grounds during the school day. Students must have for written permission from a parent and approval by the Head of School or designee to leave campus during the school day.

III. EXPECTATIONS FOR BEHAVIOR

Positive Behavior Support

All students are expected to behave in a manner that creates a safe and healthy learning environment for all students. Students will be expected to show their Bulldog Pride by displaying the following behaviors as listed below in the Bulldog Matrix.

Glenforest School PBIS Expectations								
	Classroom	Leisure Time (Outside/Gym/Rec Room)	Auditorium	Rest/Locker Rooms	Canteen/Lunch Room	Hallway	Car Loop	Sporting Events
Prepare: <i>to be ready</i>	<ul style="list-style-type: none"> Be ready to learn. Be in your seat when bell rings with your materials. 	<ul style="list-style-type: none"> Dress appropriately. Be responsible for personal items. 	<ul style="list-style-type: none"> Be in your assigned area. Quietly wait for instruction. 	<ul style="list-style-type: none"> Choose the appropriate time to ask. Secure lockers. Use assigned restroom. 	<ul style="list-style-type: none"> Card ready to order. Have lunch with you. 	<ul style="list-style-type: none"> School supplies in book bag. 	<ul style="list-style-type: none"> Ready to enter or exit car. 	Wear blue/gold.
Respect: <i>show appreciation for self, others, and property</i>	<ul style="list-style-type: none"> Use appropriate language and actions. Respect peers and property. 	<ul style="list-style-type: none"> Treat others with kindness. Help/share with others. 	<ul style="list-style-type: none"> Quietly listen and watch. Be considerate of personal space. 	<ul style="list-style-type: none"> Clean up. Respect other peoples privacy. 	<ul style="list-style-type: none"> Practice good table manners. Wipe table and throw away trash. 	<ul style="list-style-type: none"> Walk right side of hall. Be considerate of personal space. 	<ul style="list-style-type: none"> Wait and listen for instructions. 	Positive words.
Integrity: <i>to do the right thing</i>	<ul style="list-style-type: none"> Be honest. 	<ul style="list-style-type: none"> Report any problems with others or property to an adult immediately. Play fair. Be honest. 	<ul style="list-style-type: none"> Be an example to others. Sit tall, sit still. 	<ul style="list-style-type: none"> Wash hands. Respect personal space. 	<ul style="list-style-type: none"> Only touch your food. 	<ul style="list-style-type: none"> Respond to any staff direction appropriately. 	<ul style="list-style-type: none"> Report to appropriate area. 	Be in gym.
Dedicate: <i>to act with intention</i>	<ul style="list-style-type: none"> Clean up area. Complete assignments. 	<ul style="list-style-type: none"> Return equipment. Clean up materials/items. 	<ul style="list-style-type: none"> Pay attention. Show positive school support. 	<ul style="list-style-type: none"> Flush. 	<ul style="list-style-type: none"> Finish lunch on time. 	<ul style="list-style-type: none"> Get to your destination on time. 	<ul style="list-style-type: none"> Be attentive to your surroundings. 	Clean up area.
Engage: <i>to be involved</i>	<ul style="list-style-type: none"> Practice participation and cooperation. Ask for help. 	<ul style="list-style-type: none"> Stay in sight of an adult. 	<ul style="list-style-type: none"> Participate appropriately. 	<ul style="list-style-type: none"> Report problems to adult. 	<ul style="list-style-type: none"> Have appropriate conversation with peers. Use inside voice. 	<ul style="list-style-type: none"> Pass others appropriately. 	<ul style="list-style-type: none"> Follow all traffic and pedestrian rules. 	Cheer for your team.

Teaching

Students will be explicitly taught each of the expectations listed above at the beginning of the school year, after breaks, and when the school team feels students need a positive reminder.

Acknowledgement

The Glenforest staff will focus on acknowledging the behaviors that create a safe and healthy learning environment. Students who display the expected behaviors will be awarded Pride Barks. These Pride Barks will be used to earn a preferred activity of the student's choosing or merchandise at the PRIDE store.

