



Glenwood Academy

Parent/Student Handbook

2025-2026

DAILY ATTENDANCE AND ABSENCES

There is a strong correlation between attendance and academic performance. The number of times a student is absent from school directly affects their academic progress. Glenwood's requirements on absences are as follows:

1. **Residential Students:** Residential students must return to their respective cottage between 6:30 p.m. and 8:00 p.m. on Sunday. If a student does not return to Glenwood Academy on Sunday evening, the parent/guardian must contact the house parent by 7:00 PM. Students who exceed four unexcused absences for the academic year will risk being dismissed from Glenwood Academy.
2. **Day Students** must be dropped off at **Door A** between 7:30 and 7:50 AM. **Day Student breakfast will be served at 7:30 AM.**
3. **Students will not exceed 4 unexcused absences during the academic year. Illness for three or more days requires a doctor's note and vacations are considered unexcused.**

All absences and/or tardies require contact with the house parent or attendance office (day student). A staffing will be called by the Glenwood Academy Admissions Team if there is a pattern or excessive absences and/or tardies.

EXCUSED ABSENCES

- Personal Illness
- Death in the Family
- Religious Holiday
- Family Emergency
- Medical Appointments
- Extreme Weather conditions
- Mental Health Days

UNEXCUSED ABSENCES

- Oversleeping
- Transportation Problems
- Business that could be held outside of the school day
- Vacations
- Suspensions

Students absent more than 9 unexcused days per year will not be promoted unless approved due to extraordinary circumstances.

ACADEMIC RESTRICTION

Students who receive a failing grade in any class, or who have a grade point average below 2.0, or an “Incomplete” on either the mid-term report or the quarterly report card are considered to be on Academic Restriction. Students on Academic Restriction are

- not eligible to practice or participate for any sports team representing Glenwood Academy, and/or
- unable to continue student employment and,
- must participate in extra study with an assigned tutor if volunteers are available.

Students on Academic Restriction will have an Academic Improvement Plan put in place.

ADMISSIONS

Glenwood Academy conducts a thorough assessment of all applicants to meet the admission criteria so that the appropriate level of care can be provided, in a timely manner. Glenwood Academy does not discriminate on the basis of race, creed, religion, or sexual orientation. Students must demonstrate academic abilities and social-emotional skills that are within the realm of services provided by Glenwood Academy.

ATHLETICS AND AFTER SCHOOL PROGRAMS

Participation in athletics and after school activities is a privilege that is earned through a combination of: acceptable behavior, maintaining passing grades in all academic classes, and receiving permission to participate from their parent/guardian, and receiving permission from their house parents. Day students must be supervised by a parent/guardian during athletic events. Students must meet the above requirements to try out for a team and be accepted. Once accepted, students are expected to remain on the team for the balance of the season with the following exceptions:

- Removed by the request of the parent/guardian
- Removal by Administration
- Academic Restriction

Students who leave an activity or sport before the end of its season may not join another sport until the season is over.

ASBESTOS

This is to inform you that Glenwood Academy follows the requirements of the law with regard to asbestos. This means that an inspection is conducted every three years. You can be assured that our building is safe for students and employees. The Inspection Management plan is available for public review in the Administration Building.

BAND AND CHOIR PARTICIPATION

Students in band and choir have tests and quizzes, but a larger part of their grade is based upon attendance, the quality of how they practice, and being present for performances that are listed on the school calendar (winter concert, spring concert, Flag Day). Students who willfully miss a scheduled performance due to unexcused absence receive a zero for the performance portion of their grade, not to exceed a reduction of two letter grades.

Students who decide not to continue in band or choir may drop the class during the first four weeks of each semester and receive no grade, nor penalty. If a student quits band or choir they are required to bring a note from their parent/guardian making this request.

BATTERY AGAINST SCHOOL PERSONNEL

I. Purpose and Scope

Glenwood Academy is committed to maintaining a safe, secure, and respectful learning environment for all students, staff, and visitors. This policy applies to all students and addresses incidents that occur on school grounds, during school-sponsored activities, or in any situation that impacts the safety of school personnel.

II. Definition of Battery

In accordance with Illinois law (720 ILCS 5/12-3), battery occurs when a person knowingly and without legal justification:

- Causes bodily harm to another individual; or
- Makes physical contact of an insulting or provoking nature, including but not limited to pushing, spitting, or hitting.

III. Mandatory Reporting (State Law Compliance)

Pursuant to Illinois law (105 ILCS 5/10-21.7), school administration is required to take the following actions when an incident of battery against school personnel occurs:

- Law Enforcement Notification: Upon receiving a written complaint from a staff member, the school administrator will immediately report the incident to local law enforcement authorities.
- Illinois State Police Reporting: All incidents must be reported to the Illinois State Police Uniform Crime Reporting (UCR) Program within three (3) days of the incident.
- Illinois State Board of Education (ISBE): The school will report incidents of battery against school personnel annually to ISBE by August 1.

IV. Disciplinary Consequences

Battery against school personnel is considered Gross Misconduct. Disciplinary action will be determined based on the severity of the incident and the level of threat posed, and may include:

- Suspension: Immediate out-of-school suspension while an investigation is conducted.
- Expulsion: Battery against staff may result in expulsion. A written explanation will be provided, outlining why the student's continued presence is considered a threat to safety.
- Behavioral Interventions: When appropriate, the school may implement an Individual Student Safety Plan to address behavior and reduce the risk of future incidents.

V. Staff Rights and Student Protections

- Self-Defense: School personnel may use reasonable and necessary force to protect themselves, others, or school property.

- Prohibition of Corporal Punishment: Corporal punishment, including hitting, slapping, or paddling, is strictly prohibited.
- Due Process: Students will be afforded due process and given the opportunity to respond to allegations before final disciplinary decisions are made.

**Glenwood Academy Bell Schedule
2025-2026**

Home Room SEL 8:00-8:27
Period 1 8:30-9:35
Period 2 9:38-10:43
Period 3 10:46-12:01
Lunch 12:05-12:55

<p>Period 4</p> <p>12:58-2:00</p>
<p>Period 5</p> <p>2:03-3:00</p>
<p>3:00 Dismissal</p> <p>3:00-3:30</p> <p>See Me and Detentions</p>

BIRTHDAYS

Birthday celebrations for students are not permitted during the academic school day. Residential students are allowed to celebrate in the student’s cottage. Please do not bring birthday treats, balloons, etc., to the academic school building.

GLENWOOD ACADEMY CHROMEBOOK POLICY

The following guidelines are for individual Chromebook use by Glenwood Academy students. This Chromebook Policy is in conjunction with Glenwood Academy’s **Student Acceptable Use Agreement for Technology**.

OBTAINING A CHROMEBOOK

- Chromebooks will be distributed during the beginning of each school year.

REPARING/REPLACING CHORMEBOOKS

There is an INITIAL **NON- REFUNDABLE** COST TO FAMILIES FOR EACH CHROMEBOOK of **\$50.00**. Students, however, are responsible for the care of their Chromebooks and all related accessories. Parents agree to pay the cost for the repair or replacement of the device if so determined.

**(costs, damages, repairs, and determination of unrepairable computers or computer parts are that of Glenwood Academy's independent IT consultants. An additional \$32.00 Google student license fee will be applied to any unrepairable Chromebook.)*

CHROMEBOOKS UNDERGOING REPAIR

- Loaner Chromebooks may be issued to students when their device is out for repair.
- If repair is needed due to student damage, the school may refuse to provide a loaner Chromebook unless full replacement cost has been rendered prior.
- If a Chromebook becomes defective (through no fault of the student) Glenwood Academy will replace the device at no charge.

