

1. THE SCHOOL PHILOSOPHY

The Wilkes School Philosophy

The Wilkes School at Grace and St. Peter's is an independent Episcopal school affiliated with Grace and St. Peter's Church, located in Mt. Vernon, the cultural heart of Baltimore.

The Wilkes School continues a legacy of bringing together families of diverse backgrounds, religions, and races. With concern for each child's intellectual, social, and spiritual needs, the School stresses academic growth, appreciation of the arts, and moral development. The school draws on the cultural resources of the Mt. Vernon area as an integral part of the curriculum.

The Wilkes School is committed to preparing each student to thrive socially and academically in secondary school. Supported by a caring faculty, children at Wilkes grow to welcome the challenges of learning as they approach young adulthood. They are encouraged to recognize and appreciate their own strengths and to respect the unique qualities of their fellow students. In this way they develop self-confidence and experience the value of shared successes.

A. A Traditional Episcopal Church School

Our schedule of chapel services and recognition of religious festivals is an integral part of our community life, involving all children. Children are also taught to value and appreciate other religious traditions.

B. Academics

The Wilkes School at Grace and St. Peter's has a long standing reputation for providing a sound foundation for all learning through its emphasis on reading, writing, speaking, mathematics, science, and social studies. In addition to these core areas, student learning is extended through the study of languages, music, and art. The staff works constantly to expand learning and experiences beyond the classroom and to address individual development and learning styles.

C. Cultural Resources Affiliations

We have developed exciting working relationships with the institutions surrounding us that give our children access to educational resources not readily available to other schools. Our school facilities are not merely the buildings and playgrounds at Park and Monument, but include the whole Mt. Vernon area.

2. GOVERNANCE

The school's governing board (trustees) includes a diversity of talent whose collective judgment is responsible for developing school policy and overseeing its operations. The trustees employ the Head of the School who is responsible for its day-to-day operation and the implementation of board policies. The Board of Trustees includes representatives of the Vestry of Grace and St. Peter's Church, the parish, school parents, and the community at large. The Head of the School is a member of the Board. This group elects its own officers annually. The Priest-in-Charge at Grace and St. Peter's Church is the Chairman of the Board by virtue of his position.

3. SCHOOL ACCREDITATION

The Wilkes School is fully accredited by AIMS (The Association of Independent Maryland Schools). The preschool program is also licensed by the Maryland Department of Human Resources.

4. TUITION BILL PAYMENTS/PAST DUE BILLS

To ensure the financial stability of the school, the Board of Trustees has adopted a firm policy to ensure that parents pay tuition bills on time. Our contract with a family is a legal business arrangement, and our Board has voted to enforce penalties when families do not honor their contracts. In emergency situations, parents are expected to take the initiative to work out an alternative payment plan with the Business Manager.

OUR POLICY

Tuition payments are due on the first of the month in accordance with the payment plan selected by the family. Bills not paid by the 1st of the month are late and a \$15.00 late fee will be assessed for every 15 days or portion thereof that a payment is late. Students may not begin school in September until the August payment is made and may not attend school when a payment is more than 30 days overdue. Overdue bills may be pursued in court. All costs incurred in the collection of overdue accounts are the responsibility of the person(s) who has signed the enrollment contract. One letter of warning will be sent before such action is taken. All alternate payment plans must be submitted to the Business Manager in writing and signed. At the end of the year no diploma or transmittal of records to another school will be made until all financial obligations are settled. The final report card will also be withheld. AIMS requires members schools to notify each other of financial delinquency in case of transfers of students at any time.

5. FINANCIAL AID

The school has limited financial aid which comes to us from the St. Peter's School and Asylum fund and the Wilkes Scholarship Fund. We seek to divide and award this aid in a fair way according to these policies and procedures.

- A. To be considered for financial aid, a completed contract and deposit for the coming year must have been submitted.
- B. Generally, financial aid is not awarded to students below kindergarten.
- C. Parents receiving financial aid for the current-year must re-apply each year.