Consequences

Unfortunately, there will be times when students will make poor choices. The Glenforest team has determined that some behaviors are teacher managed and some will be office managed. A discipline report will be issued when students have not followed the stated expectations and a consequence will be given. You will be notified of all major behaviors. There will be a continuum and hierarchy for all consequences.

Intervention

Some students need additional support to follow the stated expectations. The Positive Behavior Support Leadership team will review the discipline reports to determine the students in need of additional support. An intervention team meeting will be scheduled. Parents will be invited to participate in the meeting. The team will conduct a functional behavioral assessment and write a behavior support plan. The behavior support plan will have specific accommodations to support the student, needed social skills instruction, a progress monitoring system, and a positive reinforcement system to be used with the student.

Expellable Offenses

The following behaviors are identified as behaviors that would not contribute to our safe and healthy learning environment. Students who exhibit these behaviors will be considered for expulsion from Glenforest School.

- The possession or use of firearms or other weapons, such as knives, on or near campus
- The willful vandalism of school or personal property
- Fighting
- Lying, cheating, or stealing
- Leaving school grounds without permission during school hours (7:30AM- 6:00PM)
- Reckless driving on or off campus, and will result in the loss of the right to drive on campus immediately

IV. COMMUNICATION

Parents are asked to refrain from texting or calling their child during the school day. If you need to get in touch with your child, please call the main office and we will arrange for you to speak with them. Students are not to call or text parents that they are sick or need to go home. They should report to the office or school nurse and we will contact you to make that decision.

Student learning is enhanced when parents and staff partner to reach common goals. Communication is crucial in reaching these goals. The following are methods of communication staff will utilize to keep you informed:

- Student Led Conferences: Teachers will assist students in setting instructional goals for the school year in each of the core subject areas. Students will lead their conference and report on progress toward meeting their goals.
- Weekly Progress Report: Teachers are required to send home a progress note to parents each Monday. The progress note must address the student's accomplishments for the week, areas in need of improvement, and suggestions for ways parents can help support

student learning. In addition, samples of student work should be sent home

- Interim Reports: Teachers are expected to send interim reports home at the midpoint for the nine weeks. The interim should reflect progress for each of the academic subject areas and behavioral expectations.
- Report Cards: Report Cards will be issued each nine weeks. All progress reports will clearly state the student's progress toward meeting goals/standards. Report cards will be emailed or can be accessed through our RenWeb System.
- Parent Conferences: Teachers will conduct conferences when there are concerns or if the parent requests a conference. An administrator will be in attendance at all conferences.
- Phone Calls: Teachers may contact parents via phone to discuss concerns or information with parents.
- Emails: Emails will be used to relay general information to the parent about an assignment, give due dates, remind parents of due dates, etc. It will not be used to relay information about specific concerns. This information should be relayed through a conference.

For the protection of all students and staff, the following communication guidelines are to be followed by staff members. Parents and students are asked to adhere to the following:

- Staff shall limit communications to matters within the scope of the employee's professional responsibilities (e.g. for classroom teachers, matters relating to class work, homework, and tests).
- If a staff member receives an unsolicited electronic contact from a student that is not within the staff member's professional responsibilities (e.g. for coaches, the practice schedule), the staff member shall not respond to the student using any electronic media except to address a health or safety emergency. Staff should not be providing phone numbers to students for the purpose of communication. Staff should communicate through parents.
- The staff member is prohibited from communicating with students and families through a personal social network page; the staff member must create a separate social network page ("professional page") for this purpose. The employee must enable administration and parents to access the professional page.
- Only during extreme emergency will a teacher, coach, trainer, or other employee communicate with families through text messaging. School administration may communicate with parents via text messaging.
- The staff member shall not communicate with any student or family member between the hours of 10:00 PM and 6:00 AM unless the staff member has supervisory responsibilities for the student at that time. An employee may, however, make public posts during those hours.

