Student Handbook
2026-2027
GLADE RUN ACADEMY

Glade Run Academy is dedicated to providing a safe and nurturing learning community, in which we believe every interaction with a student is an opportunity to help them learn, grow, and heal.

Glade Run Academy Zelienople
30 Glade Run Drive
Zelienople, PA 16063
724-452-4453 ext. 1171
724-452-0468 Fax

Glade Run Academy Utica
3823 Academy Street
Utica, PA 16362
814-638-0142
814-638-0146 Fax

TABLE OF CONTENTS

SCHOOL INFORMATION 4
- Mission
- School Culture (PBIS)
- TCI
- Sanctuary
- School as a Society

STUDENT SERVICES 7
- Records
- Academic Information
- Technology
- School Guidance
- Student Leadership
- Volunteer Experience
- Medical Information

STUDENT INFORMATION 14
- Student Responsibilities
- Transportation
- Arrival/Dismissal
- Meals

ATTENDANCE 16
- Absences
- Appointments
- Early Dismissal/Late Arrival

STUDENT SAFETY 18
- Safety Procedures
- Searches
- Property Destruction
- Substance Abuse
- Physical Interventions
- Dress Code
- Contraband
- Electronics
- Homicidal Threats
- Sexual Harassment
- Bullying Procedure
- Grievance Procedure
- Fire Drills

ASK PROGRAM 26
- Program Description
- Point Cards
- Incentives

ABSENT SLIPS 31

Glade Run Academy

SCHOOL INFORMATION

About Glade Run

Founded in faith and grounded in excellence, we empower individuals to experience personal wellness and growth. Individuals, children, adolescents and their families need stability, structure and a therapeutic environment in which to heal and reach their fullest potential. Glade Run Lutheran Services has held firm to these beliefs since its establishment in 1854, and we have evolved into a multi-service organization providing behavioral health, education, spiritual support and social services to the communities we serve. With locations in Beaver Falls, Rochester, Butler, Pittsburgh, Utica and Zelienople, Glade Run is able to offer a continuum of services.

Glade Run Academy is a highly structured education program for students in grades K-12 who have been identified by their home school district as needing an alternative educational placement. Each classroom is staffed by a certified special education teacher and a teaching assistant trained in therapeutic crisis intervention. Our curriculum is standards-aligned and is both rigorous and relevant to individual students' learning styles. Glade Run Academy has adopted numerous methods to help our students find success in the educational environment.

Four Pillar Model

Glade Run Academy is built on Four Pillars. The Four Pillars are Positive Behavior Interventions and Supports, Therapeutic Crisis Intervention, Sanctuary, and School as a Society. Below we explain each pillar and their importance to Glade Run Academy.

Positive Behavior Interventions and Supports (PBIS)

Our **School-Wide Positive Behavioral Interventions and Supports (SWPBIS)** program, "**A.S.K.**" consists of a broad range of systemic and individualized strategies for all students to achieve important social and learning outcomes, while preventing problem behavior. **"A.S.K"** stands for Accountable, Safe and Kind. Strategies are based on research-validated best practices. SWPBIS is a framework used to develop a positive school culture and a proactive approach to discipline that has been adopted by the Pennsylvania Department of Education. SWPBIS supports Pennsylvania's Multi-Tiered systems of support (MTSS) initiative that promotes the delivery of instruction based on a student's academic and behavioral needs.

Therapeutic Crisis Intervention (TCI)

The Therapeutic Crisis Intervention (TCI) training program for staff presents a crisis prevention and intervention model designed to teach staff how to help students learn constructive ways to handle crises. The ability of the entire organization to respond effectively to students in crisis situations is critical in establishing not only a safe environment, but also one that promotes growth and development. The skills, knowledge and professional assessment of staff in responding to crises are critical factors in helping students learn adaptive ways to manage emotions.

Sanctuary

The Sanctuary Model is…

- A guide for creating a safe and nonviolent environment for the students in our school AND the staff who care for them.
- A guide for forming and maintaining a therapeutic community that promotes safety and nonviolence as the basis for everything we do to help individuals heal.
- The way we maintain organizational culture.

The Sanctuary Model is a way of guiding everyone in the school: leaders, teachers, teaching assistants, receptionists, custodians, support staff, children and families to share the same values and language.

We call our shared values **The Seven Commitments**. We are committed to…

1. **Nonviolence**- Being safe outside (physically), inside (emotionally), with others (socially) and to do the right thing
2. **Emotional Intelligence**- Managing feelings so that we don't hurt ourselves/others
3. **Social Learning**- Respecting and sharing the ideas of our teams
4. **Shared Governance**- Shared decision making
5. **Open Communication**- Saying what we mean and not being mean when we say it
6. **Social Responsibility**- Cooperating so that together we accomplish more. Everyone makes a contribution to the organizational culture
7. **Growth and Change**- Creating hope for our students and ourselves

Glade Run Academy embraces the Sanctuary Model that helps people to heal from trauma and the impact of chronic stress in their lives. The Sanctuary model parallels many bully prevention programs in that it strives to develop a community of nonviolence. There are 4 concepts that guide the way we work and the way children heal and make progress in their lives- **S.E.L.F.**

Safety- Physical, psychological, social, moral

Emotions- Managing feelings without becoming self/other destructive

Loss- Feeling grief, coping with loss and preparing for change

Future- Re-establishing the capacity for choice

The Sanctuary Toolkit is made up of concrete or practical tools used to actualize the shared values and ensure the healing and functioning of the community. ***Community meetings*** occur every day during homeroom period, and all students and staff participate. These meetings allow for the opportunity to identify and express feelings in a safe and supportive environment. Each person asks and answers three questions: *1. How are you feeling? 2. What is your goal?* and *3. Who can help you achieve that goal?* Community meetings promote a sense of belonging in the classroom setting.

Staff and students also develop a ***safety plan***, which lists five coping skills that are positive and appropriate for the school setting. These coping skills include activities that can be done alone, as well as those that require assistance from others. Safety plans serve the purpose of maintaining safety through emotional management.

Red Flag reviews are an important Sanctuary tool that draws on an entire team's knowledge and wisdom. It uses the group's creativity to problem solve and become "unstuck". A red flag review should be called to address any ongoing issue or concern. Anyone, including students, families and staff can call a red flag review.

Other tools in the toolkit may be used as necessary and include team meetings and psychoeducation lessons.

School as a Society

"School as a Society" is a simple concept that views the school as a small community. Each teacher and teaching assistant thinks of their class as a "family unit" and involves their students in the development of the classroom as being "like a home". This includes responsibilities and opportunities to develop goals, incentives and even decorations that encourage a positive educational experience.

