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**Glenwood Academy**  
**2018-2019**  
**Parent/Student**  
**Handbook**

Revised 8/2/18

## **HISTORY OF GLENWOOD ACADEMY**

Glenwood Academy was started by a parent and teaching professional, Cheryl Stradling. From Pre-First through High School, our school offers a small classroom setting designed to accommodate children with learning differences. We offer an individualized academic program driven by each student's ability. With fewer than ten students per class, the school's classrooms are dynamic centers of enthusiasm that develop a strong sense of community and academic rigor with hands-on, experiential learning.

Our facility features thirteen classrooms, a Speech and Language Pathologist room, Occupational Therapist room, cafe, library, science lab, art room, an indoor recess recreation room and an outdoor theater. The setting is on ten beautiful wooded acres, with two playgrounds, playing fields, basketball court, and a volleyball court. The children are transported by school van to the Glenwood Community Center for physical education. This state-of-the-art gymnasium and recreation center is only three miles from the school. The school also uses their 140 acre park for sports. Through a strong school-family partnership and conservative fiduciary responsibility, Glenwood Academy offers affordable tuition at up to 50% less than comparable schools with similar offerings in terms of class size, alternative teaching methods and individualized instruction.

## **MISSION STATEMENT**

Glenwood Academy is committed to Academic Excellence. Glenwood Academy is committed to the development of academic excellence for students who struggle in traditional educational settings. We believe that all children can be successful in their intellectual, creative, and social development. Our goal is to guide each student to discover his or her individual potential for greatness. The school does not discriminate on the basis of race, religion, socioeconomic status or ethnic origin. Our academy reserves space in each classroom for children of families in great need. Both full and partial scholarships are awarded every year.

## **BOARD MEMBERS 2018-2019 SCHOOL YEAR**

Mr. Jonathan Major	Board Chairman/Buildings and Grounds Chairman
Mrs. Marjette Barchi	Vice President of the Board
Ms. Lydia Brown	Treasurer
Mrs. Erica Crosen	Secretary
Mrs. Debra Matta	PTO President
Mrs. Cheryl Stradling	Head of School/Educational Administrator
Mr. John Eaton	Advisory Member

## HONOR CODE

Glenwood Academy expects the behavior of all members of its community to be guided by the values of respect, cooperation, kindness, service, responsibility, initiative, perseverance, honesty, and courage. Glenwood's community members are expected to uphold to these values personally and help others to understand and achieve them. When these expectations are not met, the School will take appropriate action to sustain and promote its stated values.

## CHARACTER EDUCATION

### Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

### Respect

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

### Responsibility

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

### Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

### Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

### Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

## **PTO**

Parents and Teachers Organization (Please return the Parent Volunteer Form found on the website.)

Glenwood Academy has a wonderful community of families, parents, grandparents, alumni, faculty and staff - all of whom donate their time and efforts to enhance the quality of the Glenwood Academy experience for our children. If you are interested in helping at any of our events, we will be happy to work with you and your schedule.

If you would like to volunteer, please email Deb Matta – PTO President at [Jrdamatta@aol.com](mailto:Jrdamatta@aol.com). You are the PTO, and we want to thank you for your continued support. The PTO fundraising efforts help support the school. Together we can make a considerable impact on the education and materials provided for our children. Please support our ongoing and upcoming fundraising events.

## **ATTENDANCE POLICIES**

Regular attendance has a marked influence upon scholastic achievement. In accordance with Maryland law, parents are responsible for their child's/children's attendance and punctuality. When possible, appointments that cannot be considered emergencies should be made for after school, on weekends, holidays, or early dismissal days.

Vacations and sports are not considered legitimate reasons for missing school. This is strongly discouraged. We strongly recommend that the parents consult the school calendar for scheduled holidays when planning your vacations. Consequently: Teachers will give work assignments to accommodate legitimate absences from school. Any make-up work is the sole responsibility of the student.

## School Hours

Drop-off Procedures for students:

- Students arrive between 8:15 and 8:30. No one can be in the school before 8:15. The child immediately puts their belongings in their locker and goes to their homeroom. Parents are notified through email of their child's homeroom number and teacher the week before school starts. You will also be notified of which level of the building to enter and exit. We have a security door on each level.
- Dismissal: If your child is on the upper level, pull into the circle and remain in your car. A staff member will walk your child to your car at 4:30 pm. If your child is on the lower level, parents park out back near the dumpster. Your child will walk out to you. There is a late pick up fee of \$25.00 after 4:40. You will be billed by the school.

