

Meet Our Office Staff

Glendale High School

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Counselors:

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A+ Coordinator: Jenny Cofield, jcofield@spsmail.org

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Counseling Secretary: Brenda Feind, bfeind@spsmail.org

Attendance Secretary A-K: TBD

Attendance Secretary L-Z: Cindy Roberts, cmroberts@spsmail.org

A+ /Freshman Academy Secretary: Heather Robbins, hmrobbins@spsmail.org

Cafeteria Manager: Heather Coddington, hmcoddington@spsmail.org

PROCEDURAL INFORMATION

School begins on AUGUST 13, 2019

MONDAY THROUGH THURSDAY:

Start time: 7:50

Dismissal: 2:50

LATE START FRIDAY:

Start time: 8:20

Dismissal: 2:50

GHS has late start EVERY Friday. However, SPS transportation runs on the same schedule all week. Students who access SPS transportation arrive at school at their normal time and are directed to the Commons Area and are to remain there until 8:15 a.m.

Students may be dropped off beginning at 7:30 and should be picked-up no later than 3:15 UNLESS they are participating in a school activity and have been directed by a GHS staff member then they may be in the building outside of these times. Many parents use the semi-circle drive in front of the school for drop-off and pick-up.

LUNCH:

Lunch periods are scheduled during 5th and 6th periods each day. Your student's 5th and 6th block teachers will inform him/her of their lunch time.

We discourage but do not prohibit parents from dropping off lunches. However, students are prohibited from ordering food deliveries during the school day. (Additionally, parents may not send a food delivery from an outside vendor.) We also ask that parents provide food only for their student. Parents dropping off a lunch must do so through the main office. We do not allow students to go outside of the building to pick up a lunch. Also, we do not interrupt classrooms with messages about lunch.

Students are encouraged to utilize our cafeteria for lunch. Nutritious meals at reasonable prices are available each day. You will have the opportunity to put money on your student's lunch account at our Meet-the-Teacher event on Thursday, August 8th. (5:00 - 7:00) Meal Pay Plus is available to you at all times for online deposits to your student's account.

Free/Reduced Price Lunches: Applications for free or reduced price meals must be submitted each year. You can access that application on the SPS website. SPS also sends a mailing each year with the application.

BACK TO SCHOOL PAPERWORK

**All required paperwork is online on the Glendale website,
<http://Glendalefalcons.org>**

Your TO-DO list for required Back-to-School Paperwork

1. Using your eSchool **Parent** Portal login, update your student's demographic page. (Your student's login will not allow you to do this.) You may access the link at this web address: <https://tinyurl.com/y7f9gce2> .
Here's what you do once you get to your demographic page:
 - Enter your login credentials
 - Go to the Update registration tab and click "new"
 - Click the (+) on each section to make necessary changes. (Everything with a red asterisk (*) must be reviewed.) Be sure to click the save button at the bottom of any section where you made changes.
 - You must enter an effective date which can be found under the address/phone tab. Enter today's date.
 - To ensure all information is correct you must click on the "I agree" and "submit" buttons at the bottom of the form EVEN IF THERE ARE NO CHANGES.
2. Freshmen and students new to GHS need to complete this!! Health Records: Use this link to complete the required information: <https://goo.gl/forms/BMRKiwCjPNTToYjMJ2>
3. Use these url's to complete information for our PTSA:
Join PTSA: <http://bit.ly/2ufu0i5>
Volunteer Opportunities: <https://goo.gl/forms/AcW8kABSnTLQsQXG3>
Newsletter sign-up: <https://goo.gl/forms/QNjzhIYYmZan1VzI2>

HIGH SCHOOL SCHEDULES

Schedules will be released August 2, 2019 through the parent and student portals.

Please be sure to update your contact information and complete all registration items mentioned in this mailing prior to this date.

Students will participate in a 8-block schedule. Classes will be 90 min. each. One credit classes will meet every other day for the full year and half credit classes will meet every other day for one semester. Semester grades are final and are included on the official transcript.

Students may earn 8 credits per academic year and will need 25 credits to graduate.

GLENDALE HIGH SCHOOL A+ PROGRAM

(Student & Parent/Guardian Signature Required on the next form)

Participation in the A+ Program provides students with scholarship opportunities, recognition, and rehearsal of essential skills that are necessary for college, career and life.