- D. All forms must be submitted before the deadline on the current school calendar, for the following year.
- E. All families should complete the SSS (School Scholarship Service) form online by February 1.
- F. All families applying for financial aid must submit a signed copy of the Federal Income Tax Return (and all schedules) for the current year. If parents are divorced, we require both IRS returns. Schedules should be uploaded to the SSS website.
- G. Our Financial Aid Committee meets in March and considers the information we have received. Decisions are based on overall financial need with preference given to returning students in the upper grades and to families with more than one child in the school.

6. ASSESSMENT OF STUDENT PROGRESS

Through informal and formal observations and instruments, teachers regularly assess student progress. All students receive written evaluations three times a year (**see calendar**). New students in grades 2-5 receive Interim Reports in the middle of the first reporting period. Other interim reports are sent as deemed necessary by the teacher. These reports are not report cards, but serve to notify parents/guardians of the general level of progress prior to receiving formal report cards.

In the spring of each year standardized tests are administered to grades 1-5; the Otis-Lennon School Abilities Test (OLSAT) is also given to students in grades one and three. Parents may request copies of these test results as well as a conference with the Head of School to discuss this information.

Regularly scheduled parent/guardian conferences are held in the fall and spring. Every effort is made to keep parents informed about their child's achievement. The best communication comes through regular examination of the child's work and by experiencing frequent contact with his/her teachers.

Parents are requested not to call teachers at their homes except in emergencies. If parents wish to have a teacher call them, messages to that effect may be left with the office staff or sent in an email. The phone in the lobby of the school is answered from 7:30 a.m. – 5:30 p.m. Monday through Friday.

7. REPORT CARD DESIGNATIONS

At the elementary level, emphasis is placed on providing a strong foundation of academic and social skills; readiness plays a significant role for each student. Report cards should be viewed as feedback on the process of learning, not just the product.

A successful elementary school foundation will include a fervent commitment to learning that defies adequate description by a grade or test score. Many components of school success are difficult to articulate through quantifiable standards: an increased sensitivity toward others, a

desire to help, a willingness to sublimate personal reward for the good of the group, and demonstrations of fair play and sportsmanship.

Expanded explanation of report card designations “P” and “S”:

P: *Progressing with Customary Support:* Given the high level of motivation and the family support of Wilkes students, “P” is the designation expected of students who are **acquiring and mastering** skills and knowledge consistent with grade-level expectations.

S: *Secure:* This designation means that the student has acquired competence/mastery in a concept/skill/performance and that the student can and does **independently apply** what has been mastered in both familiar and new contexts. It is unusual for students to achieve a designation of “S” prior to the last grading period of the school year.

8. RE-ENROLLMENT

Children do not automatically move from one grade to the next. Re-enrollment agreements for the following year are sent out only after all financial obligations are met. Additionally, acceptance into the next grade is contingent upon a child’s successful completion of academic and behavioral standards. In-house testing is done at the discretion of the school, and, in some cases, parents may be asked to obtain outside testing for a student.

Re-enrollment agreements are sent out by February 1 and must be returned by the deadline on the school calendar. Children whose re-enrollment agreements are not received by the deadline will be placed in a pool of applicants waiting for places (Wait-List).

9. PRIVACY POLICY

Information about any student enrolled in our school, including details about their grades, conduct, health, financial status, re-enrollment contract, and relationships with staff, teachers or other students, shall only be discussed with that student's parents or legal guardians. Any parent or guardian who wishes this privilege to be extended to any other person, including extended family, counselors, tutors, or doctors, must provide the office with a written release form to that effect.

10. CALENDAR

The school calendar provides information on special events and school closings. Any major changes or additions will be communicated by written notice. Obviously, every school activity which is related to the instructional program cannot be included here. As with other private schools, there are evening or weekend events which are integral parts of our school community life and are not to be considered as optional. Parents are asked to plan for them now with an attitude of support. This cooperation will help children develop a valuable sense of responsibility and community.