CARING FOR CHROMEBOOKS

- Students are responsible for the general care of the Chromebook issued by the school.
- **Do not personalize the Chromebook or its case with stickers, tape, writing, covers, etc.**
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner, water or any other liquid on the Chromebook.
- Students must carry the Chromebook in the protective case provided by Glenwood Academy.
- Chromebooks that are damaged or malfunctioning must be reported to the school office by the student immediately.
- Food or drink should not be near or on the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should never be forced into a locker or book bag as this may damage the screen.
- Chromebooks should not be exposed to extreme temperatures or direct sunlight for extended periods of time.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

USE OF CHROMEBOOKS AT SCHOOL

- Students may not add files or apps to their assigned device.

- **Under no circumstance should a Chromebook be taken off campus** or stored/left in unsupervised areas: the cottage, dining hall, common areas, hallways, bathrooms, vehicles, or any other place that is not securely locked or under Glenwood Academy staff supervision.
- Chromebooks should not be used in the cottage, dining hall, outside, in hallways, bathrooms, gymnasium, locker rooms, or in a vehicle. They are restricted to classroom use only.
- Students screen name must be first and/or last name (no nicknames) when using Glenwood Academy accounts.
- Students must only use the Chromebook assigned to them.
- Students should use their Chromebook and glenwoodschool.org account for school-related communications and academic work only.
- Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes. In the classroom setting, headphone use is at the teacher's discretion.
- Any pictures taken with the Chromebook should be taken only with the direction of a teacher and should never be shared.
- Internet gaming is not allowed.
- All software/apps/bookmarks installed by Glenwood Academy must remain on the Chromebook.
- Teachers may set additional requirements and/or limitations to Chromebook functions using GoGuardian's classroom management and computer monitoring software program.
- ALL STUDENT MUST BRING HEADPHONES TO SCHOOL FOR CLASSROOM USE

RETURNING CHROMEBOOKS

- All students will return their Chromebooks, case and charger at the end of each school year or last enrollment day.
- The Chromebook and accessories must be returned wiped clean and disinfected.
- The Chromebook, case, and charger will be assessed to ensure that they are in working order.
- Parents/Guardians will be held responsible for any repairs or replacement costs if so determined.
- If a Chromebook and accessories are not returned, the parent/guardian will be held responsible for the full Chromebook replacement cost of \$300.00 and device case of \$15.00.

CLINICAL SERVICES

The Clinical Services Department at Glenwood Academy is made up of a team of caring professionals committed to providing responsive, supportive services that promote the success and mental well-being of our students and their families. Referrals to Clinical Services can be requested by parents or members of the Glenwood Academy Administrative Team to the Vice President of Clinical Services.

Our Vision

We aim to:

- Promote healthy self-esteem and confidence
- Encourage dignity and mutual respect
- Value diversity and inclusion
- Teach responsibility and self-determination
- Strengthen the stability and independent functioning of both students and parents
- Support positive family, social, and community relationships
- Develop social-emotional skills that contribute to academic and personal success
- Protect the confidentiality and privacy rights of students and families

Services Provided

Clinical Services offers short-term, solution-focused counseling for students in grades 1st through 12th and their families. Our team consists of qualified mental health professionals. At times, supervised counseling interns may also support the department.

Services may include:

- Individual, family, and group counseling
- Mediation
- Consultation and support within the school and residential setting
- Referrals to outside agencies and community-based resources

We believe that students and families play an essential role in identifying their needs and shaping their paths to growth. We require active participation in planning and goal-setting to promote meaningful outcomes.

Additionally, Glenwood Academy utilizes the **Second Step** curriculum as the foundation for our Social-Emotional Learning (SEL) lessons, helping students develop key life skills such as empathy, emotion management, and responsible decision-making.

ACADEMIC DRESS CODE

Students are required to follow a daily dress code for attendance at Glenwood Academy. The code requires that clothing be clean and stain-free.

POLO SHIRTS: must be a solid navy blue uniform polo (long or short sleeve) and must be tucked in. Only white short sleeve or sleeveless undershirts may be worn underneath the polo shirt. Long sleeve shirts under the uniform are not permitted. Students owning Glenwood Academy polo shirts may continue to wear those.

PANTS & SKIRTS: Students are required to wear navy blue uniform pants, navy blue pleated skirt or skort. Uniform joggers and leggings are not permitted. Girls are permitted to wear white, navy or black tights under their skirt or skort. PARENTS/GUARDIANS MUST PROVIDE all uniform apparel. * Uniform shorts and not allowed.

BELTS: Students must wear a black belt with a small plain buckle with no designs, adornments or stripes. PARENT/GUARDIAN MUST PROVIDE.

SOCKS: Socks must be black, no exception, and must be above the top of the ankle bone. Girls may wear solid black tights under navy blue skirts. PARENT/GUARDIAN MUST PROVIDE.

SHOES: Shoes must be solid black leather, canvas or fabric. Boots are not permitted, which includes Timberland and ankle cut boots. PARENT/GUARDIAN MUST PROVIDE.

SWEATERS: Sweaters must be navy blue. Sweatshirts or hoodies are not permitted. PARENT/GUARDIAN MUST PROVIDE

HAIR: Hair is to be kept groomed and clean.

- Hairstyles are not to “change” during the school day.
- No dying of hair is allowed (includes grades 1-8).
- Bandanas and colored hair bands/yarn are not permitted.
- Boys facial hair is not permitted with exceptions for doctor’s notes.

Glenwood Academy does not prohibit hairstyles associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

EARRINGS: Students are permitted to wear one tiny post at the middle or bottom of each earlobe.

JEWELRY: No form of jewelry is permitted during the school day, including watches.

NAILS: One color of nail polish is permitted. No artificial nails and designs are permitted in grades 1-8. Students must keep their fingernails trimmed and clean, and kept no longer than the tip of the finger.

CLOTHING AND ITEMS NOT PERMITTED:

- See-through clothing, midriff tops, tight fitting clothing and clothing and any clothing deemed inappropriate by Glenwood Academy’s Administration
- Artificial nails, lipstick, or makeup (grades 1-8)
- Nail files and nail clippers
- Artificial eyelashes (grades 1-8)
- Undergarments should not be visible through clothing
- Perfumes, body sprays and lotions are not permitted in school lockers.
- Slides, flip flops and Croc or Croc style shoes are not allowed.

CASUAL DRESS CODE/PLAY CLOTHES

Acceptable casual clothing must be clean and in good repair. Clothing must be size appropriate. The definition of what is acceptable or restricted is identified according to the guidelines as listed below.

INSIGNIAS & DESIGNS: Clothing with insignias, pictures, or designs must be school appropriate. Clothing with references to sex, alcoholic beverages, tobacco products, drugs, drug-related objects, violence, or anything else that compromises an academic learning environment are not permitted. Any clothing with writing across the buttocks is not permitted.

HEADGEAR: Students may not wear any head coverings in school unless worn for religious/cultural purposes.

PANTS/LEGGINS/SHORTS: Pants are to be worn at the waist. Pants with holes/rips are not allowed on campus, this includes distressed jeans/pants. Leggings are permissible but must be worn with a long t-shirt. Shorts are permissible on hot days, but shorts must be an appropriate length and must come to the tip of the fingers when arms are stretched down. Shorts are not allowed in winter months.

TOPS: Tank tops are not allowed. Tops must be sufficient length so that no middle point of the body is exposed.

FOOTGEAR: Shoes must be tied at all times with single color laces; and all students must wear footwear appropriate for the weather.

GIRLS CLOTHING: Skirts can hang no higher than 1 inch above the bend of the back of the knee. No “spaghetti straps” or backless style tops.

OTHER ITEMS: Jewelry, watches, chains, and other items banned on regular school days are also not allowed during “play clothes” days.

COMPLIANCE: As a private school, Glenwood Academy agrees to comply with any applicable state or federal law or regulator requirement.

DAY STUDENT PROCEDURES

Day students will arrive between 7:30-7:35 AM. Students should enter through door A and go directly to the dining hall for breakfast. Students wanting breakfast should arrive at 7:30 AM. Students not attending after-school programming should be picked up at door B promptly at 3:00 PM.