In addition, each classroom has a "Sister Classroom" with whom they develop a relationship similar to an "Extended Family". These two classrooms work together to provide support, solve problems and have fun together, like an extended family. The combined "Sister Classrooms" in each hallway expand to the "Neighborhood" concept. "Neighborhoods" provide support for each other and work together to plan fun, age-appropriate activities and are responsible for their physical hallway space. Two "Neighborhoods" make up a "Community" in each school building. In addition to providing support, the "Community" assumes responsibility for all the common areas in their building, such as decorating hallways and keeping common areas clean.

STUDENT SERVICES

School Records

As a licensed private academic school on the campus of Glade Run, Glade Run Academy adheres to all privacy and confidentiality regulations including The Family Educational Rights and Privacy Act (FERPA) and The Health Insurance Portability and Accountability Act (HIPAA). The home school district of each student is responsible for the official record and transcript of the student. Glade Run Academy provides all updated paperwork, grades, IEPs, evaluations, etc. to the home school district for the official file.

FERPA gives parent/guardians certain rights with respect to their children's education records including:

- The right to inspect and review their child's education records .
- The right to request that a school correct records that they believe to be inaccurate or misleading.

Schools must have written permission from the parent/guardian in order to release any information from a student's education record. Glade Run Academy will not disclose any information regarding the education of the student unless a signed release for the specific agency is on file. This includes releasing records or information to mental health organizations (including Glade Run).

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

1. School officials with legitimate educational interest
2. Other schools to which a student is transferring
3. Specified officials for audit or evaluation purposes
4. Appropriate parties in connection with financial aid to a student
5. Organizations conducting certain studies of or on behalf of the school
6. Accrediting organizations
7. To comply with a judicial order or lawfully issued subpoena
8. Appropriate officials in cases of health and safety emergencies
9. State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance.

HIPAA establishes a set of standards for the protection of certain health information. In addition, it assures that an individual's health information is properly protected while allowing the flow of health information needed to provide and promote high-quality health care and to protect the public's health and well-being.

Academics

Curriculum and Daily Schedule

Glade Run Academy strongly believes in, and adheres to, a standards-based education model and the traditional grading system that colleges and universities recognize (based on numerical values) to communicate a student's achievement of course standards.

The Zelienople location offers specialized classrooms for students in the following areas: Enhanced Emotional Support Program, Autism Spectrum and Life Skills. The Utica location offers Enhanced Emotional support classrooms. The primary goal of our program is to help students maintain or progress academically while addressing behavioral difficulties. While at Glade Run Academy, there are opportunities to transition back to public school or a less restrictive setting. This is discussed by the student's team when the student has achieved set goals and made progress.

Teachers utilize a curriculum aligned to the Pennsylvania Core Standards. Courses are taught by either content certified or special education teachers. In addition to the core academic subjects, a variety of courses are offered in Art, Computers, Music, Physical Education, Technology and Daily Living Skills.

Students are dropped off in the morning starting at 8:00 am and provided breakfast. There is a daily eight (8) period schedule which runs from 8:30 am to 2:45 pm. Class periods are 42 minutes in length with 3 minutes between periods for transition. Classes rotate on a 6 day schedule with core classes occurring daily and encore classes rotating. Dismissal begins at 2:45 pm for Zelienople and 2:30 pm for Utica. At the beginning of each year, the classroom teacher will provide a schedule to students and parents/guardians.

Report Cards/Grading Policy

Report cards are mailed to parents/guardians and home school districts at the end of each nine-week grading period. Parents/guardians will be updated through weekly contact with their child's teacher and teaching assistant. Parents/guardians are encouraged to participate in IEP meetings which are scheduled throughout the school year.

Grades are based upon classroom work. Homework is a creative extension of class activities and is a vital part of the learning process. Completion of the work is the student's responsibility. Glade Run has a weighted grading system, 20% class participation, 30% test/quiz and 50% class assignments.

Glade Run Academy utilizes the following grading scale and issues grades accordingly.
A 100-90
B 89-80
C 79-70
D 69-60
F 59-50

Students are given grades only for the time that they were enrolled at Glade Run Academy. Home school districts maintain permanent files and make grade level assignments. Glade Run Academy will work with individual districts in regards to students with failing grades.

Honor Roll

High Honor Roll is awarded when students earn an "A" in every class, including encore classes. Honor Roll is awarded when students earn all "A's and B's" as the Grade Point Average (GPA) must be above 3.0.

Honor Roll packages serve to recognize those students who make honor roll each quarter. Packages will be distributed at Community Celebrations. The PBIS Student Team will create these packages to distribute to the neighborhoods as needed.

Encore Classes

Encore classes for all students include art, physical education, computers, music and health. These classes are taught by highly qualified teachers.

Glade Run Adventures

Glade Run Adventures provides engaging educational and therapeutic experiences for students of Glade Run Academy. Tailored to the goals of each class, Adventures incorporates our unique farm and garden environment into teaching and practicing a wide variety of social skills. Skills such as teamwork, communication, and personal responsibility are brought to life through structured activities with plants and animals. Students who participate in Adventures classes will have experiences with horses and various small animals (such as chickens, a miniature donkey, a miniature cow, cats, visiting therapy dogs and more) along with an abundance of plant life in the greenhouse and garden environments. Adventures staff are passionate, professional, certified and experienced in meeting the needs of Glade Run Academy students.

Outdoor Classroom (Zelienople)

Outdoor education utilizes Glade Run's two hundred (200 +) plus acre campus which includes an outdoor classroom for orienteering and team-building activities, hiking trails, a sugar shack for maple sugaring and an outdoor campsite. Students from the Utica site may visit the outdoor classroom on planned field trips.

Library

A library is located at both sites. Classrooms visit the library routinely. Students are encouraged to check out books for their reading interests.

Senior Project Coordination

All seniors will complete a year-long senior project, which will consist of a philanthropic service to the community and career/college preparation activities.
**Please refer to the Senior Project Handbook for additional and specific information relating to the Glade Run Academy Senior Project.*

Standardized Testing

Students attending Glade Run participate in PSSA testing, PASA testing and the Keystone exams, if applicable. Scores on these tests are attributed to the home school district.

Technology

Glade Run is committed to providing teachers and students the tools and resources necessary to provide a high quality standards-based education. Given the infusion of technology in today's society and the work place, Glade Run must keep pace ensuring our students are prepared to be college, career and work place ready. As such, Glade Run will provide students with access to a classroom environment, which uses technology to enhance teaching and learning and opportunities for personalized learning.