### Tardiness

In accordance with Maryland law, parents are responsible for their child's attendance and punctuality. If a student is consistently absent or tardy, the administration has the right to consider retention for the following academic year. Students are expected to be in their classrooms by 8:30 a.m. If your child arrives at school after 8:35 a.m., then a parent must accompany the child into school and sign them into the log book located in Mrs. Stradling's office on her desk. The office is located at the end of the hall on the first level.

### Absence

When a student is absent from school, a parent/legal guardian **MUST** telephone the school between 7:00 a.m. and 8:30 a.m. to report the reason for absence; otherwise, the child will be considered truant. The school's phone number is 410-489-6959. If a student is in school for fewer than 4 hours, he/she will be considered absent for the day. Maryland State Law requires that students absent for 5 consecutive days must obtain a doctor's release and present it to their teacher. A child may not be permitted to return to school until he/she is well enough to participate in school activities, including recess and PE daily. Since there is no indoor monitor, a student must be well enough to participate fully in recess. (weather permitting)

### Early Pick-Up

If parents need to pick up their child/children prior to school dismissal due to a doctor's appointment or other emergency, a note, **NOT A PHONE CALL**, must be sent first thing in the morning. This note must contain the reason, time of dismissal, and the name of the person who will pick up the student. The person picking up the student must have their name and information on the child's emergency card. The person picking up the child early, must sign them out in Mrs. Stradling's office.

### Closings and Late Opening

Closing due to emergencies or inclement weather are announced on WBAL **AM** or WLIF **102 FM** in line with the cancellation of other schools in Howard County. The TV Station WJZ Baltimore also lists school closings. We follow Howard County School system, because our private school is located in Howard County. Please do not call the school office. You will also receive an email.

## **COMMUNICATION**

A yearly calendar located on the school website at [www.glenwoodacademy.com](http://www.glenwoodacademy.com) highlights weekly events. Throughout the school year, Mrs. Stradling sends out "mass emails" to our community to inform us of upcoming events.

### Changes in Address/Change in Name

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change.

### Emergency Information

Each parent must complete and return to school an "Emergency Form" for the child enrolled in school. If any information changes during the course of the school year, the office should be notified immediately. This form is located on our website.

### Emergency Plans

Staff members are informed of procedures for emergency situations including injuries, fire, and tornadoes. Fire drills conducted during the school day follow Howard County Fire Regulations. Fire exit notices are posted in every room. Students and adults leave the building quickly and silently to a pre-designated area. If there are extreme weather conditions at the time of dismissal, the students will remain in the building until it is safe to commence the dismissal procedure.

### Fire Drills / Student's Safety

- Fire drills will be conducted during every school year.
- Safety in the school halls, classrooms, and school grounds is of utmost concern to the school community. Therefore, all school doors are locked.
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### School Visits

Visits to the classrooms are not permitted during school hours since this is disruptive to the students and teachers.

### Study Hall at 3:30

Study Hall is to extend and reinforce classroom learning, encourage personal responsibility, develop good study habits and self-discipline, and excite students about what they can learn on their own and share with others.

Our goal is to have students complete all or most of their homework during study hall, but anything not completed at that time will need to be completed at home. This would only happen if they were not concentrating during this time.

### Make-Up Work

In case of emergencies, it is the responsibility of the child to obtain, complete, and submit missed work. If a child is absent and you would like to pick up your child's work after school, please call the office with the request no later than 9:30 AM.

### Telephone

The telephone in the school office is for official or emergency use only. Please do not call the school unless it's an extreme emergency. If parents need to give a teacher a message, please email them first thing in the morning. Giving staff members a message "on the run" is not acceptable. Your child's teacher will reply within 48 hours. The school's phone number is 410-4896959. The school's office hours are from 8:30 to 3:30.