EXTENDED DAY PROGRAM

Glenwood’s extended day program provides an opportunity for Day Students to participate in after-school programs and have dinner at 5:00p.m. Youth will stay on campus until 5:30 p.m. on the days of their scheduled

programs. Residential staff will greet parents/guardians at **Door B** for youth sign-out. **Students should be picked up from door B on Friday.**

There is a \$50.00 per week charge for students taking part in the Extended Day Program on Tuesday, Thursday and Friday. This includes snacks, programs and dinner.

GRADING - SCALE

A = 90-100%	Excellent	(98-100 A+) (93-97 A) (92-90 A-)
B = 80-89%	Good	(87-89 B+) (83-86 B) (82-80 B-)
C = 70-79%	Average	(77-79 C+) (73-76 C) (72-70 C-)
D = 69-60%	Below Average	(67-69 D+) (63-66 D) (62-60 D-)
F = 59 and Below	Failing	59 and below is failing

GRADING – RETENTION & PROMOTION

All issues regarding retention of students in their current grade are determined by the Admissions Committee recommendation. Any decision to retain a student must be based upon that student’s inability to perform at or near to grade level, and/or extreme lack of motivation to perform relative to ability, and/or social maturity. Students absent more than 9 unexcused days per year will not be promoted unless approved due to extraordinary circumstances.

HALLWAY PASSES

All students in hallways during class must be in possession of a signed and dated pass. Staff members are to request to view the pass from any student coming into class. Exceptions to this policy are (1) when the adult

accompanies the student to the class, (2) when the school secretary calls for a student over the intercom, or (3) if the student possesses a specialized “washroom pass” from his or her teacher.

BEHAVIOR EXPECTATIONS **DISCIPLINE POLICY**

We expect our students to act responsibly at all times. This means being respectful of staff members, showing respect and concern for other students, and responsibility using materials and school facilities. Glenwood Academy requires that students appropriately and actively engage in instruction. Students are taught and expected to Follow the Five Basic Skills. Glenwood Academy supports healthy relationships between students recognizing that peer relationships are a healthy part of adolescent development.

HALLWAY BEHAVIOR

Students are expected to keep their hands and feet to themselves during passing time. Student voices should be at a calm and students should walk on the right-hand of the hall.

ANTI - BULLYING POLICY

Glenwood Academy is committed to providing its students a safe and effective learning environment, free from bullying, intimidation, and harassment which would diminish a student’s ability to learn and Glenwood’s ability to educate. Bullying is defined as any severe or pervasive physical or verbal act or conduct including communications made in writing, electronically or directly toward a student that has or can reasonably be predicted to have the effect on one or more of the following:

1. Placing the student in reasonable fear of harm to his/her person or property.
2. Causing a substantially detrimental effect on the student’s physical or mental health.
3. Substantially interfering with the student’s academic performance; or
4. Substantially interfering with the student’s ability to participate in or benefit from the services, activities or privileges provided by Glenwood Academy.

Bullying on the basis of race, gender, or perceived gender, sex, age, religion, physical or mental disability or any other distinguishable characteristics is prohibited at Glenwood Academy. Parents will be notified within 24 hours upon receiving a report of bullying. A copy of Glenwood Academy’s Anti-Bullying Policy is attached.

HARASSMENT - SEXUAL

The law defines sexual misconduct broadly, including inappropriate verbal, nonverbal, written, or electronic communications, as well as physical acts intended to establish a romantic or sexual relationship. The academic learning environment is to remain free from sexual harassment, and all students are to treat each other with courtesy and respect. Complaints of sexual harassment should be reported to Glenwood Academy's Administration (CEO, Vice President of Academic Affairs, Vice President of Residential Services). The link to the Sexual Abuse Response and Prevention Resource Guide is listed below:

<https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>

Forms of sexual harassment by students that are prohibited include any verbal, written, electronic/social media or physical conduct of a sexual nature which interferes with any individual's academic performance, or which contributes to creating an intimidating, hostile, or otherwise offensive academic environment. Sexual harassment may include, but is not limited to the following:

- Derogatory, demeaning, or offensive jokes, teasing, or comments of a sexual nature
- Sexually graphic or suggestive remarks or comments
- Sexually suggestive or obscene pictures, cartoons, posters, or objects
- Sexual gestures, unwanted pats or hugs, or any inappropriate or unwanted touching;
- Any form of sexual threat, intimidation, or exploitation;
- Actual or attempted sexual assault;
- Remarks based on sex or gender-based stereotyping;

DISCRIMINATION

Glenwood Academy does not discriminate on the basis of race, creed, religion, or sexual orientation. Complaints of discrimination and harassment based on race, color and national origin and retaliation should be reported to Glenwood Academy's Administration (CEO, Vice President of Academic Affairs, Vice President of Residential Services) promptly.

DETENTION

Detentions are issued by the classroom teacher or the Dean of Students for infractions such as (1) inappropriate behavior in or out of the classroom, (2) repeated missing or incomplete homework, or (3) repeated violations of school rules. Detentions are extra time to be served by students before school classes have begun for the day, or

afternoons after regular dismissal. It is expected that detentions will be served for a minimum of 30 minutes per incident. Students who fail to show for detention are to be reported promptly to the Dean of Students.

SUSPENSIONS

Students who violate significant rules or policies are subject to being suspended from school or Residential Services. School suspensions may be in-school or out of school as determined by the Administrative Team. Suspensions are serious violations that require interaction with the Academic Dean, Principal and/or Director of Residential, and will result in a possible staffing with the Executive Management Team. The President and or the Chief Operating Officer will determine out of school and residential suspensions.

CORPORAL PUNISHMENT

Corporal punishment is the intentional application of physical force to cause pain or discomfort as a method of discipline or behavior modification. Corporal punishment is prohibited at Glenwood Academy.

ACADEMIC DISHONESTY

CHEATING of any form is not tolerated. The consequence for cheating is a grade of zero on the assignment. The consequence for cheating is evenly applied for the student who copied the work of another, **and** the student who provided the original work, assuming the latter was aware. Parental notification is required when cheating has been discovered.

PLAGIARISM is using the work of another and pretending that the sentences or paragraphs are your own. It is not honest and not ethical. Plagiarism involves copying of text from books, encyclopedias, the internet, or other published sources. The penalty for plagiarism is that the assignment has to be re-done correctly, for a grade, with a 10% penalty applied. If the student refuses to, or cannot re-do the assignment then the same penalty applies as outlined in “Cheating” directly above.

GENERAL SCHOOL COMPLIANCE

Glenwood Academy agree to comply with any other applicable State or Federal law or regulatory requirements.

HEALTH SERVICES

The Health Services Department provides basic health services to all youth served at the Academy. The Health Services Department helps ensure all students meet the required medical guidelines set by the State of Illinois and support the individual, medical, dietary and physical needs of our students.

Hours of Operation: Monday through Friday: 10:00 am – 6:30 pm

In an effort to protect the health and welfare of all students, the Glenwood Academy has established the following expectations for all parents:

PHYSICAL EXAMINATIONS & SPORTS PHYSICALS

A physical examination is required annually at Glenwood Academy for all students in grades 1st-12th. In accordance with state law, all immunizations must be up to date by the first day of the school year or the student will be excluded until proof of vaccinations is provided. A current sports physical **must** be on file in the school nurse's office prior to participating in any after school sport (including cheerleading) sponsored by Glenwood Academy. This applies to and includes any tryouts, practices, or pre-season activities. Sports physicals are valid for 365 days and must remain current for the length of the sports season.

DENTAL EXAMINATIONS

You will be required to furnish Health Services with a completed dental examination form each school year as proof of dental care. The state of IL also requires an exam in the 2nd ,6th and 9th grades.

VISION EXAMINATIONS

All children currently wearing prescription eyeglasses must show documented proof of an eye examination and re-evaluation of their current glasses each school year. This documentation must be on file with the nurse.