The privilege of using technology resources provided by Glade Run Academy is not transferable or extendable by students to people or groups outside the school and terminated when a student is no longer enrolled. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the technology. If a person violates any of the User Terms and Conditions, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action may be applicable. Accordingly, this policy established the expectations for students and parents regarding the utilization of technology devices provided by the school for educational purposes in school.

The internet user is held responsible for his/her actions and activity within his/her account UNACCEPTABLE uses are:

1. Using the network for any illegal activity, including violation of copyrights, trademarks, distribution of stolen property or violation of other contracts.
2. Degrading or disrupting equipment, software or system performance.
3. Vandalizing the data of another user, infecting the computer with viruses or other destructive devices.
4. Gaining unauthorized access to resources or entities.
5. Invading the privacy of individuals
6. Using the account owned by another user
7. Posting personal communications with the original author's consent.
8. Posting anonymous messages
9. Intentionally viewing or downloading, storing or printing files that are profane, obscene or that use language that offends or degrades others.
10. Harassing others and using abusive or obscene language on the information network.
11. Accessing or using any services on the internet that imposes fees or charges for such use.

Glade Run Academy has the right to monitor internet, network and computer activity in any manner that it sees fit to maintain the integrity of the information network and to assure compliance with guidelines and rules. Anyone accused of any of the violations has all of the rights that would normally apply if such a person were accused of any prohibited or illegal activity.

Consequences of violations include but are not limited to:

- Suspension/Revocation of information network access
- Suspension/Revocation of network privileges
- Suspension/Revocation of computer access
- School suspension
- Legal action and prosecution by authorities

School Counseling

When a counseling appointment is needed, students shall inform their teacher or teaching assistant who will then confirm the appointment time. Except in the event of an emergency, students must have an appointment prior to arriving to meet with the school counselor.

Students have the right to confidentiality regarding the content of their conversations with school personnel. Confidentiality shall be respected except when a student expresses the intent to harm oneself or another, a crisis necessitates disclosure, or there is an allegation of abuse.

The school counselor provides group guidance lessons and activities to assist students with their social and emotional development. Additional supportive services are geared toward assisting students to experience success in the classroom setting and are not to take the place of the students' community mental health services.

School Based Mental Health

Glade Run Academy partners with the Glade Run School Based Mental Health Program to provide an opportunity for students to receive outpatient mental health services during the school day.

Multiple locations on campus are officially licensed by the Pennsylvania Department of Human Services. An experienced, licensed, Masters Level Therapist from the School-Based Program provides outpatient treatment for Glade Run Academy students who are in need of such services and are not currently in treatment with a therapist through some other service provider.

The therapist will meet with students during the school day during non-core academic class times. Students enjoy the availability of the therapist and the consistency of regular therapy sessions which enhance and reinforce the trusting relationship between the student and the therapist.

Parents and/or Legal Guardians must meet with the therapist for an intake appointment prior to the start of student therapy sessions. Communication between the therapist and parents/ legal guardians is ongoing and could include family sessions, if needed. Inquiries about this service should start with a discussion with your child's classroom teacher, who will then make the initial contact to start the referral process. Because this is considered a regular outpatient service, payment is arranged through the family's healthcare insurance.

302 Petition

In the event school professionals determine a student's behavior warrants psychological assessment, any staff in consultation with the principal, school counselor and/or nurse may initiate a 302 petition to involuntarily hospitalize the student. The procedure is to contact the County Crisis for their evaluation and recommendations. Parents/guardians will be contacted at that time and may be required to be involved in the 302 process. Glade Run Academy will follow any recommendation from Crisis.

Childline

All staff at Glade Run Academy are mandated reporters. Anytime a student reports behavior that may be considered dangerous or abusive to the student, staff are required to call Childline to make a report. Glade Run Academy will follow any request/recommendation from Childline.

Anti-Bullying and Social Skills Curriculum

Classroom staff will offer anti-bullying lessons in a variety of manners. The Sanctuary Model strives to develop a community of nonviolence, and many aspects of this model are used in bully prevention. Classrooms begin each day with a community meeting, which promotes a sense of belonging and encourages students to identify and express their feelings. Each student and staff develops a safety plan that lists positive coping skills that may be utilized in a school setting to help manage emotions throughout the day. Staff may utilize the PBIS Matrix and Healthy Relationship Curriculum to teach appropriate behavioral expectations. During Social Skills classroom staff will lead anti-bullying lessons, discussions and activities. Lessons may include:

- Identifying bullying behaviors
- How bullying hurts everyone
- How to prevent bullying
- What to do and what not to do when you are bullied
- Confidence, Self-esteem, and Social skill building
- Anger management and conflict resolution skill building
- Learning to communicate thoughts and feelings safely

Student Leadership

There are leadership opportunities for students through the PBIS Council. The goals of the leadership opportunities at Glade Run Academy are to organize activities, plan student events, plan teacher/staff recognition, conduct student orientation and help solve problems at the school. More importantly, the leadership opportunities provide student leadership development and involve students in meaningful ways both in and beyond the classroom. Students are provided with opportunities to demonstrate their talents, abilities and interests while continuing to develop new skills. They are also a way to give students pride in the school. Student input can improve and strengthen the school in ways that the principal, school administrators, teachers and staff cannot do alone. Students bring new energy and ideas to the school. In addition, student leadership provides opportunities for students to get involved and to learn skills that can be transferable to the workplace or community. These opportunities are organized through the neighborhoods, and students work under staff supervision.

Community Based Instruction (CBI) (Zelienople)

Community Based Instruction is designed to give students hands-on educational instruction in naturally occurring community environments, providing students “real life experiences”. The ultimate goal is to develop independence through job readiness and employability skills such as:

Social Skills
Community Awareness
Self-advocacy
Career Exploration
Independent living
Post-Secondary Exploration (college, trade school, vocational tech.)

Volunteer Experience-

Volunteer experiences provide students with an opportunity to learn responsibility, gain trust and experience a position of interest to them. Some of the positions available at the sites may include:

Art Assistant	Physical Education Aide	Cafeteria Assistant
Student Mentor	Library Assistant	Teacher's Aide
Morning Announcer	Horse Barn Volunteer	Core Teacher's Assistant
School Store Volunteer	Horticulture Volunteer	

Medical/Nursing

State Regulations

Glade Run Academy employs a full-time registered nurse. All PA State Regulations are followed. Screening for vision, height and weight are completed. Hearing and speech screenings are serviced by outside agencies. Physical and dental examinations are to be completed by the student's family physician and dentist. Parents/guardians also have the option to contact their home school district to set up appointments to have physicals or dental work done by the school doctor or dentist. A letter of reminder will be sent to each student who is required to have a dental or physical examination completed.