## **PRIVACY POLICIES**

### Photography and Videotaping

Photography and Videotaping taken by GA administration, staff and authorized third parties are the property of GA. Parents and visitors to the school must obtain written permission of the school if they want to photograph or videotape persons or property associated with GA. Parents and family members will be allowed to photograph or videotape their children, their child's classmates and school personnel at specific school functions. In exchange for the allowance of this photography and videotaping the families at GA, GA agrees to keep the photographs and videotapes confidential and not disseminate them to any persons, businesses, or other third parties without the express written permission of Glenwood Academy and the parties involved. The unauthorized dissemination of information in violation of this privacy policy may result in disciplinary action up to and including withdrawal of your child from school, and possible criminal and/or legal action against you.

CELL PHONES: Only the high school students can bring a cell phone to school. During homeroom, the principal collects the phones and only returns them for their 30 minute lunch break.

## **ACADEMIC POLICIES**

### Student Records

Student records are maintained in the school office. Records are handled with utmost confidentiality and professional ethics. Teachers and other school officials, who have legitimate educational interests, have access to student education records. Parent/guardians may contact the principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed. No records can be copied and given to parent/guardians. They must remain in a locked cabinet.

These records consist of:

- Registration form
- Cumulative record of each student's scholastic achievement
- Record of daily attendance (required by law for a period of five (5) years)
- Individual progress sheets
- Standardized test scores
- Health records

### Evaluation of Student Progress

Daily evaluation is essential to planning an optimal program for each child. Student evaluation takes place in the form of two progress reports, three report cards, and testing. Parent conferences are held in November and February but may be arranged at any other time at the initiation of parents or teacher.

### Academic Expectations

The administration and faculty set the following academic goals for each student:

- That each student is encouraged to achieve to the best of his/her ability
- That homework will be completed as follow-up to daily class preparation
- That positive self-esteem is a product of responsibility and accountability
- That promotion is determined by academic progress, maturity level, and attendance
- That violations of the school conduct code is not acceptable

### Report Cards

Report cards are distributed to all students 3 times a year: November, February, and June.

Progress Reports: They are distributed 2 times a year: October, April

### Parent/Teacher Conferences

An initial Parent/ Teacher conference will be held in November. The second conference is in March. Conferences for all parents/guardians will be scheduled through the school office and notification will be sent home through email by Mrs. Stradling. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Therefore, the parents should first contact the teacher involved and then, if necessary, contact the principal. PARENTS ARE NOT PERMITTED TO INTERRUPT TEACHERSEITHER BEFORE SCHOOL OR DURING CLASS HOURS. Teachers should be seen by appointment only. If a conference with the principal or teacher is needed, please call the office or write a note at least five days in advance of the conference date. Should a written request sent to the teacher be

unanswered after allowing sufficient time, the parents are requested to call the office and leave a message with the principal. In the best interest of the students, the school welcomes and encourages verbal communication between parents and teachers.

### **BUS/VAN/CAR POLICY**

We must insist on proper conduct loading and unloading in our school vans. It is unfair to allow pupils to annoy fellow passengers and the driver, and to endanger the lives of others because of misconduct. Students are to abide by the student code of conduct at any time they are on a bus. Failure to cooperate may result in loss of riding privileges as determined by the administration.

### **PHYSICAL EDUCATION**

Glenwood Academy Students use the facilities at Glenwood Community Center for PE classes. The students are transported by the school van.

### **COMPUTER RESOURCES POLICY**

To further its educational mission, GA makes available to students a variety of computer resources, which include a computer network, Chromebooks, educational software packages, computer learning games, electronic email system, Internet access, servers, and hard drives. Computer resources are Glenwood Academy's property. The school shall have the right, in its sole and absolute discretion, to monitor students' use of the computer resources (including email messaging and internet activity), to stop or prevent any violation of this policy, to engage in routine maintenance of computer resources, and perform internal investigations relating to computer resources.