Program benefits include:

Scholarship funds for any community college/technical school in Missouri 2018-19
Scholarship Value was right at \$9,100 (based on the average two year tuition and general fees at Ozarks Technical College)

Scholarship opportunities to over 20 different four-year colleges and universities located in Missouri. (check out our website for specific colleges
http://glendale.spsk12.org/pages/GlendaleHS/Academics/A_

Medallions to wear on graduation, along with recognition in the program.

Accolades to include on college/scholarship applications and resumes

Enrollment in the fun project-based A+ Tutoring Course (grades 11 and 12) where students are able to work in our feeder elementary and middle schools or stay right here at GHS and tutor their peers

Opportunity to participate in job shadowing experiences (up to 12.5 hours)

Practice of the essential skills that the Springfield business community and local colleges have stated are necessary for success in the workforce and in post-secondary education.

Welcome to GHS – we are thrilled you are joining our A+ Falcon FLOCK. GHS

SPRINGFIELD PUBLIC SCHOOLS **A+ SCHOOLS Agreement**

Rules and availability for the A+ Scholarship Program are subject to change under the rule making authority of The Missouri Department of Higher Education (MDHE). For a complete and updated list of High School and Post Graduate eligibility rules and regulations you can visit <http://www.dhe.mo.gov/ppc/grants/aplusscholarship.php>.

A+ PROGRAM REQUIREMENTS

A+ qualifying graduate earns scholarships which may be used to attend participating public community colleges, vocational/technical schools, or certain private 2-year vocational/technical schools. A+ graduates may qualify for competitively awarded, privately funded first year and transfer scholarships or incentive scholarships from 4-year institutions. Springfield Public School graduates who meet all state-mandated A+ participation requirements may be eligible for these financial incentives provided state funds are appropriated by the legislature annually.

ELIGIBILITY REQUIREMENTS (Eligibility updates are provided annually or by request to students with a signed agreement on file.)

To qualify for A+ eligibility upon graduation from high school, students must meet the following criteria:

- Be a U.S. citizen or permanent resident.
- Enter into a written agreement with your high school prior to graduation.
- Attend an A+ designated high school for 3 years prior to graduation. If a parent is a member of the military on active duty or has retired from the military and relocated to Missouri within one year of his or her retirement, the student is exempt from this requirement. However, the student must attend an A+ designated high school and meet all of the other high school eligibility requirements in the school year immediately preceding graduation.
- Graduate with an overall, GPA (grade point average) of 2.5 or higher on a 4.0 scale.
- Have at least a 95% attendance record overall for grades nine through twelve (9-12).
- Perform at least 50 hours of unpaid tutoring or mentoring, of which 25% percent (12.5 hours) may include job shadowing. Hours must be completed prior to graduation. All hours must be pre-approved with the A+ office and meet building and district requirements.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in grades 9-12 as defined by district policy.
- File a Free Application for Federal Student Aid (FAFSA). (This may result in a zero award if a Pell grant is sufficient to cover all tuition and general fee charges.) The FAFSA must be completed before students can be awarded A+ scholarship funds.

● Meet one of the following college readiness indicators:

1. Have achieved a score of Proficient or Advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course- exam in the field of mathematics OR
2. Meet other criteria as established annually by the MDHE.

POSTGRADUATE ELIGIBILITY

● A+ qualifiers may use their A+ Scholarship the summer semester immediately following high school graduation.

● Eligibility expires when the earliest of the following occurs:

● 48 months after the graduation date documented on your high school transcript (students providing service to any branch of the US armed forces can defer their eligibility - see MDHE website for deferment requirements)

● Students graduating from high school mid-year may be eligible for a spring award if their high school transcripts indicate the mid-year graduation date.

● Receipt of an associate's degree

● Completion of 100% of the hours required for the program in which you are currently enrolled.

CITIZENSHIP GUIDELINES

Good Citizenship is defined by a student's behavior in compliance with building, district and state standards. Disciplinary infractions may result in a student being considered "under warning", "on probation" or "out of compliance" with the A+ Programs Citizenship Requirement.

Communication of citizenship warnings, probations and out of compliance status will occur annually or by student/parent request for students with a signed A+ agreement on file. Students may appeal citizenship out of compliance building decisions with the SPS District A+ Appeals Committee. All appeals must be filed with the district 10 days before the first Monday in December and the first Monday in April. Citizenship appeal forms, protocol and requirements can be found on the building and district's A+ webpages. Students transferring to an SPS high school, who are ineligible due to citizenship from a previous school, will also be considered ineligible at SPS.

