



**GLENFOREST
SCHOOL**
A Positive Place to Learn

EXPECTATIONS FOR LEARNING

2020-2021

***Expectations for learning are subject to change due to the COVID- 19 pandemic. Please refer to our COVID-19 policies and procedures that have been provided during the Fall 2020.**

Glenforest School
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Non-Discriminatory Policy

Glenforest is a non-profit, independent institution with an annual enrollment of approximately 50 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

TABLE OF CONTENTS

Welcome

Mission, Vision, Purpose, Values

- I. Dress Code
- II. School Attendance
- III. Expectations for Behavior
- IV. Communication with Staff
- V. Food and Drink Policy
- VI. Toys and Gadgets
- VII. Electronic Devices
- VIII. Homework
- IX. Medication
- X. Illness
- XI. Transportation
- XII. Morning and After School Care
- XIII. Emergency/Inclement Weather
- XIV. Field Trips
- XV. Sports and Physical Education
- XVI. Visitors
- XVII. Child Abuse Reporting
- XVIII. Student Files
- XIX. Gifts
- XX. Book Policy
- XXI. GPA and Class rank

WELCOME TO THE 2020-2021 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. Every day 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 also will 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 these guidelines for appropriate dress as listed below.

- All clothes should be neat, clean, fit and worn properly. No clothes should be ripped, stained, or have holes.
- **Students should wear “GLENFOREST” polo shirts, oxford shirts, or collared shirts 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 brown in color. (i.e. Duckhead, Dickies, Haggard, 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).
- Hats and sunglasses will be removed on entering the building and placed in book bags for the remainder of the day.
- Hair should be out of student’s face at all times.
- Appropriate footwear is required. No slides or flip-flops. Closed toed shoes are required in the science lab and athletic shoes for PE. Shoes must be kept on feet at all times throughout the day.
- **Solid colored sweatshirts, hoodies, pullovers and jackets with the Glenforest logo may be worn over Glenforest collared shirts.** All hoods must be removed from over students’ heads when they enter the building.
- **IDs are part of dress code. Middle and high school students must wear their IDs around their necks and visible at all times while on campus.** Students may wear lanyards issued by the school or of their own choice. Lanyards must have a break-a-way attachment. Students will be issued up to 2 temporary IDs. When the 3rd temporary ID is issued, a charge of \$5.00 will be incurred and a new ID issued.
- Students will need a book bag at school each day to carry their binder that Glenforest will provide that contains all their school supplies. **Book bags with wheels are prohibited!!**
- **If students are out of Dress Code and refuse to comply, they will be charged at three times the cost of a normal Dress Down Day (300 Dojo points.)**

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.**
- Appropriate footwear is required for safety.
- Dress, skirt and short length must be no shorter than 3 inches above the knee in the front and back. All tops should completely cover shoulders.
- Faculty, students, and staff may wear jeans/athletic pants and a Glenforest t-shirt each Friday. **Students must have returned their Pride Folder in by Thursday in order to have spirit day on Friday.**

II. SCHOOL ATTENDANCE

Absenteeism

In order to maximize learning, students must be present and on time. Students can miss no more than 10 unexcused 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. Students, who miss more than **20 periods in one class, must make up the days to get credit** for the class whether the absences are excused or not. It is the parent's responsibility to pay a faculty member to make up these hours. There are lawful and unlawful absences. Parents are encouraged to obtain pre-approval for unexcused 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. School begins at 8:20 each morning. 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. **Habitual tardiness that adds up to 90 minutes can result in making up lost instructional time on scheduled Saturday School days.**

Early Dismissal

- Student drivers 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.
- **No students will be signed out and dismissed after 3:00** unless prior arrangements have been made.

Campus Leave

Students may not leave the school grounds for any reason without written permission from a parent and approval by the Head of School or designee. If students leave campus without permission, staff will call local law enforcement.

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	Restroom	Canteen/Lunch Room	Hallway	Car Line	Activity and 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 appropriate time (before class begins). • Use assigned restroom. 	<ul style="list-style-type: none"> • Line up and order one at a time. • Have your 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. 	<ul style="list-style-type: none"> • Dress Appropriately.
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 people's privacy. 	<ul style="list-style-type: none"> • Practice good table manners. 	<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. 	<ul style="list-style-type: none"> • Use 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 and no sharing of food. 	<ul style="list-style-type: none"> • Respond to any staff direction appropriately. 	<ul style="list-style-type: none"> • Report to appropriate area. 	<ul style="list-style-type: none"> • Be in designated area.
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. • Throw trash in the trash can 	<ul style="list-style-type: none"> • Finish lunch on time. • Wipe table and throw away trash. 	<ul style="list-style-type: none"> • Get to your destination on time. 	<ul style="list-style-type: none"> • Be attentive to your surroundings. 	<ul style="list-style-type: none"> • 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. • Participate appropriately 	<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. 	<ul style="list-style-type: none"> • Participate appropriately.