ILLNESSES WHILE AT SCHOOL

Minor illnesses and injuries are treated in the Health Center at Glenwood Academy. In an effort to protect the health of all students, you may be asked to take your child home if he/she is suspected of being contagious. Upon returning to school, you may be required to present a doctor's note indicating that the child has been seen by a doctor and is well enough to return to school. Any child who becomes seriously ill or injured while at Glenwood Academy will be sent in an ambulance to the nearest emergency room..

MEDICAL CONSENT

Upon placement at Glenwood Academy, and every year thereafter, you will be required to complete medical consent forms. This signed form is necessary as it allows the school to administer routine and emergency medical care to students as needed. In addition, you need to include a copy of your **current insurance card**.

MEDICATIONS

Students are not allowed to be in possession of medicines. Health Services will oversee the dispensing of all medications. **All prescription medicines must be in a properly labeled pharmacy container. All medication**

must be accompanied by a doctor's note indicating the medication ordered, dosage, and diagnosis/reason for the medication. Over the counter medications and home remedies will not be dispensed without a doctor's note. No exceptions.

If your child takes medication routinely throughout the year, updated doctor's orders will be required at the beginning of each school year and whenever there is any change in the prescription.

HAND WASHING/HAND SANITIZER

Students are to wash their hands frequently. Hand sanitizer will be supplied in each classroom as well as at all entrances and exits to the school building.

HOMEWORK

Students are expected to take all homework to the residence hall immediately following the school day **even if the homework has been completed.** Teachers will communicate directly with house parents of students who fail to complete homework assignments. Teachers will also review missing assignments with their class on a regular basis.

- Students are encouraged to spend 30 minutes per afternoon or evening reading for enjoyment.
- Students behind in homework are subject to loss of cottage privileges until improvement is noted.
- Elementary students should have no more than 30 minutes of homework that is not started during the school day. Junior high students should have no more than one hour of homework each evening, beyond what they are allowed to begin in class.
- To prepare our students for high school, late work will not be accepted from 8th-grade students. Late assignments will be counted as a zero.

HONOR ROLL

HONOR ROLL requirements are that a 3.25 grade point average is necessary to achieve Honor Roll, and that a student may not have received failing grades in any subject taken, including classes with a pass/fail option.

HIGH HONORS require that a 3.75 grade point average is necessary to achieve High Honor Roll.

ITEMS NOT ALLOWED IN SCHOOL

Items not allowed in school: over the counter and prescription drugs, vape pens or vape devices, alcohol, purses, weapons, fireworks, animals, toys, dolls, trading cards, playing cards, dice, gum, cell phones, cameras, food items, jewelry, laser pointers, electronic devices, money, personally-owned padlocks, posters, Pokemon cards, perfumes, powders, lip gloss or anything not part of the educational environment.

FIREARMS & DRUGS

Firearms and drugs are strictly prohibited at Glenwood Academy. If a student is in possession of a firearm, weapon, or drug including but not limited to illegal drugs, controlled substances, and unauthorized prescription medications on school grounds, they will face immediate action. The Chief School Administrator will immediately notify local law enforcement of all verified incidents involving weapons or drugs occurring on school grounds. A school administrator will immediately notify the student's parent or guardian. School grounds are defined as the real property comprising the school, any conveyance owned, leased, or contracted by the school to transport students to or from school or a school related activity. The Chief School Administrator will also notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS).

LOCKERS

Lockers are the property of Glenwood Academy and not the personal or private property of the student. Students have the responsibility to keep lockers neat and clean and in good working order at all times. Students may only use the locker assigned to them at the start of the school year, and no other. No changes of lockers are permitted unless instructed to do so by the Dean of Students. Students may only go to their lockers with a properly authorized pass, or at the following times: (1) before school begins in the morning, (2) before and after lunch (3) at dismissal for the afternoon, (4) before and after physical education class.

LOCKER INSPECTIONS AND SEARCHES

It is the policy of Glenwood Academy that student lockers will be inspected on a regular basis to assure that students are storing materials in an organized manner, and that there is no accumulation of old papers, soiled clothing, food items, etc. Glenwood Academy reserves the right to inspect any student locker at any time there is reason to believe that unapproved materials may be inside. The School also reserves the right to inspect any locker at any time for an investigation of missing personal property, weapons, contraband, etc.

MAKE-UP WORK & EXTRA CREDIT

Make-Up Work: Students may make up missing assignments for excused absences. For each day a student is out the student is given an additional day to make up the work. Once outside of the grace period (see below), the grade for the assignment is reduced by one letter grade as a penalty for being tardy. Teachers may substitute a replacement assignment for the original that was missed.

Extra Credit: Extra credit assignments are generally not permitted, as students have ample opportunity to earn appropriate grades through projects, assignments, and tests during the regular term. Any exception to this

policy would have to be initiated by the teacher with a compelling reason for allowing extra credit, and approved by the School Principal.

MAKE-UP WORK FOR FULL CREDIT: In order to receive full credit following absences from school students have the number of days they were absent “+ 1” to make up their work. A student absent on Monday thus has Tuesday and Wednesday to make up the work. A student absent Monday and Tuesday has Wednesday, Thursday, and Friday to complete the work, and so on. In the case of special circumstances, only the Principal can waive this rule following a conference with the parent.

MEDICATION

Students are not permitted to hold or carry medication with them while on campus; however, students diagnosed with asthma may keep their asthma inhaler with them. All other medications are held by the school nurse and distributed as needed. (see medication procedure under Health Services)

MERIT/REWARD SYSTEM

Merits are designed to recognize and reward positive behavior. Merits may be used for special “no-uniform” days, ice cream socials, or other rewards as determined by the Academic staff. **Merits** are issued in standard denominations for positive behaviors and include, but are not limited to behaviors such as being polite, helpful to others, being on task, showing responsibility, and volunteering. Students practicing and or applying Social Emotional Learning skills may also be rewarded with merits.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is a nationally recognized organization for students in grades 6, 7 and 8 who meet the criteria in scholarship, leadership, service, citizenship, and character. Students inducted are nominated by the Glenwood Academy teaching staff, and then selected by the Glenwood Academy NJHS Teacher Committee led by the Academic Counselor.

PARENT-TEACHER CONFERENCES

Twice each year Glenwood Academy holds **mandatory** Parent-Teacher Conferences. The fall conference is held in October and the spring conference is held in the third marking period. Parent- Teacher Conferences provide parents/guardians an opportunity to meet their child’s teacher and discuss their student’s academic progress.

PARTICIPATION FOR STUDENTS - REQUIRED/MANDATORY

The following are requirements for activities at Glenwood Academy:

- **FLAG DAY:** This program requires the participation of all students. This also includes being present for classes and Flag Day practices during the final weeks of school. Platoons have prepared for the entire year, and a student who intentionally misses the performance affects the outcome for their entire group (or band or drill team). Students who are willfully absent from this event will either be suspended or terminated from the program, depending on the discretion of the administration. Unusual exceptions can only be granted by approval of the Vice President of Academic and Residential Services or the President.
- **MILITARY PERFORMANCE DRILLS AND PRACTICES:** Parents Drill (December) President's Drill (March), and Flag Day at the end of the school year as well as **REGULAR** drill practices are mandatory for all students.
- **TEAM OR GROUP EVENTS:** A student on a sports team, drill team, band, or choir is expected to make all performances, and this includes possible weekends. Needless absences penalize the performance of the entire group and it is an act of responsibility to attend all events. (One exception - students who try out for band or choir may drop the class during the first four weeks of joining since they need some time to decide if they will enjoy the course. If a student drops the course later than four weeks, they will still receive a failing grade for the semester.)
- **THANKSGIVING LUNCHEON**

PASSES AFTER ACADEMIC HOURS

Students remaining in the Academic Building after **3:00PM** are required to have the OK from a teacher to remain there, and the house parents must be informed. Teachers will notify houseparents via the daily report, and or email if a student is required to stay after school.

Students should not return to academic classrooms once they have departed for the day. In unusual circumstances, an exception can be granted only when accompanied by Glenwood Academy staff.