A+ Citizenship Scope & Sequence ISS/OSS WARNING ● Letter/e-mail to student
Accumulation of 1-15 days Accumulation of 1-3 days

PROBATION

● Letter/e-mail to student

● Letter/e-mail to parent/guardian

Accumulation of 16+ days

Accumulation of 4-9 days OUT OF COMPLIANCE ● Letter/e-mail to student ● Letter/e-mail to parent/guardian ● Student may appeal at the district level Accumulation of 17 or more days Accumulation of 10 or more days

Days of ISS/OSS refers to the original day(s) assigned and NOT the amount of days served.

A WARNING does not have to occur for a student to be placed on PROBATION.

A PROBATION does not have to occur for a student to be OUT OF COMPLIANCE.

ATTENDANCE GUIDELINES

In reviewing a student's final attendance average, the entire attendance history (grades 9-12) is considered and is based on Monday through Friday attendance when school is in regular session. Any student appropriately counted for average daily attendance will be considered in attendance, whether physically present or not. Summer school attendance is NOT included. A senior who chooses to be an Early Leaver/Graduate may not have enough days of attendance accumulated to meet the 95% attendance requirement.

The A+ Program makes no distinction between Excused and Unexcused absences. All unexcused and many excused absences, including those which a parent or school official is aware of in advance, count against the student's attendance average. A doctor's note for an excused absence for colds, flu, strep, or other short-term illnesses does not automatically qualify a student to have that absence waived. The 95% vs. 100% requirement is meant to cover those routine visits and incidents.

The following absences DO NOT count against the student's attendance average for A+ purposes: school-sponsored activities; pre-approved, documented college visits; SPS district-provided Homebound Instruction (a minimum of 10 consecutive days are required to apply for this); and SPS district-approved disability accommodation plans (504 plan).

Students may appeal attendance out of compliance (building) decisions with the (district) Site A+ Attendance Appeals Committee. All appeals must be filed with the building A+ Coordinator 10 days prior to the first Monday in December and the first Monday in April of the student's graduation year. Attendance appeal forms, protocol and requirements can be found on the building and district's A+ webpages. Documentation from the appropriate agency is required for an A+ attendance appeal and should include specific dates, times and appropriate signatures.

- The following are examples of absences that could rule a student ineligible for an attendance appeal: elective, skip, truancy, and/or late absences.

- The following are examples of absences that could qualify a student for an attendance appeal: catastrophic illness/injury/event with student or immediate family. Immediate family includes all members of the student's family who reside in the same location as the student and/or persons approved by the A+ Attendance Appeals Committee.

STUDENT AND PARENT/GUARDIAN CONSENT _

Signatures indicate that the student and parent/guardian(s) have reviewed and understand the Springfield R-12 School District A+ Schools Agreement. This informs them of the opportunities afforded by participation and/or eligibility in the program, the expected standards of behavior for the program, and the rules, requirements and regulations of the A+ Program. Signatures do NOT signify an obligation to participate in the A+ Schools Program or to use the A+ Scholarship funds. Signatures do NOT guarantee qualification for the A+ Scholarship.

Student Name (Last, First, Middle) - PRINT:

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Please return this signed form to the A+ office at your high school. Revised August 2018.

CHROMEBOOKS

Your student will be issued a Chromebook on the first day of school. Students are responsible for any damages that may occur to the device. It is highly recommended that you purchase the damage waiver.

Each course in which students are enrolled will have an online component. Each course has a CANVAS course page where you will be able to view the course syllabus and student assignments. Many resources that were previously textbooks or handouts are now only available online through students' course pages.

Springfield Public Schools students who do not have Internet access at home may apply for a Kajeet hotspots. To find out more go to: <https://tinyurl.com/GHSKajeet>

Athletics and Activities

Students are encouraged to get involved in athletics, activities, and clubs.

(G) = girls sport

(B) = boys sport

FALL SPORTS

Softball (G)

Golf (G)

Volleyball (G)

Cross Country (G/B)

Tennis (G)

Dance/Poms (G)

Cheerleading (G)

Football (B)

Soccer (B)

Swimming (B)

WINTER SPORTS

Basketball (G/B)

Swimming (G)

Wrestling (G/B)

SPRING SPORTS

Soccer (G)

Track (G/B)

Bass Fishing (G/B)

Baseball (B)

Tennis (B)

Golf (B)

MSHSAA ACTIVITIES

Band

Choir

Orchestra

Speech & Debate

Theater

OTHER ACTIVITIES INVOLVING COMPETITION::

DECA

ProStart (Culinary)

Future Business Leaders of America

Science Olympiad

Scholar Bowl

Archery

Bowling

Robotics

CLUBS

GHS offers MANY clubs in which students may become involved. Clubs will set up informational booths for the Meet-the-Teacher event. Students were also able to preview club opportunities during their GHS visit in December.

