

GENERAL SCHOOL POLICIES

Beepers, Pagers, Cell Phones, Ipods, Walkmans, and Radios

Each of the above listed devices are permitted on campus but only may be used before regular school hours begin, during morning break, during lunch, or after regular school hours end. NONE of the devices are to be used during any class. If they are used during class, the item (s) will be confiscated by school personnel and handed over to the principal. In the event one of the items is confiscated a second time, it will be retained by the principal and released only to the parent. After the third offense, the items cannot be brought to school.

Food and Drinks

Snacks may also be purchased in the cafeteria during break and lunch. Food and drinks are not allowed in the academic buildings. They must be consumed in the cafeteria or in designated outside areas. Students who violate this restriction will be required to assist the custodial staff in cleaning the building. Classroom parties involving food and drinks are an exception and should be closely supervised by the teacher. Students may keep their lunch boxes in their lockers.

Telephone Usage

Upper School students may use school phones, only with the authorization of Glenwood School office officials.

Student Injuries and Illnesses

A formal report will be prepared on every injury that occurs during the school day. Minor injuries will be treated by the staff. In the event of more serious injuries, the staff will administer emergency first aid. The parent will be notified immediately. If the staff is unable to locate a parent or guardian and the injury is serious, an ambulance will be called and the student transported to the nearest medical facility at the parent's expense. Students who are ill will be comforted until a parent or guardian can be located. In the event of a serious illness and no parent or guardian is available, again, an ambulance will be called. Parents and guardians are asked to report any illness or injury to the school. Students who have a communicable disease shall not attend school until a competent medical authority declares the student free of disease.

Sexual Harassment

Sexual harassment perpetrated against students or by students is prohibited. It shall be a violation of this policy for any student to be subjected to harassment or to subject another person to harassment through conduct or communication of a sexual nature. Sexual harassment is defined as unwelcomed sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature against a student or by students.

Student Responsibilities

Students are responsible for adhering to the following:

- Be on time and prepared for all classes and other school functions.
- Assume school rules are in effect at all times.
- Be prompt in returning documents and information requiring parental attention or signatures.
- Dress and groom according to the approved dress code.
- Respect school property at all times.
- Avoid improper language at all times.
- Make a special attempt to keep your school clean and free of litter.
- Listen to announcements.
- Be ever mindful that words and actions give witness to a person's character.
- Maintain a respectful attitude towards school personnel.
- Avoid gossip, hearsay, and rumors, as they tend to degrade a person and do great damage to others and the school.
- Assume responsibility for your actions.
- Be honest with yourself and others.

Student Accident Insurance

All students are covered by a supplemental accident insurance policy. The policy covers students while at school and at any school-sponsored function. This insurance supplements the student's primary insurance policy. While at school and during school functions, every student is covered by a catastrophic insurance policy that covers the student in the event of a very serious injury. If a child is injured, the parent or guardian should contact our business office for details.

Fire and Severe Weather Drill

Fire and severe weather drills are very important. To ensure the safety of our students, fire drills will be conducted once a month, and severe weather drills will be conducted once a quarter. Fire and severe weather drill procedures are posted in every classroom. The teachers will orient the students with these procedures. Students will depart from their rooms in a single file line with no talking. Teachers will direct their students to the designated safe area where roll will be taken. Absences will be reported immediately. Students should be silent at all times to assist teachers in the performance of their duties. Students will stay in the safe area until the all-clear signal is given.

Student Departure during Severe Weather

It is generally accepted that school buildings are far safer than an automobile on the road. As a result, parents are discouraged from coming to the school to pick up their children during a severe weather warning. Students who drive will not be released from school during a severe weather warning.

Severe Weather

Generally, Glenwood will follow the plans of the Phenix City School System. If the Phenix City schools close for severe weather, Glenwood will also. For specific information about Glenwood, parents should monitor the local TV and radio stations. Parents will be contacted through school cast about any school closings.