PASSING TIME

Three minutes of passing time is sufficient for students to pass between classes and be in their seat when the bell rings. No student horseplay, play touching, or entering another class to “visit” is permitted between classes. Students are to keep progressing to their next class. Students are to “keep to the right” in the hall.

PREPARED FOR CLASS - DEFINED

The definition for being prepared for class is (1) seated in the desk assigned at the moment the bell stops ringing, (2) books and notebooks are stored appropriately in the book carriage or directly underneath the desk, and (3) pencils sharpened and textbook, paper, and writing instrument on the desk and ready for use.

PROBATION

Students who do not display interest in contributing to their academic progress, who consistently violate basic school rules, or who display a lack of respect for their fellow students/staff will be placed on probation and their families notified accordingly. Probation may occur at any time during the academic year. Students on academic probation will have a reasonable amount of time to correct their academic performance, decided by the Executive Management Team. Students who don't take steps to improve their academic problems will not be invited to return. Students who repeatedly violate school rules or who fail to improve regarding respect for others may have enrollment ended at any time.

PROMOTION

In order to be promoted at the end of the school year, it's required that students achieve a minimum grade point average of 1.40 in the five core subjects of reading, math, language arts, science, and social studies. The student may not have received more than 7 quarterly failing grades total in these five subjects. Any exception to this policy required approval by the academic staff. Students who are absent more than 9 unexcused days per year will not be granted promotion unless the Executive Management Team finds the circumstances were extraordinary.

CIVICS AND PATRIOTIC EDUCATION

All students in seventh grade receive a full year course in government and history of the United States. This course includes discovery of the new world, European colonization, and the war with Britain for Independence. Students are also required to receive passing grades on the Constitution of the United States of America and the Constitution of the State of Illinois. Evidence of fulfilling this requirement will be provided on-site. Students in 8th grade are required to take a two-semester course of the history of the United States of America, including proper use and display of the American flag.

RESOURCE REFERRALS

Students who are experiencing academic difficulties may be referred for an educational evaluation to determine the student's level of performance and potential for achievement. Teachers, the student, Administration, and or parents/guardians can submit a referral to the Learning Resource Center.

REFERRALS FOR CLINICAL SERVICES

Clinical Services Referral Process

A student may be referred to Clinical Services for counseling or related services by a parent/guardian, a Glenwood Academy staff member, or by the student themselves.

When a staff member refers a student to Clinical Services, the staff member must complete a **Clinical Services Referral Form** in consultation with their department's Vice President. The completed form must be submitted to the **Vice President of Clinical Services** in a timely manner.

If the Glenwood Academy Clinical Services Department is unable to meet a student's needs, outside referrals may be provided to the parent or guardian for additional support. No clinical services will be provided without the **permission of the parent or guardian**.

RESIDENTIAL PROGRAM 2025-2026 SCHOOL YEAR

RESIDENTIAL SUNDAY DROP-OFF

Youth Sunday drop-off will take place between the hours of 6:30p.m. – 8:00p.m. Parents/guardians will drop off their students to their respective cottage.

Youth will not be admitted into the cottage after 8:15pm without approval from the Vice President of Residential Services. Parents requesting a late arrival must contact the Vice President of Residential Services by 6:00 PM Sunday evening.

RESIDENTIAL FRIDAY PICK-UP

Residential youth's Friday pickup will take place between the hours of 3:15p.m - 6:00p.m.

The guidelines for pick up is as follows:

Parent/guardian will pick up youth in the vestibule of the cottage.

Parent/guardian will wear mask during pick up

House parent will provide sign-out log for parent signature (disinfect pen after each use)

Only approved visitors will be allowed to pick up students.

House parent will provide pertinent information (social-emotional wellbeing) to parent/guardian regarding their child/children

Note: If a student has a central detention on Friday, the pickup time is 3:45p.m. Parents/guardians will be notified of their child/children's central detention prior to Friday pick-up.

AFTER - SCHOOL PROGRAMS

There will be two sessions of after-school programs for the 2025-2026 school year.

Mandatory drill practice will take place Monday and Wednesday from 3:00-4:15.

Fall programs will begin in September.

Winter/Spring programs will begin in January.

After-school program hours are 3:15p.m. - 5:30p.m.

School is dismissed at 3:00 PM daily. Youth will go directly to their cottage, change clothes if desired and return to Door C with their House Parent to begin after-school programs. Day students will remain in their school uniforms for after school activities.

Glenwood Academy staff will escort students to the dining hall or their cottage at the end of activities.

EXTENDED DAY PROGRAM

Glenwood's extended day program provides an opportunity for Day Students to participate in after-school programs and have dinner at 5:00p.m. Youth will stay on campus until 5:30 p.m. on the days of their scheduled programs. Residential staff will greet parents/guardians at **Door B** for youth sign-out. On Friday, students will be dismissed from **Door B**.

PARENT PICK-UP

Parents must pick up their student no later than 5:30 PM Monday through Friday. Late pick-up may result in Administrative action.

SCHOOL OFFICE HOURS

The regular Academic School Office hours are 7:30 a.m. until 4:00 p.m., Monday through Friday. Summer office hours are from 7:30 am to 4:00 pm.

STUDENT BINDER RULES

Students are given a student binder at the start of the school year. Binders should last a minimum of two years and students should not decorate or write on them. The binder must always contain the following items: (1) notes to cottage sheet; (2) planner/assignment notebook; (3) binder rules; (4) folders; (5) notebook paper; (6) pens and pencils;

Folders may not be removed and must be kept in the order of daily classes. All papers should be kept in the appropriate folder. No loose papers are to be shoved in a book or binder. Books are not to be kept in the binder. Binders must be taken to all classes except Gym.

Houseparents are to see the planner/assignment notebook and all assignments. EACH assignment on the assignment sheet is to be initialed when it is completed. If an assignment is not completed and can't be initialed, students are to ask the cottage parent to write a short note. Students are responsible for getting notes and initials on their assignment sheets. Initial assignments sheets are to be shown to the first period teacher the next day. Pens and pencils may be put in the appropriate holders. **BINDERS SHOULD NOT BE TAKEN HOME ON THE WEEKEND.**

It's the responsibility of the students to keep the organizers in good condition and checked regularly by academic staff. A \$20.00 charge will be given to students who lose or intentionally misuse their binders.

BINDER AGREEMENT FORM:

Name _____ Grade _____ Date _____

Binder Rules & Expectations

1. **DO NOT** write/draw on the outside of your binder
2. **DO NOT** place stickers on your binder
3. **DO NOT** remove your homework planner from the binder
4. **DO NOT** have loose papers in your binder keeping the binder clean and organized
5. **DO NOT** put textbooks in your binder
6. **DO NOT** leave your binder in the dining hall or at the cottage/home
7. **DO NOT** remove the labeled folders/notebooks from the binder or write on them
8. **DO NOT** put unauthorized items inside of the binder
9. Binders **DO NOT** go home over the weekend or during school breaks
10. **ONLY** use your binder for Glenwood Academy Academics
11. **WRITE** homework assignments each day in planner, **WRITE NO HOMEWORK** if no homework is assigned
12. **HOUSE PARENT/ GUARDIAN MUST** initial completed homework assignments each day including the NO HOMEWORK entries in planner

I _____ **(student's name)** understand that my Glenwood Academy issued binder must remain in good condition for **two school years**. I understand if the binder is defaced, lost, misplaced, not returned at the end of the school year or damaged, I am responsible for replacing it at cost for **\$20.00** and the homework planner is a separate **\$10.00** fee. I understand that Glenwood Academy is not responsible for supplying a loaner binder, replacement binder or homework planner if mine is lost, misplaced or damaged. I understand that a Central Detention will be issued when I do not have my binder at school or any of the above mentioned infractions occur.

I have read and understand the **Glenwood Academy Binder Student/ Parent Rules and Expectations**. I agree to the above conditions.

PARENT/ GUARDIAN NAME _____ **Date** _____

SAFETY DRILLS

ACADEMIC

Safety drills will be periodically conducted with at least 1 bus evacuation, two fire drills, 1 lockdown drill, and one tornado drill per year. Hazardous weather warnings are posted in each classroom and office and will be periodically reviewed with students.