REQUIREMENTS FOR PARTICIPATION IN MSHSAA ATHLETICS AND ACTIVITIES:

- Student must sign an electronic citizenship agreement. Parents must also electronically sign this document.
- All other documents will now be filled out via E-School:

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- MSHSAA health history/questionnaire (now a requirement)
 - MSHSAA understanding of risk – Parent/Athlete
 - MSHSAA concussion statement
 - MSHSAA release to treat for injury (mainly for away contests)
 - Mercy release to treat – for our trainers

The Above forms must be done annually.

- A current physical form signed by physician must be on file with the athletic secretary, Wende Geitz. Per MSHSAA by-laws, physicals are now valid for 2 years. If an athlete had a physical for the 2018-19 school year, it is most likely still valid. Check with the main office for questions.
- Must meet MSHSAA's GPA expectations and passed credits requirements.

MISCELLANEOUS INFORMATION

Students are REQUIRED to wear the current school year's Identification Badge. This is a safety protocol that students will be expected to follow at all times. Students will receive one ID badge, at no cost, on the first day of school. Each day students are asked to display their badge upon entering the building. (worn on a lanyard around their neck) If a student does not have their ID badge they are sent to get one. Students are charged \$3 for a replacement badge and \$2 for a lanyard.

WHY? There are over 1500 people at Glendale each day. It is imperative that we ensure that people who are in the building have a need to be here. ID badges or visitors passes are a must. On average we have around 8 substitute teachers in the building each day. All staff members, including substitutes, have a responsibility to monitor the school environment to ensure the safety of our students. ID badges or visitor passes help us to easily identify everyone in the building.

Communication

You receive communication from GHS administrators and teachers in the following ways:

1. eSchool parent portal. Teachers are requested to update grades on a weekly basis. Use your eSchool credentials to access your student's grades. (No change to login information from middle school.)
2. Mass Telephone Calls. Periodically you will receive information from the administration via our automated telephone calling system. Please ensure you listen to these messages carefully.
3. Emails through our Canvas Learning Management System. Parents and students alike will receive emails from GHS personnel.
4. Social media: GHS webpage and Twitter (follow Mr. Josh Groves @MrJoshGroves). There are a variety of GHS affiliated Twitter accounts, Facebook pages, and webpages.
5. USPS: Occasionally, a letter may be sent to you in the mail. For example, your summer informational mailing which will arrive sometime in July.
6. When necessary, a staff member will contact you personally on your telephone. This is typical for medical situations, discipline, and to communicate a needed parent teacher conference.

Grades and reports

As indicated under “communication”, teachers are requested to update grades regularly. **There are no hard copy reports sent home**, all grade reports are to be viewed online. Progress reports are available to view during mid-quarter. Official grade reports are available at the end of each semester and credit is earned at that time. **Students must pass courses in order to receive credit.** Failed courses require students to “re-enroll” in courses that are specified for a SPS High School diploma.

Parent-Teacher Conferences

SPS designates a parent-teacher conference week. During that week all teachers are to make themselves available for conferences outside of school hours. Parent-teacher conference week will be Oct. 21, 2019. Information regarding how to schedule conferences will be communicated in the fall. However, you may request a conference at any time (via email) should you need to discuss your student’s performance.

Financial Office

- Parents may access the Financial Office during school hours: 7:30 AM - 3:15 PM
- During the school year students may access the Financial Office before or after school and during lunch.
- Forms of payment include cash, check, debit or credit cards.
- What can be paid in the Finance Office:
 - Fees: Certain activities and functions require the collection of fees. (For example, participation in MSHSAA activities and parking passes.)
 - Fines: Not limited to but includes: Damaged or lost Chromebook, power cords, etc., lost textbooks, replacement ID badges and Lanyards, lost school uniforms for various teams.
 - Ticket Sales: School Dances and other extracurricular events. Fines must be paid before Dance tickets may be purchased. Students must be in attendance all day on the day of a dance. Absences for a doctor’s appointment or dental appointment must be approved in advance by Administration. Students are required to provide appropriate documentation.
 - School breakfast and lunch: Can only be paid in the cafeteria or the mealpayplus website.
 - **Library fines need to be paid in the Library.**