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 Dojo Points. These Pride Dojo Points will be used to earn a preferred activity of the student's choosing or merchandise at the PRIDE store.

Fun Friday

The last Friday of each month, a "Fun Friday" activity will be awarded to all students who have earned 80% or higher average on behavioral expectations for the month in each class. All other students will have a review lesson on PRIDE expectations, social skills, or will work on school wide projects. Every Friday during the last period of the day, students earning 80% or higher for the week will have the opportunity to participate in activities.

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. All "major" referrals will be sent home in Tuesday Folders to be signed and returned. 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 / Threat of Violence
- 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

Right to Search Property

Administration holds the right to search any person or property if there is reasonable suspicion that the student holds stolen property, weapons, tobacco products, drugs, alcohol, or any contraband items at school.

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 every week. 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.
- Report Cards: Report Cards will be issued each nine weeks. All progress reports will clearly state the student's progress toward meeting goals/standards.
- 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 student performance or 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:

- 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). This shall be done through email.
- Staff members shall not respond to any student text. Students may email teachers as long as the email is within the staff member's professional responsibilities (e.g. for coaches, the practice schedule), except to address a health or safety emergency.
- The staff member may not communicate with students and families through a personal social network page. The staff member may create a separate social network page ("professional page") for this purpose.
- Only designated employees who have extracurricular duty may communicate with families through text messaging. The staff member may communicate only with students and families who participate in the extracurricular activity over which the staff member has responsibility.
- The staff member shall not communicate with any student or family member between the hours of 9:00 PM and 6:00 AM unless the staff member has supervisory responsibilities for the student at that time.
- If a parent needs to confer with a teacher or administration, please call the front office and make an appointment.

V. FOOD AND DRINK POLICY

Snacks are available daily during break and lunch. 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 or debited from your card. Accounts will be debited on the last work day of each month. Parents are encouraged to monitor their child's spending through their personal Renweb accounts. Students with past due canteen balances will have their canteen privileges revoked. 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 these options for lunch.

- Option 1: Students can choose from an a la carte menu which offers a variety of popular and healthy choices.
- Option 2: 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 plain water should be thrown away before leaving the designated eating areas. **Food and drink should be brought to school in clear plastic containers with lids.** (No glass, metal, or fast food containers.) Teachers may provide treats (nut free) 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.**

Students should not purchase or share food with other students due to allergies, dietary restrictions, and other concerns.

No energy drinks allowed on school campus or during school related functions.

VI. Toys and Gadgets

We ask that students leave any toys, stuffed animals, balls, and fidget spinners at home. They are a distraction to the learning environment. Glenforest School will provide “fidget” items that are school appropriate to students who need them. Students may bring stuffed animals to school if they have earned it through a voucher at the Pride Store.

VII. ELECTRONIC DEVICES

Cell Phones/IPADS/Laptops/etc.

Students will not be allowed to carry personal cell phones or any electronics (i.e iPads, Laptops, etc.) on their bodies during the academic school day. Electronics will be turned in each morning in the canteen before students report to Pride Time or first period. Each electronic should be labeled with the student’s name. Electronics 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). Electronics will be returned after when the student leaves the school for dismissal. Students who attend club and study hall will have access to their electronics after completion of school activities. Parents will be notified if an electronic 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.

VIII. 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 for each class. **Students are expected to turn in homework on the assigned day at the beginning of class.**

Students who do not turn in homework can be assigned to PRIDE the following morning at 7:50 or stay with teachers during break or lunch. 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.

IX. MEDICATION

A medication permission slip form signed by a physician must be on file in order for us to disburse prescribed medication. The bottle must indicate the 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 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.

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. TRANSPORTATION

Glenforest School does not arrange, provide, or financially 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.

XII. MORNING 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.

Morning Care

Canteen: There will be a staff member on duty in the morning in the canteen.