#### Acceptable uses:

- Obtain information from online libraries, databases, and websites for school related projects
- Obtain current information about local, state, national, and world events from online news sources
- Facilitate distance-learning projects
- Complete school projects and assignments

#### Unacceptable uses:

- Engage in activity that violates any person's legal rights, any copyright, or other law, any license or other agreement, or any principle of network etiquette
- Impair the integrity or security of, overload, or damage any computer resources
- Threaten, harass, deceive, intimidate, defame, disparage, offend, embarrass, or annoy another person

- Post, transmit, publish, or display any defamatory, disparaging, inaccurate, violent, abusive, profane, lewd, vulgar, pornographic, obscene, or sexually oriented material
- Purchase any item or service
- Damage, destroy, disrupt, circumvent, or exceed parameters of any data, hardware, software, computer network or website, breach security code or password, create, introduce, use, or spread any computer virus, or commit any form of electronic vandalism
- Post, print, publish or display an image, photograph or likeness of another person  
Disrupt school operations or a student’s participation in school activities
- Plagiarize
- Impersonate another person
- Forge emails or other electronic content or send anonymous email messages
- Repair a computer system or attach any external device to a computer system
- Visit blogs, entertainment sites, social networking, or gaming sites
- Transmit confidential information
- Download, copy, or store software, shareware, or freeware
- Reveal home addresses, telephone numbers, or social security numbers of themselves or other persons

### Reporting

Students shall immediately report their discovery or awareness of any violation of this policy or damage to Mrs. Stradling.

## **STUDENT SERVICES**

### Tutors and Therapists

The school makes referrals to outside professionals and specialists as necessary and appropriate, including speech and language evaluations, occupational therapist evaluations, tutoring, academic and psychological evaluations, and counseling. All therapists are available for services at the school. The family is responsible for arranging and financing these services. Some insurances cover specialists’ services.

#### **SPECIALISTS:**

Angela Liston  
Occupational Therapist from Children’s Spot 443-677-0211

Nicole Orellana : Speech and Language Pathologist  
The Children’s Spot  
301-509-3419

Dr. Edward Cahill  
Pediatrician

410-465-7550

Bowman Educational Services  
410-715-0915 or 410-290-5955

Dr. Sarah Weydon: Licensed  
Psychologist : 443-212-8378

Cheryl Stradling  
Reading and Math Specialist 410-489-6959

## **ADMINISTRATION**

### Who Plans the Curriculum?

Teachers and administrators work together to generate and develop curriculum, thoughtfully considering what is truly important for children to understand. At all grade levels, teachers meet in teams to develop and refine ideas, discuss the specific needs of their groups, plan strategies, and find creative ways to use resources. Parents make valuable contributions by sharing their knowledge and resources about the topics studied.

### When does the curriculum change?

Sometimes changes in the curriculum come about with the arrival of a new teacher, but most often from analyzing what has been done, and seeking ways to improve. They represent careful thought and planning. Changes happen for many reasons:

- Responsiveness to the needs, abilities, and interests of our students
- Incorporation of the best practices from current educational research
- Incorporation of the talents, discoveries, and interests of our teachers
- Availability of other resources (parents, community resources and trips)

## **TUITION**

### Enrollment Agreement (contract)

Upon admission to GA, the student and parents agree to the behavioral, social, and financial expectations of the school. In the spring, re-enrollment contracts are sent to parents of all students in good standing. The school may decide, after review of the student's academic performance, attitude, and/or behavior, that it is not ready to offer a place for the following year. A conference is scheduled with parents to review the areas of concern and to explore

means by which a student's performance can improve. Similarly, a re-enrollment contract may be withheld if the parents' relationship with the School becomes uncooperative.

Re-enrollment contracts need to be signed by the person(s) who will assume financial responsibility and returned to the school with a non-refundable re-enrollment deposit by May to ensure a space for the following year. It is important for the school's effective planning that the May deadline be met. Re-enrollment contracts are binding for the entire year's tuition unless the student is withdrawn in writing before May 1st. This is necessary for the school in making its commitments for teacher salaries and programs. If the May 1<sup>st</sup> re-enrollment deadline cannot be met, the Treasure of the Board must be notified in writing for consideration of an extension.

#### Who handles the tuition payment of the school?

Smart Tuition handles all tuition payments for the school. Once the school receives a signed tuition contract, Smart Tuition then sends their tuition payment information. Smart Tuition charges each family an annual \$100.00 fee for their services.

#### Withdrawal

If a family is aware that they will be moving or for any other reason not re-enrolling for the next year, please notify the school immediately. Withdrawal or dismissal at any time for any reason does not release the signer from financial obligation to the school.