11. CHILD MALTREATMENT

It is the law. All states require those working with children to report suspected child maltreatment. Important: Reasonable suspicion or reasonable cause to suspect is enough to require a report under the law. Reporting is anonymous and an investigation will take place. Failure to report can result in a criminal liability. MD Child Abuse Report: 800-332-6347

12. INCLUSION POLICY

The Wilkes School strives to meet the needs of all children regardless of culture, race, religion, or disability and by accepting each child's unique abilities, providing tools and opportunities, and developing caring relationships needed to succeed. Inclusive environments are designed to provide an educational setting in which all children can be as involved and independent as possible.

GENERAL INFORMATION

- 1. ANNUAL FUND CAMPAIGN.** In the fall, all families are asked to contribute to the Annual Fund which helps make up the difference between the tuition and the actual costs of educating each child. The goal of the campaign is 100% participation.
- 2. ASBESTOS.** The State has approved our long-range plan for asbestos abatement. Currently, there is no asbestos in areas of the buildings used by children. Anyone wishing to read our plan and related materials may do so in the office by contacting the Business Office.
- 3. ATTENDANCE AND LATENESS.** Regular attendance is essential to success in school. Parents are urged not to extend holidays by taking students out of school the day before or after a scheduled school holiday. Unique opportunities for educational trips, which fall outside the scheduled calendar breaks, may arise. However, please schedule family vacations to coincide with the school calendar. Teachers should not be expected to provide advance or make-up work if families choose to disregard this policy.

Attendance at special events of the school community is important to the individual student and to the school. Parents are asked to discuss unavoidable absences from these events with the Head of School.

Lateness to school can be a serious problem for students. Regular lateness can add up to hours of missed instruction by the end of the year. Class instruction and morning homeroom begin at 8:30 a.m., so students need to be at school by 8:25.

The school maintains records of student absence and tardiness. Problems in these areas will be addressed through communication with parents and students which may include required parent conferences with the Head of School.

School Visits and Shadow Days. There are times during the school year when parents wish to schedule visits to other schools for their children, especially when our 5th grade students are applying for admission to middle schools. Though these visits are understandable, students who miss school for this reason are marked as "absent" from The Wilkes School. If a student misses class assignments or the introduction of new subject matter, it is the responsibility of the student and his or her parent to request copies of the material from the teacher. When new material and instructions are presented during the school day, it is often impossible to repeat these lessons in their entirety. Teachers are not expected to prepare instructional and homework assignment packets ahead-of-time for students who anticipate missing a day of school because of a shadow day. Parents are encouraged to check with their child's teacher when scheduling such absences in order to plan around days when their child may miss important lessons, small group activities, or testing. Please notify your child's homeroom teacher with a list of shadow days.

- 4. BIRTHDAYS.** Parents may send a treat to school on the child's birthday. If birthdays fall during the weekends or vacations, parents may arrange with the homeroom teacher to have the celebration on a school day. **Please do not send birthday party invitations to be distributed at school.**

5. CHANGES IN PARENT/GUARDIAN INFORMATION-NOTIFICATION. If there is any change in address, home or work phone numbers, “pick-up” alternatives, marital status, etc. it is imperative to **notify** the school office by phone or in writing as soon as possible. We need an updated card for each student on file for legal and emergency reasons as well as for practical day-to-day operations.

6. DAILY ARRIVALS. The doors of our buildings are opened at 7:30 a.m. All children enter at 707 Park Avenue. Please do not walk or drive away from the curb before the child enters the building.

ALL CHILDREN MUST BE IN SCHOOL BY 8:25 a.m. Children who are late should be brought to the receptionist’s desk in the 707 Lobby and signed in by the parent.