Illness and Accidents

If a student is too ill to be in school, the school nurse will notify the parent/guardian and request that the student be picked up from school as soon as possible. Transportation is the responsibility of the parent/guardian.

In the event of an accident requiring medical attention, the parent/guardian will be called and is expected to make arrangements for such treatment. However, in the case of an emergency requiring immediate hospital care, the student will be transported to the nearest hospital by ambulance. Parents/guardians will be notified of this action in such circumstances. Payment for ambulance service will be the responsibility of the parent/guardian.

In case of an emergency, it is vital that Glade Run Academy has current phone numbers to reach parent/guardian; therefore it is imperative that parent/guardian keep Glade Run Academy informed of all current phone numbers. Notify Glade Run Academy with any changes to home or work numbers and addresses. Two emergency contacts are required in the event the parent/guardian/guardians cannot be reached. **These contacts must have access to a vehicle.**

A State required Emergency and Health Information form must be completed by the parents/guardians upon enrollment in Glade Run Academy. This form is completed annually.

Prescribed Medication/Over the Counter Medication

The nurse or med-trained personnel will dispense all prescribed medication **only** with a physician's order. On the emergency health form which is required for all students, parents can document if their child is permitted to receive cough drops, ibuprofen, non-aspirin pain reliever, tums, etc… All over-the-counter medications provided by parents must arrive in a sealed/unopened container and will be kept with the nurse.

Parents/guardians must communicate with the school nurse regarding how medications will be provided to the school. Any violation of the procedure may result in the parents/guardians being liable for any misuse, sale, or death should your child or another student misuse medication that you have permitted them to bring to school in violation of this policy.

STUDENT INFORMATION

Student Rights and Responsibilities

All students have the right to an education. With this right comes the responsibility to act, dress, study and express oneself in an appropriate manner suitable for maintaining an environment conducive to learning. No student has the right to infringe upon the rights of other students to have a quality education. Students at Glade Run Academy are also responsible for upholding their home school district's discipline and attendance policies. It is the intent of Glade Run Academy to protect and preserve the rights of all students in an effort to provide the best education possible.

1. Each student is responsible for regular school attendance and punctual arrival.
2. Each student must respect the religious beliefs of others.
3. Each student must try to express himself/herself in an appropriate manner and not to disrupt the operation of the school.
4. Each student is responsible to be aware of and follow school policies and procedures.
5. Each student is responsible to volunteer information in matters relating to the health, safety and welfare of the school community and protection of school property.
6. Each student is responsible to assist the staff in the operation of a safe school.
7. Each student is responsible to use proper care when using school facilities and equipment.
8. Each student is responsible to respect the rights of school administrators, teachers, staff, other students, parents/guardians, visitors and/or all others who are involved in the educational process.

Transportation

The home school district provides bus transportation for students. It is the student's responsibility to be Accountable, Safe and Kind on the bus. Any report of misconduct, will be reported to the home school district by the transportation company s. Home school districts oversee all bus behaviors and issuing consequences for misbehavior on the bus. The home school district or transportation company will notify parents of any concerns Excessive, inappropriate, or unsafe behavior may result in the loss of bus/van privileges at the discretion of the home school district. The student's parent or legal guardian will then be responsible for transporting the student to and from school for an amount of time determined by the home school district. **For any questions or concerns regarding bus transportation, please contact the home school district or bus garage.**

Student Driving

It is the policy of Glade Run and Glade Run Academy that student drivers are prohibited to drive on campus.

Arrival

At the Zelienople site, buses report to two (2) drop sites in the morning to drop off students. Students are dropped off at the Learning Center lower entrance and the side entrance of the Main School. Students at the Utica site will be dropped off at the main entrance of the school. Students are to remain on the bus/van until directed by school personnel beginning at 8:00 am. All students arriving after 8:30 am must be signed in at the front desk.

Dismissal

Students remain in their classrooms until their bus is called beginning at 2:30 pm at the Utica campus and 2:45 pm at the Zelienople campus. Students are asked to exit the classroom in an orderly manner and walk directly to their assigned bus. Students must ride their assigned bus/van and are not permitted to ride other buses/vans.

For safety reasons, any student who is considered unsafe to transport at dismissal time will not be permitted to ride the bus/van home. The student's parent/guardian will be called and is responsible to transport the student home.

Meals

At the Zelienople site, students are offered breakfast and lunch during the school day. Snacks may also be offered by the classroom staff. Meals are provided by the Nutritional Services department. Students may select a meal from choices which are nutritionally balanced. Students enter their student ID in the keypad when checking out.

At the Utica site, students are offered breakfast and lunch during the school day. Snacks may also be offered by the classroom staff. Nutritionally balanced breakfast and lunches will be provided to the students. A hot lunch will be provided to all students through a contract obtained with the Franklin Area School District. Meals at these locations are included as part of the programming cost.

In order to provide a safe and pleasant dining environment, it is necessary that each student behave in a respectful and courteous manner. Students are responsible for utilizing appropriate table manners and eating at the table assigned to their classroom. Should a student's behavior warrant a removal/absence from the dining hall, a meal will be provided in the classroom. This meal is called a late tray and typically consists of a sandwich, fruit/vegetable and milk. Please discuss any meal concerns with your child's classroom staff.

Students who wish to pack their lunch are encouraged to bring nutritionally balanced meals. **Pop/soda is not permitted.**

Fundraisers will follow the "Smart Snacks in School Fundraisers" in which a maximum of ten exempt fundraisers will be allowed throughout the school year.

ATTENDANCE

Glade Run Academy believes that regular school attendance can improve student's opportunities for academic and social accomplishment, and can help students develop a sense of responsibility, discipline and good work habits. Students are required by law to be in full attendance each school day unless absent for an approved reason. In addition, state law requires that a student's parent/guardian or legal guardian send an excuse for each absence. In the event of an absence, students must provide a **written or electronic excuse** from their parent or legal guardian within **3 school days**. You can submit a written excuse electronically via email or the absence excuse form can be found on the website, www.gladerun.org. Communications via **phone calls are not an acceptable excuse**. All excuses should contain the following information:

1. Date the note is written
2. Full name and grade of student
3. Date of absence or tardiness
4. Cause of absence or tardiness
5. Signature of parent/guardian or legal guardian

Absences from school are recorded as "excused" and "unexcused". Glade Run Academy monitors, records and reports the attendance of all students to the home school districts on a weekly basis. The home school district may determine if an absence is excused or unexcused or if a TEP (Truancy Elimination Plan) meeting is warranted.