#### Return Check Policy

A \$35.00 processing fee will be charged for returned checks.

### **DRESS CODE**

All children enrolled at Glenwood Academy are required to purchase their entire uniform including fleece jackets, sweaters and sweatshirts through Flynn & O'Hara. This is the only company you can purchase your uniforms from. **Flynn and O'Hara Uniforms Burwood Village Shopping Center-Baltimore Annapolis Boulevard & W. Furnace Branch Rd Glen Burnie, MD 21061 Telephone – 410-684-2816 [www.flynnohara.com](http://www.flynnohara.com).**

#### **Tops:**

Short/long sleeve Polo in green with school name

Turtleneck in green with school name

Short/long sleeve Oxford or blouse with Peter Pan collar in white with school name

**Bottoms:**

Sweater/Sweater Vest in navy with school name

Khaki pants, shorts, skirts Plaid

Jumper

Black or Brown Belts

**Shoes/Socks:**

White socks

White or navy tights

Navy/brown/black closed-toe and heel shoes (no sandals or heels) required for school performances only.

Sneakers can be worn every day.

\* The dress code is in effect Monday, Wednesday and Friday. On Tuesday and Thursday, students must wear their gym uniform to school. The gym uniform is also purchased at Flynn & O'Hara and consists of green shorts and a green shirt with our school name and logo.

**DISCIPLINARY ACTION FOR NON-COMPLIANCE OF DRESS CODE**

Students who are not in compliance with wearing of the school uniform, school shoes or their personal appearance are subject to disciplinary action. It is important that students wearing the Glenwood Academy uniform recognize that they are representing the school. The uniform should be neat, clean and worn properly, even when students are not in school but are still in uniform.

**FIRST DAY OF SCHOOL SUPPLIES:**

- A labeled zip-lock bag with a change of clothing for each child including underwear and socks
- A labeled backpack and lunch box.
- 3 boxes of tissues
- 3 containers of antibacterial wipes

**HEALTH POLICIES**

The regulations that define age appropriate immunizations for children in school have changed. For questions about immunizations, call the MD Department of Health and Mental Hygiene Center for Immunization at 410-767-6679.

The following four forms are required before your child can start school: You can download these forms on our school website.

- Immunization Certificate-updated by all students
- Health Inventory
- New Emergency Card

### Healthcare

When your child is sick, please keep him or her home from school. Some important signs of illness are:

- 1.) Temperature of more than 100 Degrees
- 2.) Nausea or vomiting
- 3.) Diarrhea
- 4.) Severe headache
- 5.) Persistent cough
- 6.) Earache
- 7.) Severe sore throat
- 8.) Rash or infection of the skin
- 9.) Red or pink eyes or excess discharge from eyes

### Lunches – Nut Free

There are students at GA who have severe, life-threatening allergy to peanuts and all foods containing nut products. These students are in danger of experiencing a life-threatening reaction if they ingest even a minute amount of food containing nuts, or if they come into physical contact with nut products. The most effective way to protect a student with a nut allergy from the possibility of a life-threatening reaction is to eliminate the threat. We can accomplish this only with the cooperation of the entire GA community. We ask that parents DO NOT pack lunches with peanut butter or foods that contain nuts so that we can minimize the possibility of exposure for the children with nut allergies.

Lunchtime is an opportunity to develop healthful eating and living habits, as well as social interactions. Parents should pack foods high in nutritional value. Hot lunches are served every day to students who order it through our hot lunch program. \*Please note: Hot lunch is **only** served on formal school days. Hot lunch money will not be refunded. Our school is required to pay the restaurant in advance.

Milk will be provided every formal school day for a one-time yearly fee. Your child can choose from 1% white milk or 1% chocolate milk. Complete the order form on the website and make checks payable to Glenwood Academy.

NOTE: These 2 services begin Sept. 17th.

### Birthday Policy

“A birthday is a special day, celebrated in a special way.” Whenever possible we try to celebrate a child’s birthday on the actual day. If that’s not possible, the child can celebrate a “pretend” birthday. Although it is not necessary, should you desire to send in a special snack for your child’s birthday, please send a note to your child’s teacher **AT LEAST ONE WEEK IN ADVANCE** indicating your intentions.