7. DROP-OFF AND PICK-UP OF STUDENTS AND STREET PARKING. Be street-wise and aware. During times students are being dropped off and picked up from school, do not leave your vehicle unlocked. If you double-park in order to escort your child into the school, turn your engine off, turn your hazard lights on, lock all doors, and do not leave personal belongings visible on seats. The School cannot assume responsibility for any losses or damages to your vehicle or personal belongings. Never leave a child of any age unattended in your vehicle, even for a few minutes. Observe posted time limits on signs and meters. City ticketing agents are often unwilling to negotiate in this neighborhood.

8. DISMISSALS. The academic day ends at 3:30 (Pre-K, K) and 3:45 (Grades 1-5). Early dismissals are permitted for medical reasons or family emergencies only.

All students are expected to be picked up by 5:30 p.m. **5:30, late charges are imposed at a rate of \$10.00 per 10 minutes or fraction thereof.** Late charges are paid directly to the after-school staff on duty, not to the school. If late pick-up becomes a chronic problem (three or more times), the late fee will increase to \$20.00 per 10 minutes or fraction thereof.

Please call the school (410-539-1395) before 3:00 p.m. to change the dismissal time or authorize another person to pick up the child. For your child’s safety, when someone else is picking up your child from school, you **must send a note** stating this person has your permission to pick up your child. Your child will not be released to any unauthorized adult.

Please remember that students **are not allowed back into their classrooms after dismissal time.** This is for the students’ safety. If a child forgets something in the classroom, the lesson learned will be more valuable if he/she is not allowed to return to retrieve the item. Please help us enforce this rule and do not ask the after-school staff to make exceptions. Additionally, children who have been dismissed after school may not return to the building for a later dismissal. If the child is absent during the school day, he/she may not be return for after school clubs or programs. Students attending after school activities (sports/dance) may change clothes only with a note from a parent.

PRESCHOOL/KINDERGARTEN – All dismissals are from 711 Park Avenue unless a sign is posted at the door of 711 noting a change. There is no dismissal from this door prior to 3:30.

GRADES 1-5 - All dismissals are from 707 Park Avenue Lobby.

9. FIELD TRIP POLICY. Field trips offered by The Wilkes School are planned for educational purposes to meet classroom objectives. These objectives might include curricular activities related to a specific subject or to social or recreational enrichment and development. Because these trips are an extra privilege, all students enrolled in The Wilkes School must have a Field Trip Permission Form on file before they may participate in school trips. Field trips are an appropriate privilege to grant to students who meet the school's expectations for behavior and satisfactory academic performance. As a natural consequence, a student may lose his or her privilege to participate in any given field trip for making poor choices. While on a field trip, each student shall accept full responsibility for his or her behavior and follow the same standards of conduct expected when regular classes are in session.

The Field Trip Consent Form is included in the summer mailing to all enrolled students. While the form is signed and on file in the school office, a parent/guardian may withhold permission for a child to attend a particular field trip by writing a note to the child's teacher prior to the day of the field trip. In the event parental permission to participate on a particular field trip is withheld, it is the responsibility of the parent/guardian to make other appropriate childcare arrangements for the child on the day of the field trip.

Extracurricular trips. Due to liability issues and insurance policy restrictions, there are some field trips that may not qualify as "school sponsored and approved field trips". Examples are: trips organized by parent groups or class parents without participation and/or approval by the Head of School and the respective classroom teachers; trips that are purely recreational in nature; or trips that are scheduled for weekends or hours that extend beyond the normal school day. Such trips, while not prohibited, will be clearly advertised as "extracurricular" in nature. They will require parental permission forms that are different from the school's Field Trip Consent Form and are clearly marked with the names of those who are accepting responsibility (safety and liability) for the trip and method of transportation.

10. HOMEWORK. Homework is given at the discretion of the subject teacher. The classroom setting is the primary learning environment, and homework is generally intended to be an independent student activity. It should reinforce and supplement the teacher's learning objectives and provide students with opportunities to assume responsibility and establish good work habits. Students are expected to use their class time wisely; thus work that was not finished during the school day may be assigned as additional homework.