Absent slips are included in the back of this handbook. Please see link for electronic excuse form.

Excused absences:

1. Illness
2. Death in the family
3. Religious holiday
4. Quarantine
5. Home school district snow days for impassable roads
6. Suspension from school
7. Pre-approved educational trips and tours
8. Required court appearances
9. IEP or other school related meetings
10. Medically approved therapeutic leaves
11. Medical appointments

Unexcused absences:

1. Refusal to come to school
2. Missing the bus
3. Following the home school district calendar, excluding inclement weather

Please note that in accordance with the ASK Program, a student will not accumulate points during any absence.

Appointments

Parents shall strive to make all medical and therapeutic appointments for after-school hours. If it is necessary for appointments during school, please arrange for transportation from school in order to minimize absences.

Early Dismissals/Tardiness/Late Arrivals

It is requested that a student's classroom staff be notified in advance of early dismissals/late arrivals for appointments. Parents/guardians must come to the main school front desk and sign their child in and out when taking them to and from appointments. Students are permitted to leave school only with persons approved on their Emergency Health Form in the student's file. **It is the parent's/guardian's responsibility to notify the bus company and inform them that their child will not be riding the bus when the student has an early dismissal or a planned late arrival.**

STUDENT SAFETY

Safety Procedures

Metal Detectors

A metal detector is located at the student arrival entrances of the school buildings to ensure the safety of the students and staff of Glade Run Academy. When arriving at school in the morning, students will walk through the metal detector and are required to be searched. Staff will monitor this process and wand students with a hand-held metal detector. When entering the building, staff should be handed all metal objects that may trigger the detector (keys, metal spiral notebooks, trapper keepers, etc.). All students are required to respond appropriately to staff directives regarding this process.

Searches/Inspections

In order to ensure the safety and security of our school, all students will be searched via walk-through and hand-held metal detectors. Students will be asked to empty his/her pockets and hand over all items. All items will be placed in a bin and checked by staff. Approved items will be returned to the student after the entire search is complete. Students may be asked to remove their shoes by random assignment. Students will then proceed in line and will be asked by staff to pull out their pockets. Using a flat, open hand, staff will pat down all pocketed areas of the student. Students will then proceed through the metal detector and be wanded with a hand-held wand. Any student who refuses to comply with this procedure will not be permitted to enter Glade Run Academy, and his/her parents/guardians will be notified. The student may be excluded from school until he/she is agreeable to the search. The home school district will be notified of all incidents and refusals.

All Glade Run Academy students and their belongings are subject to being thoroughly searched if Glade Run Academy staff determines that reasonable suspicion exists to believe a student is in possession of **contraband.**

1. If a staff member has reason to believe that a student is in possession of contraband, the principal will immediately be contacted to determine if a search is necessary.
2. The student will remain within staff sight and/or reach until a decision is made whether or not to conduct the search.
3. In the event a search is recommended, the parent/guardian will be contacted to inform them of this decision. If applicable, a caseworker and/or probation officer will also be notified. If the above legal guardians are unable to be reached prior to the search, attempts will be made to reach these individuals after the search, until contact is made. Failure to reach the guardian, however, will not necessarily prevent the search from proceeding.
4. All searches shall be conducted by a staff person of the same gender and observed by a staff witness of the same gender. These searches shall occur in a private area, away from other students.
5. The student will be asked to empty his/her pockets. These items will be checked by staff and confiscated if necessary. The student will also be required to remove their shoes. The student will be asked to shake out all clothing items in front of staff.
6. The staff responsible for the search shall document the process and notify all parties.

School Building Search

All campus facilities, including classrooms, are under the exclusive control and ownership of Glade Run. Glade Run reserves the right to enter, inspect and search any room and its contents or other area, without notice to our students. Glade Run will conduct periodic, unannounced health and safety inspections of Glade Run facilities.

Property Destruction

Students are responsible for the proper care of all books, supplies, technology and furniture. Students who damage property, break windows, etc. will be required to make restitution, and may be subject to disciplinary action.

Substance Use/Abuse

Glade Run Academy recognizes that substance use/abuse and dependency seriously impairs the ability of students to develop their full academic, social potential and adversely impacts the educational environment. Glade Run Academy endeavors to utilize curriculum, programming, administrative/faculty efforts and disciplinary procedures to prevent/intervene in the misuse or abuse of drugs/alcohol substances by its students. The following action will be taken immediately by Glade Run Academy concerning incidents of possession, distribution, sale, use or suspicion of being under the influence of a controlled substance by any student on school property:

1) Administration and/or School Nurse is notified
2) Parents/guardians are informed
3) Law enforcement may be contacted
4) Home school district notified

Glade Run Academy reserves the right to have the student transported to the hospital for assessment/evaluation if a student is suspected to be under the influence of any drugs/alcohol, and the nurse has a medical concern.

Physical Interventions

Glade Run Academy uses physical interventions with students when a situation is encountered to protect the safety of the student, staff and others. Glade Run Academy staff are trained in Therapeutic Crisis Intervention through Cornell University which allows them to properly perform physical interventions and to assess and identify when an intervention is necessary. All students are assessed following a physical intervention by a trained professional. The parent/guardian is notified following any restraint. A school administrator will contact the home school district, and the parent/guardian has the right to request a meeting. Restraints are documented in the student file.

Dress Code

All students are expected to exhibit a neat, well-groomed appearance and contribute to a safe school environment. Clothing that interferes with the learning process, and may be a hazard or distraction to students, is not permitted. Exceptions to this dress code require documentation. Glade Run Academy has adopted the following dress code, and the following items **are prohibited**:

- Clothing, apparel or jewelry that promotes sexual activity, violence, death, suicide, gang membership, the use of alcohol/drugs, or that demeans persons of another race, gender, sexuality, religious persuasion, ethnicity, national origin and disability.

- Clothing or apparel that reveals or exposes the midriff/lower back or sides of the upper body, torso, cleavage or undergarments. This includes tank tops, spaghetti strap tops, halter tops, and muscle shirts.

- Clothing or apparel that is excessively tight, excessively baggy, transparent, torn in inappropriate areas, and/or see-through.

- Sunglasses inside any building

- Hats and head coverings inside any buildings. All bandanas are prohibited at all times. Headbands with bandana print are also prohibited.

- Jackets and outerwear during class. Hooded sweatshirts are permitted although hoods must remain down in all buildings.

- Flip flops and slippers. Shoes must be worn at all times.

- Steel toed shoes/boots.

- Spiked jewelry, dog chains, chokers, ball bearing chains and chain wallets. Any clothes with items of this nature are prohibited.