V. FOOD AND DRINK POLICY

Snacks are available daily during break, lunch, and after school in the Canteen. Your child will only be able to purchase items in the canteen through a line of credit. Each parent will need to set up a canteen account through either their debit or credit card. A monthly statement will be sent home via email to let you know how much was charged/debited from your card. Parents are encouraged to monitor their child's spending through their personal Renweb accounts. Failure to pay canteen bills will result in termination of canteen privileges. Students may not leave campus to purchase lunch unless they have earned this privilege to go with a staff member as part of our Bulldog Pride. Students have three options for lunch.

- Option 1: An account can be set up with WT Cafe. With this account, families order lunches online and pay in advance. Lunches are delivered to school on the designated days.
- Option 2: Students can choose from an ala carte menu which offers a variety of popular and healthy choices.
- Option 3: Students can bring their lunches. A refrigerator and microwaves are available for student use.

Students should finish eating all food items during the time allotted for break and lunch. Any remaining drinks, except water should be thrown away before leaving the designated eating areas. Teachers may provide treats on occasion and these may be eaten in the classroom.

Parents wishing to provide food for a child's birthday or special occasion must get permission from Head of School. Also, if the parent is providing snacks at lunch, they must provide enough for all students.

VI. ELECTRONIC DEVICES

Cell Phones

Students will not be allowed to carry personal cell phones on their person during the academic school day. Phones will be turned in each morning in the canteen before students report to Pride Time or first period. Each phone needs to be labeled with the student's name. Phones will be securely stored in the main office. If a parent needs to reach their child during the school day, they can call the school number (803-796-7622) or call Mr. Calvert at 803-513-4092 or Dr. Thomas at 803-606-5435.. Phones will be returned at the end of the day or when the student leaves the school for early dismissal. Students will have access to their phones during all after school activities. Parents will be notified if a phone has been confiscated during the school day. Students may make outgoing calls with permission only and may use the phone in the Administrative Office area.

Gaming Systems, iPads, Computers

Technology allows students access to many helpful learning tools. Students at Glenforest are expected to use these systems to enhance and support their learning process.

Gaming Systems

Students are not allowed to have gaming systems during class time. Some students may earn time to play games during breaks, etc.

Ipads and Kindles

Students will have access to Ipads and Kindles in the Media Center. All students will be supervised when using these devices. The Glenforest Technology Policy will need to be followed to have the privilege to use them.

Laptops

Students are allowed to access technologies that assist them with learning. All students will have access to laptops in each of their classes. An individual contract will be developed to ensure that expectations are understood. Each student will have to sign this contract and follow school wide policies regarding usage of laptops and technology. The Glenforest Technology policy must be followed at all times.

Parent/Child Technology Policies & Procedures:

- Software and Application downloading into any device is absolutely prohibited. **ONLY** a designated Glenforest School Official can download software and applications upon approved request. Any cost(s) incurred due to unauthorized downloads into any device, whether purposefully or accidentally, will be the sole responsibility of the signed parties represented in any GFS Technology Agreement.
- Changing device default settings and/or system configurations is not permitted at any time. This includes the setting up of personal user accounts.
- Items that are checked out must be returned by the time specified at check-out.
- In the unfortunate event that a device that has been checked out is lost or damaged, it will be the responsibility of the signed party to cover all reparations for the item or full replacement cost. An assessment would be performed by Glenforest on the device to determine the severity of the damage, which will in turn, determine the assessment cost.
- Not at any time should a device be loaned out to any other individual for any reason.
- Electronic devices on loan to other students are not to be tampered with in any manner.
- If an iPad, Kindle, laptop, or other electronic device is found unattended, it should be given to the nearest faculty, staff member.
- Device coupling (interfacing/synchronizing) is prohibited. Personal devices are not to be attached to any Glenforest hardware off-site. Any device coupling would only be permissible under the authorization and oversight of an authorized Glenforest School Administrator.
- Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials from any electronic devices.
- Electronic devices issued for long term loan are to be returned upon request.
- All electronic devices should be returned in the condition they were received.