Students must take homework with them at dismissal time. They are not permitted to return to classrooms after school for forgotten assignments. Students are expected to complete their assignments carefully and neatly. Returning the completed work to class is the student's rather than the parent's responsibility. Students in grades 2 through 5 are responsible for copying assignments to their planner. Parents should review and sign the student planner each day.

Teachers will make professional judgments regarding action for late, incomplete, or missing assignments. Parents are notified if a student consistently fails to complete assignments. It is the student's responsibility to make up any work not completed due to absence of any kind.

Teachers will give specific instructions in this regard, and parents should ask their children what must be done and provide support.

Teachers, students, and parents share the responsibility for making homework a constructive experience. Parents can help by encouraging good study habits, establishing a regular schedule, providing a quiet space, and communicating and cooperating with your classroom teacher if the child is having difficulty or working longer than a reasonable amount of time. It is important to ask questions, encourage the student to do his or her best, know when to stop an exhausted or struggling child, and resist doing the work for them.

The amount of time needed for children to complete homework will vary depending upon a number of factors, including the child's age, attention span, type of assignment, prior academic experience and achievement, motivation, and parent support. As a general guideline, the maximum average daily time for short-term homework, typically assigned Monday through Thursday, is not expected to exceed the times listed below and may include assigned periods for recreational reading. Special projects may include interim progress checkpoints prior to the due date. Long-term assignments will include a timeline that does not require a student to do all or most of the assignment during a designated school vacation. Teachers try to coordinate assignments to prevent overlapping demands, but if a problem develops, students should contact the teacher as soon as possible before the due date.

Average amount of total homework per night. Times include recommendations for recreational and family reading activities as well as long-term assignments. These recommendations do not preclude a teacher from assigning to students at one time all homework that will be due within a given week or more.

- Grade 1, 10-20 minutes
- Grades 2 and 3, 20-40 minutes
- Grades 4 and 5, 40-75 minutes

11. ILLNESS. Regular attendance is important, but if your child has symptoms of an on-going illness such as a fever, upset stomach, diarrhea, severe coughing or cold, he/she should be kept home. A child should be fever free for 24 hours before returning to school. Please notify us of any communicable disease so we may inform other parents. You will be notified and asked to pick up your child if these symptoms occur during the school day.

12. INFORMATION FORM. Form due by August 15. Each year a new family emergency information form will be included in the summer mailing to each enrolled student. Parents/Guardians are requested to complete the form with updated information. **It is mandatory to have the information in our central files prior to the opening day of school.**

13. LABEL CLOTHING. Please be sure to mark all articles of clothing with name. Misplaced items, when found, will be returned to the child. Unmarked items will be kept in the main lobby of the school for a limited period of time, after which they will be donated to charity.

14. LIBRARY. Each class spends one hour a week in the Enoch Pratt Free Library. Students are not allowed to lend their Pratt library card to another student, nor may they borrow one.

All children in grades Kindergarten through Grade 5 are required to apply for a Pratt Library card before the first day of school. For information on how to do this, you may call 410-396-5402 or visit a library branch. The school will not assume responsibility for books checked out on a student's card. Payment of fines is the responsibility of the family.

In the libraries, children are to speak quietly and to observe all rules of the library.

15. MEDICAL FORMS. Due by August 15. All students must have both form DHR/896 (Immunization) and a Maryland Department of Human Resources Child Care Administration Health Inventory on file with the school. These forms must be complete and up-to-date. Children will not be permitted to attend school if these forms are not completed in compliance with Baltimore City Health requirements. These forms must be completed by a doctor; therefore, please plan appointments early in the summer. You may contact the school office if you need copies of the required blank forms.