- Shorts and skirts must be mid to lower thigh length.

- Earrings, piercings and gauges that are larger than the size of a quarter. Students will be asked to remove jewelry which is considered to be unsafe.

- Any attire that is determined by staff to be unsafe, disruptive or distracting to the educational process

Parent(s)/guardian(s) will be notified of problematic dress code violations. Any student who comes to school in clothing that does not meet the above requirements will be loaned appropriate clothing for the school day if available. Clothing must be returned at the end of the school day. If clothing is not available, the parent/guardian or legal guardian will be called to bring appropriate clothing to school or take the student home if he/she is noncompliant. This will be considered an unexcused absence. Continuous violations of the dress code will result in notification of the home school district and may result in disciplinary action.

Contraband

Possession and/or use of the following items, by students, is **strictly prohibited** anywhere at Glade Run Academy. (These items are referred to collectively as "Contraband")

- Weapons and Dangerous Instruments: Any device, instrument, material or substance, animate or inanimate capable of inflicting serious bodily injury.
    - This shall include, but not limited to, firearms, including ammunition, shot guns, rifles, knives, cutting instruments, cutting tools, nunchucks (karate sticks), brass knuckles, straight razors, explosives, irritating or poisonous gasses, poisons, drugs or other objects that by the manner in which it is used or is intended to be used, is capable of inflicting serious bodily injury or items fashioned with the intent to use, sell, harm, threaten or harass students, staff members and parent/guardians.

- Weapon Facsimiles: Toy guns, toy knives, squirt guns, toy swords, etc.

- Tobacco Products: To include, without limitation, cigarettes, cigars, pipes, chewing tobacco, snuff, vapor/electronic cigarettes, nicotine pouches, etc. Smoking is prohibited. No matches or lighters may be possessed or used.

- Drugs: All controlled substances, over the counter medications, prescription medications and illegal substances.

- Drug Paraphernalia: Including, without limitation, rolling papers, baggie corners, balloons, roach clips, pipes, bongs, syringes, etc.

- Non-prescription medications that are not approved on the Emergency Health Form or by the School Nurse.

- Alcohol: Including, without limitation, beer, wine, liquor, wine coolers, etc.

- Smart watches and any electronic devices with recording and/or phone calling capability

- Paint: Permanent markers, spray paint, nail polish, nail polish remover, etc.

- Energy drinks, pop, and any open containers

- Laser pointers

- Adult magazines: Magazines, calendars or books and similar items that depict photographs or images of naked individuals.

- Any item(s) determined to have a detrimental effect on the health and welfare of the student, other students or the staff.

Violations of these guidelines may be reported to the student's parents/guardians and home school district. Consequences for any drug violations will be outlined and followed according to each home school district's drug and alcohol policy in collaboration with Glade Run Academy. The local police department will be notified and intervention requested as appropriate. The student may also be required to undergo a mental health assessment and, if indicated, individual counseling.

Personal Items in the Classroom

The following items are not routinely permitted to be brought into Glade Run Academy classrooms. Classroom staff may grant permission in the event of special circumstances/events.

- Money
- Any type of candy or gum. If permission is given, it must be in an unopened package.
- Food and beverages. Drink containers are permitted, but they must be unopened or empty.
- Aerosols, cologne, body sprays, perfume, and make-up.
- Book bags, backpacks, purses and large binders.
- Any objects or substances that are not school related and are distracting from the educational process may be determined to be contraband by Glade Run staff.

Electronics Policy

Glade Run Academy is continually working to provide meaningful learning opportunities for our students. One of our many goals is to establish a safe and nurturing learning environment that promotes social responsibility and academic excellence for each individual. We also want to ensure that the safety of our students and staff is protected at all times. Therefore, in order to maintain our high academic and safety standards, the following electronics protocol has been established:

- Electronic devices include but are not limited to cell phones, radios, cameras, iPods, iPads, tablets, hand-held video games, MP3 players, smart watches, or any device with recording capability.
- It is the responsibility of the student to turn in all electronic devices during the morning search procedure.
- Electronics are brought into school at the student's own risk. Glade Run is not responsible for any lost, broken or stolen electronic devices.
- Students shall not be permitted to have/use any personal electronics during instructional time.
- Every time a student is found with unauthorized electronics, a parent/guardian, legal guardian or staff member will be notified and will have to pick up the item in question.
- Any electronic device used inappropriately or used to record the environment will be removed at the discretion of administration.

Homicidal Threats and Ideations

Threats made by students to kill others will be taken seriously. Statements are considered the same as intent. Threats will not be tolerated and will be dealt with immediately. Police or County Crisis may be called to deal with these matters. The home school district and family will be notified, and discipline action per the home school district policy will be enforced (see student rights and responsibilities)

Sexual Harassment

Glade Run Academy will not tolerate sexual harassment of its students. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that make you feel uncomfortable. Pranks or jokes that have a sexual meaning or content may also be sexual harassment.

If you, the student, feel sexual harassment has been happening to you, please follow these steps:

1. Talk to your classroom staff about it. If you do not feel comfortable talking to your classroom staff, you may talk to any other available school staff member.

2. You will be asked what happened to you so an administrator can investigate. He or she will also explain what you can do if you are not satisfied with how your report was handled and can work with you to complete a Complaint/Grievance form.

3. All complaints of sexual harassment will be addressed within 72 hours or three (3) working days (whichever is later) of the time they are reported. Parents/guardians and students will be informed of the results of the investigation.

4. If you are not satisfied with how your report is handled, you can report it to the CEO of Glade Run Lutheran Services.

This policy is meant to help you. Please remember that you will not be disciplined or punished for making a report.

Bullying Procedure

Glade Run Academy is committed to providing a safe and nurturing learning community. Glade Run Academy will not tolerate behavior that infringes on the safety of any student. "Bullying" shall mean an intentional electronic, written, verbal, or physical act. This includes cyberbullying, artificial intelligence-generated or modified media, or a series of acts that:

- Occur in the school setting*
- Is severe, persistent, or pervasive
- Is directed at another student or students
- Has the effect of doing any of the following
    - Substantially interferes with a student's education
    - Creates a threatening environment
    - Substantially disrupts the orderly operation of the school

**School setting shall mean in the school, on school grounds, in school vehicles/buses, at designated bus stops or any event/activity sponsored by the school.*

Students attending Glade Run Academy are still considered students of their home school district. Students are held to the expectations, responsibilities and discipline outlined in their home district's Code of Conduct and Discipline Policy.

Intervention:

1. Reports of bullying shall be addressed immediately so that staff can provide corrective assistance thus ensuring Glade Run Academy's mission.