RESIDENTIAL

Monthly fire drills will be conducted in the residential cottages. Hazardous weather warnings are posted in each residential cottage and should be periodically reviewed with students.

SALES

Sales of items are only permitted for fundraising purposes for Glenwood Academy's clubs, activities, or events. Sales are generally limited to food and beverage items, or contests such as a drawing. Bloom, Marian, and Seton students are permitted to fundraise for activities sponsored by their respective high schools. No students will be permitted to fundraise *on campus* for organizations, activities, churches, etc., based in their home communities. The sale of personal items between individual students is also not permitted.

SCHOOL RECORDS

Parents have the right to look at their child's permanent record, which includes report cards, health records, accident reports, attendance records, and biographical information (name, address, etc.) Parents have the right to present evidence that the school should amend any part of their child's record which the parent believes to be inaccurate, misleading, or otherwise in violation of student rights. If the school decides not to change the record, the parent may insert an explanation in the record.

SPORTS PARTICIPATION

Glenwood Academy expects and promotes good sportsmanship from all participants and spectators. See Athletics.

SUNSCREEN POLICY

Students are allowed to use sunscreen. Glenwood recommends students use topical sunscreen products to help prevent sunburn while on school property, at school-related events or activities or at summer programming/enrichment/camp. Topical sunscreen products may be possessed and applied without the prescription note of a licensed health care professional if the product is regulated by the United States Food and Drug Administration for over-the-counter use. Aerosol sunscreens will not be admissible at Glenwood Academy. School personnel are not expected to assist students in the application of sunscreen.

TECHNOLOGY

Students who misuse technology devices will lose access to them and have to do alternate assignments in written form. Depending on the nature of the offense, consequences will be determined by Glenwood Academy's Administration. Students and parents are expected to review and sign a Technology User Agreement.

Glenwood Academy may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile in a social networking site. This DOES NOT apply to access of school computers, email addresses given by the school or anything given by Glenwood Academy, or anything else owned or operated by Glenwood Academy.

STUDENT ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY

Glenwood Academy provides electronic devices and a network with an Internet connection for student use. The goal is to increase exposure to various resources and educational information. With this provision comes added responsibility, thus we require all students and parents to read and sign the following agreement before the student will be given access to our computers, network and Internet. If a student does not follow these policies, the privilege of using the computers, network and Internet may be withdrawn and appropriate disciplinary action will be taken.

The student agrees:

1. To use Glenwood Academy's electronic devices, network and Internet for school related or authorized purposes only.
2. To use only those accounts and resources which have been assigned to you and not to connect any other device to our computers or network system such as, cell phones, smart glasses, tablets, flash drives, SD cards, gaming systems or zip drives.
3. To report any problems with Glenwood Academy's network or Internet to a staff member immediately.
4. To treat electronic/digital equipment carefully and inform a staff member of any abuses of equipment.
5. To use appropriate language; **not** offensive, obscene, abusive language or use materials or language which could promote violence or hatred. This includes but is not limited to, the names of files, directories, passwords and digital communications.
6. Not to install any programs from or transfer any data to or from the Internet onto any unauthorized devices capable of storing electronic/digital data.
7. That participation in chat-room/groups, social media platforms and use of unauthorized email is not allowed.
8. To keep all Glenwood Academy assigned passwords private.
9. Not use another student or staff member's password(s).
10. Not to post or transmit any personal information over the Internet.
11. Not to engage in activities that require a charge for the service. Never give out information such as credit card numbers or bank account information.
12. That the computer network is Glenwood Academy property, not the private property of any individual. Data residing on Glenwood Academy digital workstations, laptops, tablets, cell phones, network hard drives or any other type of storage device that has been connected to Glenwood's network is also considered part of the network and the property of the Academy.
13. Not to communicate, access, view, save, print or receive information or images that contain pornographic materials, sexual references or implications, gender-specific or racial slurs, or any other information, which would reflect negatively on a person or any individual.
14. Personal items that can take and/or transmit electronic images including digital cameras, cell phones and video cameras are not permitted, and cannot be used to take or transmit images at any time during the school week. *Cell phones are allowed for high school students, but they cannot use the camera, audio recording, or video recording features on campus.*
15. Students may not post pictures or text on the Internet or cell phones that affects the positive reputation of Glenwood Academy or the students or staff of Glenwood Academy including messages sent, posted, or received that suggest cyberbullying, harassment, racism, sexism, and inappropriate language or symbols etc.
16. At all times to comply with the local, state, and federal laws of the United States, and with the laws of any countries through which data is transmitted using our network, which includes respecting all copyright laws.

17. Students may not email, post to websites or blogs, images, photos, or video of employees of Glenwood Academy. This includes the creation of fan pages or groups on social networking sites.
18. Students and staff are not permitted to “befriend” each other on any electronic outlets such as social websites.
19. Cyberbullying is contrary to Illinois State Law and Glenwood Academy policies. According to Illinois Law; *“Cyber-bullying” means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. “Cyber-bullying” includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. “Cyber-bullying” also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.* (more information regarding Glenwood Academy’s cyber-bullying policies can be found in the anti-bullying section of the Parent/Student Handbook.)
20. All Glenwood Academy technology items and the information stored on them are governed by school policies and are subject to school supervision and inspection.
21. Glenwood Academy will not request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile in a social networking site. This DOES NOT apply to access of school computers, email addresses given by the Glenwood Academy, or anything else owned or operated by the Glenwood Academy.

Student Acceptable Use Agreement for Technology

As the parent or guardian of this student, I have read the *Acceptable Use Agreement for Technology*. I understand and will review the above policies for all electronic devices, network and Internet use with my student(s). I understand if my student violates any part of this policy his/ her access and privileges may be revoked at school and/or in the cottage. Disciplinary action and/or appropriate legal action may be taken at the discretion of Glenwood Academy Administrators.

I further understand that Glenwood Academy is taking available precautions to eliminate controversial material. However, I also recognize it is impossible for Glenwood Academy to restrict access to all controversial materials and I will not hold them responsible for materials acquired from the Internet. I hereby give permission to issue an account for my child for as long as they are enrolled at Glenwood Academy.

Student Name (print): _____

Parent or Guardian Name (print): _____

Parent or Guardian Signature: _____ Date: _____

CYBER-POLICY REGARDING INTERNET OR CELL PHONE USAGE ON OR OFF CAMPUS
Glenwood Academy 2025-2026

Glenwood Academy's *Acceptable Use Policy* is hereby extended to the Internet and cell phone usage on or off campus. These policies may also apply to any other or yet-to-be-invented technologies that a student or staff member may bring onto the campus. At this time the policy is written primarily for the video/audio recording capabilities of cell phones, personal computers, video and audio equipment, and/or internet usage that results in exploiting, harassing, or bullying students or staff members. Glenwood Academy students are expected to use these resources in a considerate, ethical, moral and legal manner.

General Policies

1. Personal items that can take and/or transmit electronic images including digital cameras, cell phones and video cameras are not permitted, and cannot be used to take or transmit images at any time during the school week. *Cell phones are allowed for high school students, but they cannot use the camera, audio, or video features.*
2. All technology items and the information stored on them are governed by school policies and are subject to school supervision and inspection.
3. Glenwood Academy reserves the right to monitor, access, retrieve, read, and disclose all messages, information, pictures, and files created, sent from, stored on equipment brought onto campus, or stored on its systems or personally-owned products, to law enforcement officials or others without prior notice.
4. Any student who violates this policy or any applicable local, state or federal laws, will be subject to disciplinary action including suspension or termination, withholding or loss of confiscated equipment, and/or loss of technology privileges, and may face legal prosecution.
5. Students may not post pictures or text on the Internet or cell phones that affects the positive reputation of the institution, or the students or staff of Glenwood Academy including messages sent, posted, or received that suggest cyberbullying, harassment, racism, sexism, and inappropriate language or symbols etc.
6. Cyberbullying is defined as follows:
 - **Flaming**: online fights using electronic messages with angry and vulgar language
 - **Harassment**: repeatedly sending nasty, mean and insulting messages
 - **Impersonation**: pretending to be someone else and sending or posting material to get that person in trouble or in danger; or to damage that person's reputation or friendships
 - **Outing**: sharing someone's secrets or embarrassing information or images online
 - **Trickery**: talking someone into revealing secrets or embarrassing information, then sharing it online
 - **Exclusion**: intentionally and cruelly excluding someone from an online group

- Cyberstalking: repeated, intense harassment and denigration that includes threats or creates significant fear

7. Students may not email, post to websites or blogs, images, photos, or video of employees of Glenwood Academy. This includes the creation of fan pages or groups on social networking sites.