16. MEDICATION. The following policy reflects the State laws that govern the administration of medication in schools. Designated staff have completed a mandatory course on administering medications and are supervised by a member of the Maryland Board of Nurses. The school staff may administer **prescription** and/or **over-the-counter** medication only if:

- A. A Medication and Administration Form is signed by **both** the parent/guardian and a doctor or nurse practitioner before administering the medication;
- B. The medication is brought to school in its original container by a parent, guardian, or responsible adult, but not the child;
- C. Prescription medication is labeled by the pharmacy or physician with:
 - 1) The child's name, physician's name, medication name, dosage, route, conditions for storage, prescription date and expiration date; and
 - 2) At least one dose of a new prescription or over-the-counter medicine has been given to the child at home before school, in order for the parent to monitor any adverse reactions.
- D. A separate form must be completed for each medication.
- E. A **new form** must be completed and signed by both the parent/guardian and doctor for a medication that a student is currently taking in school **if the dosage or time of delivery changes.** School staff **may not** take verbal orders from a parent to administer extra or increased doses of medication to a child.
- F. Expired and discontinued medication and/or medication not picked up by the last day of school will be destroyed.

17. OUTDOOR CLOTHING. We ask that the children wear boots on rainy/snowy days. When boots must be worn, children change into school shoes as soon as they come indoors. We do not permit the children to go outdoors unless they are suitably dressed. Temperatures fluctuate during the day, and teachers and/or after-school staff will determine when coats/jackets are required for outdoor play. **REMEMBER TO MARK NAMES ON SHOES, BOOTS, AND RAINCOATS.** For safety reasons, NO umbrellas are permitted.

18. PARENTS' ASSOCIATION MEETINGS. The Parents' Association has a vitally important role in fostering communication and mutual support between the school and home. Throughout the year, reminders of meetings and events will be sent home to parents/guardians. Individual questions or student problems should be handled directly with the appropriate teacher and/or Head of School, not through the Association.

19. REQUIRED SUMMER READING AND MATH. Assignments given to our returning students are due on the opening day of school and should be given to the reading and math teachers.

20. SNACK BREAK. Preschool children are provided with a mid-morning and afternoon snack. Children in Kindergarten-Grade 5 may bring a snack to be eaten at recess time and after school.

21. CLOSINGS/INCLEMENT WEATHER.

Announcements are made on WJZ (Channel 13) television and via text message. If school closes early, parents will also be sent an email.

The time that school will open or close will be communicated.

There is NO BEFORE SCHOOL CARE when there is a delayed opening. If the school opens at 10 a.m., for instance, the building will open at 10 and students will go directly to their classrooms.

The safety of our children and staff is a priority, and we know that conditions vary around the City. We respect parent/guardian discretion in making individual decisions based on good judgment and prevailing weather conditions.

22. SUPPLIES. The summer mailing to all school families includes the list of specific supplies that are needed for each grade level. Students should bring their materials in on opening day.

23. TRANSCRIPTS AND TEACHER RECOMMENDATIONS. All requests for copies of student records or recommendations from teachers shall be directed to the school's Administrative Assistant. Requests should be in written form if records are being sent to another institution. Please call the office if you need more specific information. Please also review other policies in this handbook regarding **TUITION BILL/ PAST DUE BILLS**, and **PRIVACY POLICY**.

24. UNIFORMS. All children are expected to be in FULL uniform at all times including school trips and special occasions. If a student appears out of uniform, parents will be called to bring missing items to school. Only The Wilkes School uniform items will be permitted.

Lands' End is the vendor for The Wilkes School Uniforms.

To order online:

Step 1: Go online to landsend.com/school

Step 2: Click on "Find your school's dress code" to look up the school and enter the school's online store.

Maryland, Baltimore
The Wilkes School
Preferred School Number: 900143363

Girls:

Regulation jumper

Regulation navy mesh shorts (worn under jumper and for phys. ed.)