2. Staff shall document bullying behavior as an incident report (IR) and follow the IR protocol which involves notifying parents/guardians.

3. Staff shall share information on situations that concern them with their neighborhood at weekly neighborhood meetings and also with the Supervisor of Behavioral Services who will assess each situation to determine if a conflict resolution is appropriate at the time.

4. Staff and the Supervisor of Behavioral Services will continue to check in with the student who reported the behavior, monitor and assess the situation for safety and keep parent(s)/guardian(s) informed.

5. Students will be held to the expectations, responsibilities and discipline outlined in their home school district's Code of Conduct and Discipline Policy. Glade Run Academy Leadership and the collaborating school districts will consult to determine a plan of action on violations.

Grievance Procedure

Informal Procedure

Any staff member may attempt to resolve grievances, complaints, problems or concerns by students regarding their rights or quality of services at Glade Run Academy. If a complaint/grievance may involve suspected abuse, refer to the Agency's Child Abuse Reporting Policy. Upon the request of the student making a grievance/complaint, a second staff member (not involved in the grievance process) of the student's choosing must be present to hear and assist in resolution. These rights/complaints should be resolved informally, if possible, by dialogue between student and staff within a 5-day period. Staff should follow their own chain of command and supervision to assist with the process and seek resources needed to resolve the problem. The documentation should include:

1. Nature of complaint
2. Resolution
3. A statement noting that the student was informed of the Formal Complaint/Grievance procedure available

Formal Procedure

When informal methods of rectifying a complaint/grievance have been unsuccessful, the student or those assisting him/her may initiate a formal complaint/grievance verbally or preferably in writing using the Complaint/Grievance Form. This should be directed immediately to:

1. Student filing complaint retains a copy
2. Principal
3. Student's record

Staff will be available to assist students in obtaining forms, making copies and sending copies.

The Principal or designee, upon receiving the written complaint/grievance, shall investigate the complaint and make every effort to resolve it. Complaints shall be investigated and decided upon by persons not directly involved in the circumstances leading to the complaint. Based on this investigation, a decision will be given in writing by the Principal or his/her designee within three (3) working days of receiving Formal Complaint/Grievance. Complaint Response Form will be completed and forwarded to the student filing complaint with copies to:

1. Student's record
2. Principal's file

If this process does not result in a resolution of complaint, he/she may appeal the Principal decision

Fire/Disaster Drills

Fire exits and evacuation route signs are posted throughout the building. If a fire alarm should sound, students are to follow the signs and directions of the classroom staff. While exiting the building, proceed to the area designated by your staff. Please exit quickly and quietly. Staff and students may return to their classrooms once attendance has been taken and an administrator ends the drill. Monthly fire drills occur, and a disaster drill occurs yearly.

A.S.K. PROGRAM

The chart below presents the foundation of our Positive Behavior Interventions and Supports Program. It is a model of our shared mission, beliefs, and expectations for all Glade Run Academy staff and students. We are the Jaguars!

	We Are Jaguars	**You Are A Jaguar**	**I Am A Jaguar**
Mission	*Glade Run Academy is dedicated to providing a safe and nurturing learning community, in which we believe every interaction with a student is an opportunity to help them learn, grow, and heal.*		
Vision *We envision Glade Run as a school where:*	►The Students and staff of Glade Run Academy work together to build a positive, safe and nurturing learning environment through the framework of Sanctuary and **P**ositive **B**ehavior **I**nterventions and **S**upports, (PBIS). ►Glade Run Academy partners with families and school districts to ensure every student has the opportunity to learn, grow and heal.	►Each staff supports students in their educational, social and emotional growth. ►Each staff member is a positive role model by being responsible and accountable and working collaboratively to solve problems. ►Each staff contributes to a positive school culture being respectful, accepting, supportive, nurturing and helpful to all students and each other. ►Each staff understands students' needs and wants and works to build relationships with them.	►Every student feels safe. ►Every student is valued and respected. ►Every student is able to express their feelings appropriately and regulate their emotions. ►Every student is motivated to achieve success and is actively involved in their learning process.
Beliefs	►Students and staff can learn from each other. ►Students learn best in a safe and stress-free environment where they feel cared for and special. ►Glade Run Academy is an innovative school that encourages creative approaches and activities to engage the non-traditional learner.	►Every interaction with a student is an opportunity to help them learn, grow, and heal. ►Every staff must be caring, understanding and supportive. ►Every staff understands and recognizes each student is capable of developing resiliency and achieving success. ►A healthy therapeutic relationship between staff and students is the key to overcoming barriers to learning.	►Every student is capable of success. ►Every student deserves a variety of interventions and support to achieve success. ►Every student is a valued individual with unique gifts, needs and strengths.

What does "A.S.K." mean?

A is for Accountable, S is for Safety and K is for Kindness. When we are Accountable, Safe and Kind, the staff and students are working together to make the school a great place to learn. When everyone is Accountable, Safe and Kind, we can enjoy an environment which fosters growth and positive change. Clear expectations are given. The matrix below explains more about **A.S.K.**

	Be Accountable	
	Staff	Students
A	►Be a good role model ►Wear your ID and safety plan ►Set goals and expectations ►Enforce rules ►Dress appropriately (follow policies and procedures) ►Respect school property ►Be on time and be prepared ►Be professional ►Be respectful	►Be a good role model ►Wear your ID and safety plan ►Follow staff's directions ►Follow rules ►Dress appropriately (follow student handbook) ►Respect school property ►Clean up after yourself ►Communicate with peers appropriately
	Be Safe	
	Staff	Students
S	►Use your safety plan ►Be aware of your surroundings ►Be diligent in supervising and monitoring students ►Set limits and boundaries ►Account for equipment and materials ►Remain in assigned areas	►Use your safety plan ►Respect others' personal space ►Follow staff directives ►Know/respect limits and boundaries ►Use equipment and materials as intended ►Remain in assigned areas ►Walk ►Keep your hands and feet to yourself
	Be Kind	
	Staff	Students
K	►Say please and thank you ►Greet and be friendly to students ►Be respectful ►Praise positive behaviors ►Speak in a volume acceptable to environment ►Be polite to everyone ►Compromise	►Say please and thank you ►Use appropriate language ►Be respectful ►Support and encourage your peers ►Speak in a volume acceptable to environment ►Be polite to everyone ►Compromise

	►Listen to students	

Just A.S.K. for Success Points Card

Students will carry their card with them from class to class. Students can earn 3 points per period, for a total of 30 points per day. Points can be earned only when students are present in class. The classroom staff records ratings on the card at the end of each period. Feedback is given to the student on the points that are earned/not earned. The ASK Point Card shall be taken home each evening and signed by parents/guardians. The ASK Point Card is to be returned to the teacher the following day. One bonus point can be earned per day. Matrices of expectations (how to be Accountable, Safe and Kind) are displayed throughout the school. Below is a sample of a point card.