8. Students and staff are not permitted to “befriend” each other on any electronic outlets such as social websites.

9. Misuse of technology as described above will result in disciplinary action, including the aforementioned possibility of suspension or termination from the program.

Cyber-Policy Agreement On and Off Campus 2025-26

Please refer to the Student Handbook for guidance about consequences for students who do not adhere to the policies described above. Since it isn’t feasible to list every consequence for every form of, or degree of incident, the Administration of Glenwood Academy reserves the right to assign consequences based upon variables like the number of violations, the kind of violation, the degree of intent to embarrass or defame or harass, or other factors. The signature of the Glenwood student and parent/guardian below indicates that you have read this policy, that you intend to abide by the policy, and that you understand that it exists for the equal protection of all students, their families, and the staff members of Glenwood Academy.

Student Name:

(print) _____

Parent Name:

(signature) _____

TEXT BOOKS

Most classes will have the main textbook and supporting materials issued to students. All materials required for a course are originally issued at no cost to students or families. Textbooks are issued in reasonably good condition and we expect them to be returned similarly, allowing for normal wear and tear. Fines will be assessed for books issued in good condition, but that returned damaged ten months later.

VISITORS

Visitors: All visitors other than Glenwood staff must check-in at the school office. Regular school day visitors are required to sign, and wear a visitor identification card. Students are not to open our exterior doors to any visitor, including Glenwood Academy Employees and family members.

Classroom Visitation Policy: Advance notice is required for all parental classroom visit requests. All parents/visitors should come to the school office prior to a prearranged visit. Visits may be scheduled through the Principal.

Residential Visitation Policy: Families may not visit residential cottages, or drop by residential cottages during the week without notifying the Director of Residential Services.

WASHROOM AND WATER BOTTLE USE

Glenwood Academy provides water filling stations throughout the academic building and in the dining hall for students to use throughout the day. Students should bring clear/uncolored water bottles for their personal use. Students may use the restroom with teacher/staff permission. Students must wash their hands before leaving the restroom.

ZERO TOLERANCE FOR ABUSE TOWARDS GLENWOOD ACADEMY STAFF

We expect all family members of Glenwood Academy students to act with courtesy and respect when interacting with Glenwood Academy staff. Glenwood Academy has zero tolerance for violence, abuse and discriminatory behavior directed at staff or those working on our behalf.

Who this applies to

This policy applies to all family members/guardians or anyone else associated with Glenwood students.

Responsibilities

- All family members/guardians or anyone else associated with Glenwood Academy students (identified as family members) are responsible for treating Glenwood Academy staff/contractors with respect and courtesy.
- All staff/ contractors are responsible for handling and reporting unacceptable family behavior as outlined in this policy.
- Management is responsible for making sure this policy is applied fairly and consistently.

Key principles

Glenwood Academy will not tolerate aggressive or abusive behavior directed towards staff during any form of interaction, i.e. face to face, online, over the phone, or any other form of communication. This includes:

- Any form of physical, hostile or abusive behavior.
- Use of inappropriate language, verbal or written, which may cause a member of staff to feel scared, abused, intimidated, threatened or offended.
 - using a bullying tone or language
 - inappropriate religious, cultural or racial comments or insults; including racial stereotypes and judgements based on accent, such as asking to speak to someone who is ‘from this country’
 - bi-phobic, homophobic or transphobic comments
 - sexist or other derogatory remarks

The policy in action

If inappropriate behavior is actively directed at staff and language becomes abusive and/or personal, the situation becomes unacceptable.

- Staff will politely and respectfully ask the family member to stop using inappropriate language or engaging in negative behavior as outlined in this policy.
 - If the language/behavior continues, staff will stop the conversation or remove themselves from the situation.
 - Staff will immediately contact their supervisor requesting assistance or to report the situation.
 - Written documentation detailing the interaction will be sent to staff’s immediate supervisor, the departmental VP, COO and CEO.
 - A follow up meeting will be held with the family member(s) to discuss the inappropriate behavior, expectations of conduct and consequence of any future infraction. Consequences may include the need for the family to seek alternative educational placement and possible police involvement.
 - The departmental VP will meet with the staff member(s) involved to provide support and closure.
-

Glenwood Academy Anti-Bullying Policy

2025-2026

Glenwood Academy is committed to providing its students a safe and effective learning environment free from bullying, cyber-bullying, intimidation, and harassment which would diminish a student's ability to learn and Glenwood's ability to educate. Bullying is contrary to Illinois State law and the policies of Glenwood Academy.

DEFINITIONS:

"Bullying" includes "cyber-bullying" and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) Causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) Substantially interfering with the student's or students' academic performance; or
- (4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Consistent with federal and State laws and rules governing student privacy rights, includes procedures for promptly informing parents or guardians of all students involved in the alleged incident of bullying within 24 hours after the school's administration is made aware of the students' involvement in the incident and discussing, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

REPORTING:

When a student believes they or a peer have been the victim of bullying they should report the incident to a Glenwood Academy teacher, house parent, dean, counselor or administrator. All reports of bullying and or cyber-bullying, as well as all threats, suggestions, or instances of self-harm determined to be the result of bullying must then be reported to a member of Glenwood's Administrative Team. Parents should report incidents of bullying and or cyber-bullying to a member of Glenwood Academy's Administrative Team. Reports may be given verbally or in writing to the Glenwood Academy staff listed below. Anonymous reports will also be

taken. If a student or parent/ guardian wishes to, they may use the written report form attached to this document.

Parents/Guardians will be notified within 24 hours upon receiving a report of bullying.

Contact information for Glenwood Academy's Administrative Team:

Dr. Colleen Carter, CEO ccolan-carter@glenwoodacademy.org 708-756-6011

Mr. Brian Harvey, Vice President of Residential Services bharvery@glenwoodacademy.org
708-756-6552

Mrs. Anne Budicin, Vice President of Academic Services abudicin@glenwoodacademy.org 708-756-4663

INVESTIGATION:

Glenwood Academy will:

- (A) Make all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
- (B) Involve appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- (C) Notify the principal or school administrator or his or her designee of the report of the incident of bullying as soon as possible after the report is received.
- (D) Consistent with federal and State laws and rules governing student privacy rights, provide parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

RETALIATION:

Retaliation against any student or person who reports a violation of Glenwood Academy's Anti-Bullying Policy will be treated as bullying and determining interventions and consequences will be in accordance with Glenwood Academy's Anti-Bullying Policy. Students will not be punished for reporting bullying and or cyber-bullying, even if Glenwood Academy's Administrative Team determines no bullying has occurred; however, knowingly making false reports will be treated as bullying for purposes of determining interventions and remedial actions/consequences. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

INTERVENTIONS:

Interventions will be provided as deemed appropriate for the reported incident. Parents/guardians will be made aware of the available services offered at the Academy within 24 hours of the report of bullying. "Restorative measures" means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that

- (i) are adapted to the particular needs of the school and community,
- (ii) contribute to maintaining school safety,
- (iii) protect the integrity of a positive and productive learning climate,
- (iv) teach students the personal and interpersonal skills they will need to be successful in school and society,
- (v) serve to build and restore relationships among students, families, schools, and communities, and
- (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.
- (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, bullying and cyber-bullying, and their rights and responsibilities under this and other Glenwood Academy policies and rules at orientation sessions and on other appropriate occasions, which may or may not include parents. Parents/guardians shall be provided with copies of this policy and procedures and appropriate materials on the recognition and prevention of harassment, intimidation, bullying and cyber-bullying and the policy will be posted on Glenwood Academy's website.