Regulation navy plain front chino pants

Regulation plain front navy Bermuda shorts (optional for warm weather)

Short-sleeve mesh or interlock white polo shirt (plain or Wilkes insignia only)

Long-sleeve mesh or interlock white polo shirt (plain or Wilkes insignia only)

Long-sleeve white turtleneck shirt (plain or Wilkes insignia only)

Regulation navy blue sweater, sweatshirt, or vest (Wilkes School insignia required)

- Fine gauge cardigan (Wilkes School insignia required)
- Drifter cardigan (Wilkes School insignia required)
- Crewneck sweatshirt (Wilkes School insignia required)
- Insulated vest (Wilkes School insignia required)
- Down vest (Wilkes School insignia required)

Socks: short white socks, navy blue knee-highs, or navy tights

Boys:

Regulation navy plain front chino pants

Regulation navy plain front chino shorts

Short-sleeve mesh or interlock white polo shirt (plain or Wilkes insignia only)

Long-sleeve mesh or interlock white polo shirt (plain or Wilkes insignia only)

Long-sleeve white turtleneck shirt (plain or Wilkes insignia only)

Regulation navy blue sweater, sweatshirt, or vest (Wilkes School insignia required)

- Drifter cardigan (Wilkes School insignia required)
- Crewneck sweatshirt (Wilkes School insignia required)
- Insulated vest (Wilkes School insignia required)
- Down vest (Wilkes School insignia required)

Socks: Plain navy or white short socks

Shoes for boys and girls: Low top tennis shoes.

Physical Education Uniform (Kindergarten – Grade 5)

This uniform may be worn to school on Thursdays

Navy mesh shorts (Plain or Wilkes insignia only)

Navy sweatpants (Plain or Wilkes insignia only)
White t-shirt (Plain or Wilkes insignia) or other Wilkes t-shirt
Low top tennis shoes

Seasonal Guidelines

Fall and Spring

Regulation navy blue shorts and regulation short sleeved polo shirts may be worn during warm weather.

Winter

Regulation navy pants (boys)

Regulation navy pants or regulation jumper with navy tights or knee-highs (girls)

Regulation sweaters, vests, or sweatshirts (no substitutions) (boys and girls)

Regulation long sleeved polo shirts or turtlenecks (boys and girls)

No leggings or sweatpants (except Thursday) may be worn indoors.

Hats are not allowed to be worn indoors.

25. VISITORS. All visitors (including family) going beyond the lobby must sign in. Parents are invited to visit the school and their child's classroom. Extended visits to the classroom should be scheduled in advance in order to avoid times when students are on trips or taking tests. Such visits can be arranged by email or by calling the school office.

Conferences. Parents who wish to speak with a teacher or staff member should make such requests through the office or through email. A conference can be arranged if the teacher or staff person is not immediately available. This avoids disruption of classroom routine and ensures that adequate time is available for the conference.

Messages and materials for students. If a parent comes to school with a message or a forgotten item for a child, it is to be left with the receptionist for delivery to the classroom in order to avoid interruptions of instruction in the classrooms.

26. WEDNESDAY NOTICES. Wednesday is the regular day for notices and other important written material to be sent home with the children. Information is placed in a large white envelope for each student, labeled with that child's name. The contents of the envelope should be read by the parent/guardian, and the envelope returned empty to school the next day. The envelope is for school communication only. Please do not put tuition payments or any other correspondence in these envelopes. One envelope is issued to each student for the academic year.

27. Individual notes from teachers should be signed and returned. For students in grades 2-5, parents/guardians should review and sign the student planner nightly.

STUDENT RESPONSIBILITIES

At each grade, students are expected to cooperate with staff members and other students at a standard level which is appropriate for the grade. It is the responsibility of the staff and parents to help students understand the importance of rules, especially in a community setting.