School Security Policy

These basic security requirements are designed to help ensure against incidents that could be harmful to students or school staff. The school solicits the help of parents in implementing the following policy:

- All visitors, including parents, must report to the school office immediately upon entering the campus. All visitors must have the permission of the principal to be on campus. Visitors must sign in and wear a visitor's pass.
- Unauthorized visitors are not permitted in school buildings or on campus.
- Classes are not to be interrupted except under extenuating circumstances.
- Students who wish to bring a guest to school must have request approval at least 24 hours in advance.
- Possession of any type weapon on the Glenwood campus or at any school function will be grounds for dismissal.
- Threats of violence will not be tolerated. They are viewed by school personnel as serious and may result in disciplinary action.
- The school reserves the right to search personal belongings and vehicles on campus or at any school function, when reasonable suspicion exists.

Marriage and Pregnancy

Glenwood does not allow the enrollment of married students, or students with children. Students that become pregnant or cause impregnation will be required to withdraw from school as soon as the condition is known.

Student Lockers

The lockers provided are school property and may be inspected by the headmaster or his representatives at any time, with or without the student's permission. The lockers should be locked at all times to deter theft. Students must supply their own lock. Students may not write on or deface the lockers in any way. Students are responsible for damage to their lockers and must pay for any work required to bring the locker up to standard.

Student Drivers

Students are reminded that bringing their cars on campus is a privilege. This privilege will be taken away from student drivers who demonstrate their unwillingness to follow normal precautions for safe driving. Students are expected to conform to driving regulations in or on any motor vehicle to include motorcycles. Students who are found to be driving in a reckless manner, will have their on-campus driving privileges suspended and their parents notified.

Because of the dangers involved and the fact that there are small children on campus, there will be no second chances for reckless driving. When student drivers arrive on campus, they must immediately get out of their vehicle, lock it, and leave the parking lot. Students may not return to the parking lot, without permission, until the end of the day. Students must park in front of the school. Students must keep all vehicle music to a level that cannot be heard outside the vehicle.

After School Pick-Up of Students

For safety purposes, it is necessary for parents to pick up their child (children) from school by 4:00 each afternoon. The teacher/staff work day ends at 3:45 p.m. and most teachers exit the campus by this time. The Glenwood Administration and staff cannot be responsible for students left unattended on the school campus after regular school hours.

Lower School Parking, Drop-Off, and Pick-Up Procedures

The following rules have been implemented for the safety of our children. Please read and follow them when parking at the school or loading and unloading children.

Drop-off procedure:

- When entering the driveway to drop off students, each vehicle should move to the right hand lane.
- Each vehicle should pull all the way forward to the farthest available space. Students must exit vehicles on the passenger's side.
- Once students have unloaded, please proceed to the exit. If necessary, pull into the left-hand lane to exit the parking lot.
- Vehicles must not be left unattended in the loading zone.
- The parking lot is not to be used for drop-off or pick-up. This area is for parking only.
- Do not, under any circumstances, stop in the middle of the drive or on the left side of the drive to dismiss a student from your vehicle.
- When accompanying students to or from the classroom, drivers must park in one of the parking lots. Do not park in the driving loop. Parents of children in the third grade and below should always walk their student to the classroom.

Pick-up Procedure:

- Follow the drop-off procedure. Loading will begin at approximately 2:45 p.m.
- When in the loading line, drivers must stay with their vehicles.
- Students should watch for their cars and load as quickly as possible. If your child has not exited the building, you must move on and re-circulate through the pick-up line. Drivers will not be allowed to wait in the loading zone for their children.
- If this system does not work for your family, please park in the parking lot and walk up to meet your child.
- When a crossing guard is present, you must follow his or her instructions.

School Trips

All school trips must be proposed on the appropriate form and approved by the headmaster or principal. All literature concerning school trips will clearly indicate sponsorship by Glenwood School, the reason for the trip and the name of the staff member moderator for the trip. All school rules apply during school-sponsored trips. The dress code, however, may be modified with permission of the headmaster. Parent permission slips are required. Student participation rosters will be submitted to the headmaster for approval. Non-sanctioned trips may not be organized, publicized, or solicited in any way on school grounds or in the school's name.