Technology Use Agreement

- Students are expected to be positive digital citizens. Electronic communication should not be used to spread rumors, gossip, or engage in any activity that is harmful to other students, faculty, or other persons. Students should always be mindful that they are representatives of Glenforest School.
- School technology and supportive software should only be used for appropriate purposes, including obtaining, using, processing, and distributing information for the purpose of legitimate school-related or school approved activities. Inappropriate use includes, but is not limited to: assuming the identity of another; sending or seeking to receive messages that contain or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language; illegal activity; and information which could violate another person's privacy. Students should understand that electronic communications are not guaranteed to be private.
- Students should not contact teachers using electronic media; including texts, emails, Facebook, twitter, etc. Students may respond if contacted by a teacher or coach concerning instructional or co-curricular activities. If students have questions about homework or co-curricular activities, their parents can contact the appropriate school personnel through email or by phone.

VII. HOMEWORK

Homework is given to maintain skill mastery and increase fluency with the skill. Homework assignments will be individualized. Students will receive the homework assignments for the week on Monday with assigned due dates. Students are expected to turn in homework on the assigned day. The following are guidelines for homework for each grade level:

- Grades 1-5: No more than two to four fifteen to forty five minute assignments a week.
Grade 6-9: No more than three to five forty-five to seventy five minute assignments a week.
- Grades 10-12: No more than four to five seventy-five to one hundred minute assignments a week.

Students who do not turn in homework can be assigned to PRIDE the following morning at 8:00. Parents will be notified if the student needs to report the following day for homework. Students who repeatedly fail to turn in homework or other assignments will be required to have an intervention plan to increase the probability of completing assignments.

VIII. MEDICATION

A medication permission slip form signed by a physician must be on file in order for us to disburse prescribed medication. The bottle and directions must indicate the reason and time the medication is to be distributed. We ask that you attempt to have medication distributed during lunch and break times so that the student does not miss valuable instruction. The following guidelines apply.

- Parents must bring all prescribed medications to the school and it must be in the original container with the original prescription label.

- The student may not keep medication on his/her person or in a book bag.
- 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 permission form.
- You will be notified when medication is going to run out so that you may send new medication.
- Please notify the School Nurse of any medication changes with a medication permission slip.

IX. TRANSPORTATION

Glenforest School does not 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. For the safety and protection of our students, staff members are not allowed to transport students to any events alone. Another adult must be with the student. A staff member may transport a group of students with parental permission. In the event of an emergency, the Head of School and parent will be notified before a staff member transports a student alone.

X. ILLNESS

For the health of all students and staff, parents will be called to pick up their children from school for the following:

- Fever
- Unexplained rashes
- Pink-eye
- Vomiting
- Diarrhea
- Flu symptoms
- Lice
- School nurse and administration deem necessary

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

XI. BEFORE AND AFTER SCHOOL CARE

In order to accommodate families and schedule, Glenforest will offer before and after school care. The following are guidelines for care.

Before School

- 7:30-8:20- Parents may drop students off in the canteen at 7:30. There is no early morning care charge.
- 7:50-8:20- All students will be able to report to the canteen or will report for PRIDE time.
Canteen: There will be a staff member on duty in the morning in the canteen.
PRIDE Time: Teachers will assign PRIDE. Students will report to the

assigned classroom for additional assistance or to complete unfinished schoolwork. Parents may request PRIDE for their child by contacting the teacher via email.

- 8:20- School Begins

After School

3:30-4:30- Study Hall and Clubs

Students may either stay in study hall or participate in after school clubs as scheduled. There will be no athletic practices beginning before 4:30 PM. Students who are staying after school for sports practice must be in study hall or a club.

After Care

After Care is available for all students from 4:30PM until 6:00 PM. Cost is \$12.00 per day and parents are required to sign their child out at the Front Desk. After Care will be a structured time for students. There will be time for students to relax, complete homework, and have a preferred activity. Gaming will be limited during this time. Any student who is not involved in a school sponsored activity will be sent to Aftercare and the parent will be charged \$12.00 for the day. This begins promptly at 4:30 PM.