The following rules are common to all students at all times of the day:

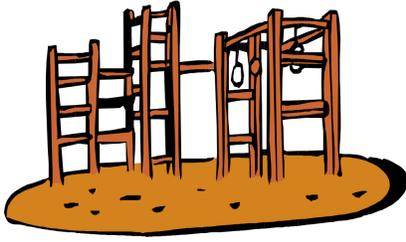
1. Students must dress according to the dress code.
2. Students must walk quietly through the halls and stairways.
3. Students must use safe and appropriate behavior on the playground, following the playground rules that are discussed early in the year.
4. Students must ask and receive permission to use the personal property of others.
5. Students must not destroy or deface the property of others or the school.
6. Students must exercise good manners and use proper language at all times, including assemblies, lunch, playground, chapel, and on field trips.
7. Students must refrain from any action that has the potential for hurting others, both verbally and physically.
8. Students must not bring anything from home that is distracting in the classroom. This includes items such as candy/gum, toys, sports equipment, and personal valuables unless approved by the teacher. For safety reasons, lollipops are never permitted.
9. Students may not at any time bring play or real weapons to school.
10. When walking with the class, in or outside of the school buildings, students must follow the safety instructions of the staff.
11. Students must follow class and school rules on school outings and field trips.

The above rules will be translated and explained at each grade level by the staff. Parents are requested to go over these rules with their student(s).

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

The school expects students to follow the previously stated rules and others that may be explained and/or posted. Teachers and other staff members will work with students to develop in them an increasing sense of cooperation. When students repeatedly fail to meet behavioral expectations, physically harm or threaten the safety of others, or continually disrupt class despite faculty efforts to alleviate the behavior, the student will be referred to the administration. Such students will be counseled, and may have privileges restricted, be placed on probation, be suspended, or be expelled from the school. Obviously, parents will be involved when appropriate, especially in matters of gross misconduct. *(See Playground Rules for further explanation of cause for suspension.)*

PLAYGROUND RULES



SAFETY FIRST

Think of others. Remember the following:

1. Sit down while going down the slide.
2. Go down the slide one at a time; do not climb up the slide.
3. Do not push, shove, or grab.
4. One at a time on the gym bars. Direction of movement on the bars: start at the end closest to the building. One person at a time on the bars.
5. Walk in the wood chip area. Do not run or chase each other while on the wood chips.
6. Hands off the chips! They are to protect you, and are not for rolling in or throwing. (See page 16)
7. You must be seated if eating or drinking outside.
8. Stay off the brick walls.
9. Use the steps by the railing to retrieve balls.
10. Do not kick balls. Church and school walls are NOT to be used for ball play.
11. Ropes are for use as jump ropes only.
12. Do not crawl on the top of the tunnel in the play equipment area.
13. No tag playing.

COURTESY RULES

1. We have neighbors; do not scream.
2. Share the equipment - balls, ropes, gym bars, etc.
3. Be kind, thoughtful and respectful.
4. Throw wrappers from snacks and containers in the trash can.
5. Return equipment to storage bin.

MISCELLANEOUS

1. If you must re-enter the building to use the bathroom, ask permission. Tell the same teacher when you return.
2. Bushes, steps, areas near the fences and walls are out of bounds.
3. Trees are for shade and decoration, not climbing, digging or pulling.
4. Teachers settle squabbles during games.
5. You may change clothes before dismissal **ONLY** if you have a note regarding an after-school activity.

RAINY DAYS

1. Sit quietly at tables talking, reading or playing games.
2. Walk, do not run, around the room.
3. The stage and steps in the cafeteria are out of bounds.

Safety First



Please review this rule carefully with your child.

HANDLING OF WOOD CHIPS.

Wood chips have been used as a protective cover on the playground since it was refurbished in 1991. Since that time, a playground rule has been in effect which prohibits picking up and throwing wood chips. Playground rules are introduced and reinforced throughout the year. After a very serious injury occurred, students were, once again, spoken to about the dangers of handling the chips. This has been reviewed regularly in each classroom. **Picking up wood chips can result in a suspension from school. Children know that, due to the potential danger, there is no warning or second chance if they violate the rule.**