Jaguar Pride
Just A.S.K. for Success!

Name: _____ **Today is:** _____ **Day:** _____

I'm feeling: _____ **My goal is:** _____

Behavioral Goals	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**Total**
Be **A**ccountable											
Be **S**afe											
Be **K**ind											
Goal 1:											
Goal 2:											
Goal 3:											
CI/CO Goal:											
Staff Initials											

Staff Notes	
Period	
1	
2	
3	
4	
5	
6	
7	
8	
9	

Jaguar Incentives

Students earn points on the A.S.K. Point Cards which are converted to Jaguar bucks. The Jaguar bucks may be used to purchase items from the school store, and the school cart. Incentive programs will follow the six-day rotation schedule. Neighborhood, class and individual incentives, and other exciting events are planned during the year. Participation in these events is based on the percentage of ASK points earned and varies for different events. Classroom parties/celebrations will be limited to one per month, per class and will offer a minimal amount of foods (maximum 2-3 items) that contain added sugar as the first ingredient. The following will be provided: fresh fruits and/or vegetables, water, 100% fruit juice or low fat or nonfat milk.

School Snack Cart

A school snack cart is available to students on a rotating basis. Students may use their Jaguar bucks to purchase snacks and drinks from the snack cart. The snack cart visits each neighborhood on assigned days. At times, special snacks may be offered (pretzels, nachos, etc.). The majority of foods offered through the school snack cart will be single-serve items and contain less than 250 calories. Sugary beverages such as soda will not be offered.

School Store (PawMart)

PawMart is Glade Run Academy's school store and is part of the SWPBIS Program. ASK points are converted to Jaguar bucks. Students may purchase items with the Jaguar bucks they have earned. Shopping days are scheduled by the classroom teachers.

Intermurals & Intramurals (Zelienople)

At the Zelienople site, Glade Run Academy offers students the opportunity to participate in an intramural sports program with other schools. Different sports are offered at different grade levels. Students have the opportunity to earn ASK points and earn to be on a sports team at Glade Run Academy. Sports that may be offered include football, basketball and volleyball. Some sports are co-ed. Students participate in all practices and games during the school day. Practices are held so as not to interfere with academics. Games are held at Glade Run Academy or at one of the participating schools. Students must earn a higher percentage of points to travel to any away games. Intramurals at Glade Run Academy offer students the opportunity to participate in sporting events that occur between Glade Run Academy students. Students who participate in sports are expected to maintain passing grades and refrain from any negative behaviors in order to participate.

Field Trips

Field trips are offered throughout the school year to various places. Classes, neighborhoods or communities may plan field trips. Transportation is provided by the school. Students must earn a percentage of ASK points to participate in any field trip. Percentages may vary depending on the location and size of the trip.

Golden Jaguar Tickets

Golden Jaguar Tickets are given by staff when a student is observed doing something special. They are recognized for academic achievement, appropriate and outstanding behavior and/or appropriate and positive social interactions. Students who received Golden Jaguar Tickets are called to the front desk the following morning prior to morning announcements. Students turn in the tickets and draw a number that determines where their name is placed on the Bingo board. Golden Jaguar Tickets given for behavioral/social achievement will be yellow, and ones given for academic achievement will be blue. Once a Bingo row is completely filled, all students who are in the Bingo row will come together for a celebration/incentive.

Community Celebrations

Community Celebrations occur in each neighborhood quarterly to recognize students and staff for positive things. Community Celebrations are fun occasions where certificates are distributed, Honor Roll Benefits Packages are handed out and other accomplishments are recognized within the neighborhood.

Fun Friday

Elementary students are eligible to participate in Fun Friday activities. Neighborhoods plan Fun Friday activities based on student interest. These activities may occur within the classroom, with sister classrooms or with neighborhoods and take place both on and off campus. A percentage of ASK points is used to determine eligibility for Fun Friday activities.

Glade Run Academy
ABSENT EXCUSE

Student's Name: _____	Class: _____

The above student was absent on: Date(s) _____

Reason for absence: Please check one:

□ Illness	□ Pre-approved educational trips and tours
□ Death in the family	□ Required court appearances
□ Quarantine	□ IEP or other school related meetings
□ Suspended from school	□ Doctor's appointment

□ Other: Specify reason_____

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____

Glade Run Academy
ABSENT EXCUSE

Student's Name: _____	Class: _____

The above student was absent on: Date(s) _____

Reason for absence: Please check one:

□ Illness	□ Pre-approved educational trips and tours
□ Death in the family	□ Required court appearances
□ Quarantine	□ IEP or other school related meetings
□ Suspended from school	□ Doctor's appointment

□ Other: Specify reason_____

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____

Glade Run Academy
ABSENT EXCUSE

Student's Name: _____	Class: _____

The above student was absent on: Date(s) _____

Reason for absence: Please check one:

□ Illness	□ Pre-approved educational trips and tours
□ Death in the family	□ Required court appearances
□ Quarantine	□ IEP or other school related meetings
□ Suspended from school	□ Doctor's appointment

□ Other: Specify reason_____

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____

Glade Run Academy
ABSENT EXCUSE

Student's Name: _____	Class: _____

The above student was absent on: Date(s) _____

Reason for absence: Please check one:

□ Illness	□ Pre-approved educational trips and tours
□ Death in the family	□ Required court appearances
□ Quarantine	□ IEP or other school related meetings
□ Suspended from school	□ Doctor's appointment

□ Other: Specify reason_____

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____

Glade Run Academy
ABSENT EXCUSE

Student's Name: _____	Class: _____

The above student was absent on: Date(s) _____

Reason for absence: Please check one:

□ Illness	□ Pre-approved educational trips and tours
□ Death in the family	□ Required court appearances
□ Quarantine	□ IEP or other school related meetings
□ Suspended from school	□ Doctor's appointment

□ Other: Specify reason_____

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____

Glade Run Academy
ABSENT EXCUSE

Student's Name: _____	Class: _____

The above student was absent on: Date(s) _____

Reason for absence: Please check one:

□ Illness	□ Pre-approved educational trips and tours
□ Death in the family	□ Required court appearances
□ Quarantine	□ IEP or other school related meetings
□ Suspended from school	□ Doctor's appointment

□ Other: Specify reason_____

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____