Please beware that a few times in the course of the school year After Care is not available and you will be notified of this in advance.

XII. EMERGENCY/INCLEMENT WEATHER

The Glenforest School holds fire, tornado, lock down and earthquake drills on a regular basis. Glenforest School is always operating with your child's safety first. Our number one goal is to educate each child while taking safety into consideration at all times.

If school is canceled due to any emergency, the school staff will notify you in the following ways:

- WISTV / Website – Inclement Weather
- www.glenforest.org
- Glenforest Facebook Page
- Email

The Glenforest administrative staff will determine make-up days. Parents will be given ample notice of school make-up days.

XIII. FIELD TRIPS

Field trips enhance student learning. We do encourage all students to participate. Parents will be given ample notice of field trips. The information should contain the purpose, place, times, and cost. Each parent will be asked to sign a permission slip for the student to attend and arrange for any medication to be administered. If students cannot attend the field trip for a reason, the day will be counted as an excused absence with no penalty to the student.

XIV. SPORTS AND PHYSICAL EDUCATION

Glenforest School participates in the South Carolina Independent School Association Athletic League. We have fall, winter and spring teams for soccer, basketball, golf, club tennis, baseball, volleyball, cross-country, bowling, archery, and sporting clays. Please refer to the 2014-2015 Athletic Handbook for specifics.

XVI. VISITORS

Glenforest School makes every attempt to accommodate parents and professionals who wish to observe the Glenforest School program in action. However, the safety of our students and staff is the highest priority. The following guidelines are in place to ensure the safety of all students and staff.

- All visitors, including parents, are required to sign in at the administrative office and receive a Visitor ID badge before going into the school area.
- Parents are invited to visit their child's classroom at any time. As a courtesy, we ask that you notify the teacher if you plan to visit for an extended time. Please remember, teachers will not be able to conduct a conference at the time of the visit.
- Glenforest School reserves the right to deny any visitation if an administrator or teacher believes that a particular visitation will disrupt the learning environment.

The administration may ask visitors to leave if the visit is causing a disruption to the student-learning environment.

XVII. CHILD ABUSE REPORTING

In accordance with South Carolina law, the school's staff is required 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. You may find additional information at <https://dss.sc.gov/content/customers/protection/cps/index.aspx>.

XVIII. STUDENT FILES

Glenforest School maintains student records. These records will be kept for five years after the student has exited the school. The following are in the student file.

Administrative Files

- Admission Verification Form for Continuing Students
- Signed contract
- Signed payment agreement
- All Permissions
- Copy of Social Security Card
- Technology Agreement, attached
- Statement of Understanding of Student Handbook

Academic Files

- Transcript
- Psycho-educational Evaluations and Reports
- Test Scores and Reports
- Individualized Education Plans
- Immunization Records
- Birth Certificates

Access

Parents may review their child's educational file, at any time, by contacting the Head of School. 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 provide a copy of the files with a release signed by the parent. Please see Chad Domis at the front desk and fill out a Release of Transcripts/Records form. The school requires that 24 hours be given to send out records and transcripts. Information will not be forwarded if there are outstanding debts to Glenforest School.

XIX. Gifts

Gifts to teachers and staff should be limited to no more than \$25. Gifts to the teacher for use in the classroom for instruction or student activities are not limited, but must be approved by the school head.

XX. Book and Materials Policy

Curriculum and other teaching materials are purchased through Glenforest funds. Students will be assigned books to use throughout the school year. It is the student's responsibility to return their books at the end of the school year. Students will have to replace books that are lost or damaged at replacement value. Normal wear and tear will be taken into consideration.

Student Agenda books will be issued at the beginning of each school year. If lost, students can replace their agenda at the cost of \$20. Agendas contain important educational information that students need in their classrooms on a daily basis. Teachers will also use agendas to communicate with parents.