If a student or parent/guardian remains aggrieved by Glenwood Academy's Administrative response, the student may pursue the complaint by appealing to the President & CEO of Glenwood Academy.

Policy Evaluation

Glenwood Academy's CEO and Vice President of Academic Affairs are authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with all components of procedures and policy. The process shall include but is not limited to factors such as:

1. Frequency of victimization
2. Student, staff, and family observations
3. Identification of areas of a school where bullying occurs
4. The types of bullying reported
5. Interventions and Data Collected

6. Bystander intervention and or participation
7. Information developed as part of the evaluation process will be posted on the school website. If the internet website is not available, information will be provided to school personnel, Glenwood Academy Board members, parents/guardians and students.

Bullying is contrary to State law and the policies of Glenwood Academy. Nothing in Glenwood Academy's bullying prevention and response plan is intended to infringe upon any right to exercise free expression of the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

DEVELOPMENT, NOTIFICATION, and POSTING:

Glenwood Academy's Anti-Bullying/Cyber-Bullying Policy is developed based on the engagement of a range of school stakeholders, including students and parents or guardians and staff.

The Glenwood Academy Anti-Bullying Policy is posted on Glenwood Academy's internet website and is included in the student handbook, and, where applicable, posted where other policies, rules, and standards of conduct are currently posted in the school, and is distributed annually to parents, guardians, students, and school personnel, including new employees when hired.

Glenwood Academy's Anti-Bullying Policy can be found on our website:
www.glenwoodacademy.org

This policy is fully consistent with Glenwood Academy's policies.

References:

ISBE Bullying Policy Requirements,
<http://www.iasb.com/law/ISSBEBullyingPolicies.pdf>

Revised 2/13/2025

ELEMENTARY/MIDDLE SCHOOL PARENT EXPECTATIONS 2025-2026

I. Cell Phone/Electronic Device Policy

- Cell phones and/or electronic devices are NOT allowed on campus.
- If a cell phone and/or electronic device is found the cell phone will be confiscated and the parent/guardian must pick it up from a member of Glenwood Academy's Administrative Team, and the student will receive a 2 day suspension.

II. Grades / Powerschool Access

- Parents have access to grades from home.
- Make sure to obtain your child's login information.

III. Attendance & Early Release

- Must be dropped off between 6:30 pm-8:00 pm every Sunday evening (will count as absence if not present).
- The student will not exceed 4 unexcused absences for the Sunday through Friday program. Additional unexcused absences will affect the student's placement at Glenwood Academy.
- Vacations are considered unexcused. Illness for more than three days requires a doctor's note. Funerals require documentation.
- Parents must sign students out every time they leave Glenwood Academy.
- Parents must discuss student progress with their house parent, in person, every Friday or last school day of the week.
- Military drill practices and performances are mandatory for all students as outlined in the Parent/Student Handbook.

IV. *Parents:*

- Fees must be in good standing prior to the end of June.
- The student and parent/guardian must follow and support all of Glenwood's policies and procedures.
- The student and parent/guardian must accept and support the Glenwood model of 'Care and Discipline'.
- The parent must obtain prior approval from the Director of Residential Services to come to campus during the week.
- The parent must be able to be reached at a working phone number, at all times, while the student is present at Glenwood Academy. If a parent can not be reached within 2 hours, a staff member will

immediately be called to discuss the student's continued placement at Glenwood Academy.

- Both scheduled Parent-Teacher Conferences are mandatory. If you are not able to attend the scheduled day, an appointment needs to be scheduled within one week with the Principal.

Throughout the student's tenure at Glenwood Academy, Glenwood will continue to assess the student's needs (academic, social, emotional, and medical). Failure to adhere to these expectations will result in dismissal from Glenwood Academy and immediate forfeiture of all high school scholarships and financial (tuition) support. My signature below indicates that I have received a copy of the Glenwood Academy Parent/Student Handbook and Parent Expectations.

HIGH SCHOOL STUDENT PARENT EXPECTATIONS 2025-2026

I. Cell Phone Policy

- Cell phone use is permitted for high school youth during the hours of 3:00 pm – 5:00 pm until the bedtime routine begins. Note: A youth's cell phone privilege can be lost at any given time, and the house parent will determine the return of the device.
- Youth must turn in the cell phone to the house parent by 9:00 pm Monday – Thursday.
- All social media sites/APP's, cameras, and internet music sites must be disabled at Glenwood Academy.
- Cell phones must be left at the cottage during evening pavement and turned off during morning pavement.
- Cell phones can only be used by the person who 'owns' it.

II. Grades / Powerschool Access

- Parents have access to grades from home.
- Make sure to obtain your child's login information.

IV. Daily Attendance & Early Release Dates

- Must be dropped off between 6:30 pm-8:00 pm every Sunday evening (will count as absence if not present) as a schedule for each cottage.
- The student will not exceed 4 unexcused absences for the Sunday through Friday program. Additional unexcused absences will affect the student's placement at Glenwood Academy.
- Vacations are considered unexcused. Illness for more than three days requires a doctor's note. Funerals require documentation.
- Students must return to Glenwood Academy after classes at Marian and Bloom every Monday through Friday.
- Parents must sign students out every time they leave Glenwood Academy.
- Parents must discuss student progress with their houseparent, in person, every Friday or last school day of the week.
- Upon return from high school each day, students will report to the Health Center for a required health screen.

V. High School Program:

- Must maintain a GPA of 2.5 (with Cs or better in all subjects). Grades will be monitored at the end of each semester.
- Must maintain a school planner to keep organized – House parents will review.

- The student will have less than three negative incident reports by the end of the year.
- The student must be an active participant in the Core of Cadets Program (military events, drills, leadership, structure).
- Military drill practices and performances are mandatory for all students as outlined in the Parent/Student Handbook.
- The student must be part of the leadership of the Cadet Core (not applicable to under 9th grade)
- The student must complete at least one community service project with a cottage, separate from Pledge Service activities.
- The student must volunteer and/or participate in all Glenwood activities when needed.
- The student is involved in at least one activity (Glenwood and/or High School); i.e. music, drama, sports, academic, ambassador, art, etc.
- Students must attend assigned tutoring sessions as determined by the Academic Counselor.

VI. Parents:

- Fees must be in good standing prior to the end of June.
- All fees owed to the respective schools, with the exception of high school tuition and books, must be paid in full by the end of each academic school year.
- The student and parent/guardian must follow and support all of Glenwood's policies and procedures.
- The student and parent/guardian must accept and support the Glenwood model of 'Care and Discipline'.
- The parent must obtain prior approval from the Director of Residential Services to come to campus during the week.
- The parent must be able to be reached at a working phone number, at all times, while the student is present at Glenwood Academy or at their assigned school. If a parent can not be reached within 2 hours, a staffing will immediately be called to discuss the student's continued placement at Glenwood Academy.

VII. High School Books and iPads/computers

- Must be kept in good condition
- Must be turned in to your Program Manager at the end of use or will be charged for the full cost of the item.

Throughout the student's tenure at Glenwood Academy, Glenwood will continue to assess the student's needs (academic, social, emotional, and medical) and the Academy's ability to meet those needs.. Failure to adhere to these expectations will result in dismissal from Glenwood Academy and immediate forfeiture of all high school scholarships and financial (tuition) support.

CONTACTING THE GLENWOOD ACADEMY DEPARTMENTS

Dr. Colleen Conlan-Carter, CEO.....cconlan-carter@glenwoodacademy.org
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Ms. Anne Budicin, Vice President of Academic Affairs.....abudicin@glenwoodacademy.org
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TEACHING STAFF

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