- a. 7:30-8:00- Parents may drop students off in the canteen at 7:30. There is an early morning care charge of \$5.00 a day.
- b. 8:00-8:15- All students can report to the canteen. There will be no early morning care charge.
- c. 7:50-8:20- Any students will be able to report for PRIDE time if they need extra help with an assignment or prior arrangements have been made between a teacher and a parent. Students will not be charged for PRIDE time. Teachers will assign PRIDE time. Students will report to the assigned classroom for additional assistance or to complete unfinished school work. Parents may request PRIDE Time for their child by contacting the teacher via email.
- d. 8:20-School Begins

After School

3:30-4:30- Clubs

Monday: No clubs due to Faculty Meetings.

Tuesday- Thursday: Clubs (\$115 fee per semester)

Friday – No clubs

***If students are not picked up by 3:45, they will report to the office and families will be charged a late fee of \$15 (unless parents contact the office and let us know there has been an emergency delaying the pick-up of your child.) Once a child has reported to a club, we ask that there is no early pick-up. This disrupts the club and activities that the children are usually participating with a partner or group. Students will only be dismissed at 4:30 PM once they have reported to a club.**

After Care

After Care is available for all students.

Monday- Friday from 3:30PM-6:00PM

XIII. 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:

- a. WISTV / Website – Inclement Weather
- b. www.glenforest.org
- c. Glenforest Facebook Page
- d. Email
- e. Follow Lexington County School Districts

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

XIV. 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 reason, the day will be counted as an excused absence with no penalty to the student.

XV. SPORTS AND PHYSICAL EDUCATION

Glenforest School participates in the South Carolina Independent School Association Athletic League. We have fall, winter and spring teams. Teams will be formed based on having enough students to participate and form a competitive team. Any student may participate as an individual in many sports. Notify your Head of School if your child is interested in a particular sport.

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
- 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 Sharon Shackelford at the front office and fill out a Release of Transcripts/Records form. The school requires that a minimum 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 \$75 per family.

XX. Book 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 take proper care of the books assigned to them during class. Students will have to replace books that are lost or damaged at replacement value. Normal wear and tear will be taken into consideration. Students are not allowed to take home textbooks.

XXI. GPA and Class Rank

Glenforest uses the SC Uniform Grading Policy (SCUGP). It can be accessed at <https://ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy>

The SCUGP is used to calculate GPA. Students will be ranked at the end of each school year.

XXII. Grading Policy

GRADING SCALE

The grading scale is as follows:

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

GRADING COMPONENTS:

Teachers will use a variety of methods to assess student learning and social competence. Listed below is the grading policy for all components.

Classwork Assignments:

Classwork assignments are formative assessments and will be used to assess the instruction provided by the teacher and the mastery of the content/skill by the student. Grades on classwork assignments count 40% the total grade. The following are guidelines for the grading process.

- A grade of 45 is the lowest grade given on any assignment. Students will receive a minimum of 2-3 graded classroom assignments a week.
- These grades will be posted on RenWeb and written work will be attached to weekly progress reports.

Assessment:

Assessments are quizzes, tests, projects, labs, papers, and homework average.

Assessment will comprise 50% of the total grade.

The following are **guidelines** for the grading policy.

- There is a maximum of 1 retake per assessment after review with the teacher. Retake will only include missed skills or concepts.
- All students have the opportunity to retake an assessment regardless of the grade.
- Retake must be complete a week after receipt of the original grade unless approved arrangements have been made with the teacher.

Homework:

- The purpose of homework is to provide practice to allow students to maintain the skills they need for future learning. It is also used to give students the opportunity to practice responsibility by transporting the assignment home and returning it to the school.
- Completed homework assignments will be used for one test grade at the end of each quarter.
- The student must be at 80% mastery of any assignments given.
- Homework will be checked by the teacher or the student and returned.
- A homework assignment should not affect the grade for the course.

Behavioral Expectations:

- Students are expected to follow the PRIDE expectations during classroom time. The behavioral expectations will comprise 10% of the total grade.
- Teachers will score students each week on meeting the expectations for PRIDE which include being prepared, showing respect, having integrity, being dedicated, and staying engaged.
- Parents will receive a behavioral report each Tuesday for the previous week.

Grading Policies:

The following are policies to guide the grading process.

Late Policy

- Assignments and assessments are considered late if it is not turned in on the day it is due.
- Excused absences will be taken into consideration.
- Assessments and required assignments missed due to absences must be made up within five school days during PRIDE Time, exploratory classes or lunch time with the teacher.

Missed Assignments and Assessments

- **Teachers will inform parents of missing assignments.**
- Missed assignments and assessments must be made up within five days after an absence unless approved arrangements have been made with the teacher.
- Any assignments and assessments not turned in five school days after parent notification by teacher will automatically receive a grade of 45.
- Excused absences will be taken into account in calculating the five school days.