Upper School Dances

The school will sanction school dances throughout the year. These dances are designed as a healthy social outlet for our students. General policies for all dances are as follows:

- All dances must be approved in advance.
- All dances must be chaperoned by school staff and parents.
- Police security will be provided.
- Students may not leave the dance and then return - not even to go to their car in the parking lot.
- A Glenwood student may invite one outside guest to the dance. The guest must be approved by the administration.
- Students must be in the dress code designated for the dance. The school dress code will apply unless the dance is a costume dance or a formal dance such as Homecoming or the Prom.
- Unless otherwise announced, all dances will end at 11 p.m.
- A staff member will remain on duty until all students have been picked up. Parents are asked to pick up their children promptly.
- All school rules apply at all dances.

Homecoming Dance

The Homecoming Dance is open to students in grades 9-12 and their personal guests. The Queen and any other court members are expected to be present. The dance is normally held in the gymnasium and is the responsibility of the Student Government Association. This dance is a semi-formal event. Admission is charged. A dance for grades 7 & 8 will be held separately.

Junior/Senior Prom

The Junior/Senior Prom is restricted to juniors and seniors and their personal guests. It is a formal event and the location varies from year to year. The junior class is responsible for sponsoring the Junior/Senior Prom. Only prom participants, faculty, staff, and parents may be present. Students are allowed to bring guests that are no more than one year removed from High School.

Student Participation

Students are expected to participate in school activities in which they have ability or interest. The school offers a wide range of student activities that should appeal to all students. In addition to participation, students are expected to support the school by their attendance at various school activities such as sporting events or dances. Student activities are an essential part of the school experience, and they serve to provide students with healthy social outlets as they mature into adulthood.

Care of School Property and Campus Litter

It is important that Glenwood students know that the school facilities have been provided at great expense and sacrifice of previous students and parents. Students must refrain from defacing, destroying, or abusing school property. They have an obligation to take care of the school for future Glenwood students. One way students can help maintain an attractive and neat campus is by placing their trash in the appropriate containers.

Student Messages/Gifts

Classes will not be interrupted to deliver student messages unless it is an emergency. If flowers or gifts are brought to school for students, they must be left in the school office until the end of the day.

Non-School Fundraising

Students are not allowed to sell items at school for non-school sponsored activities unless approved by the Headmaster.

Internet/Electronic Access

The use of the internet by students shall be for educational purposes only as approved by the school. General school rules for behavior and communications apply.

Access to network services i.e. internet, will be provided only to those students who agree in writing to act in an appropriate manner. Precautions are taken by the school using filtering and interface systems to limit the access of objectionable information in public domains.

1. Students are not allowed in the computer lab without faculty supervision. Personal computer use i.e. laptop must be approved by the Administration. School rules apply to the use of personal computers at school.

General Computer/Electronic Device use rules are as follows:

1. Shall not be used for political or commercial purposes.
2. Electronic mail should reflect acceptable standards at all times.
3. No reproduction of copyrighted material allowed without permission.
4. No access to inappropriate material.
5. Students may use only accounts, files, software, etc that have been assigned to them.
6. Students are not allowed to use another student's account to log-on or allow another student to use his/her password to log-on.
7. Students must not attempt to disrupt any computer services or data by spreading viruses, spamming or hacking.
8. Students are not allowed to use computers for purchases.
9. Students are not allowed to use computers for derogatory comments or images of school personnel within Glenwood or outside Glenwood.
10. Students are not allowed to visit chat rooms, MySpace, Facebook, etc using school computers. Glenwood School should be reflected in a positive manner.
11. Students shall not damage computers or network in any way.
12. Students shall not use computers for harassment of others. This is called Cyber Bullying.

Privacy – Computers and network storage areas may be treated like school lockers. Glenwood reserves the right to maintain integrity by reviewing files and communications at any time. Glenwood cannot guarantee the privacy of any information sent or received over the internet.

Cafeteria

Glenwood is proud to have Valley Services provide our food service operations. Students and parents must register through mypayments plus to participate in the program. Through mypayments plus students, and parents have access to:

- Student cafeteria balances and purchase history
- Pre-payments with auto-pay capability
- Low balance email reminders
- Pay by check or credit card

ALL accounts must be kept up to date with positive balances. If an account balance shows a negative balance of \$50.00 or more at the end of each month, students will not be allowed to participate in extra curricular activities until the outstanding balance is paid in full. If the account still has a negative balance at the end of each nine weeks, students will not receive report cards until the balance is paid in full. Also, access to INOW will be deactivated.