

The Bedford School Parent Handbook

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PURPOSE

The Bedford School is a non-profit organization dedicated to the remediation of learning differences for children in grades 1-9. A learning disability is generally defined as a cognitive dysfunction, frequently heredity in nature, characterized by the inability to deal with written symbols, despite conventional instruction, adequate intelligence and socio-cultural opportunity. Some of the characteristics include short attention span, distractibility, variability in performance, reading, spelling, writing or math disabilities, poor organizational skills, and slowness in finishing work. Some specific diagnoses include the following among others: dyslexia, dysgraphia, dyscalculia, central auditory processing disorder (CAPD), nonverbal learning disabilities.

The Bedford School is based on the idea that every human being should have the opportunity to become the very best person possible. For the child with learning differences, this is difficult without proper intervention. He/she often becomes frustrated and gives up, resulting in feelings of inferiority and sometimes producing a weak self-image. At The Bedford School, students receive the proper academic remediation as well as participate in activities that help improve social skills and self-esteem. Once a child is prepared to transition to another educational environment, recommendations and assistance are provided to parents and the school as to the strengths, weaknesses, and needs of each student.

The goal of the school is to help each child maximize his/her potential. In addition, parents receive help in coping with the LD child in the family. These goals are accomplished through a teamwork approach, structured materials, and a dedicated staff.

PHILOSOPHY OF EDUCATION

We believe that students with learning disabilities can be diagnosed through proper testing. We believe that our role as educators is to provide a structured, positive environment that will foster emotional, physical and intellectual growth. We seek to emphasize the dignity, worth, and responsibility of each individual, both for himself and others. We believe that our students can learn the fundamental skills necessary for coping successfully in our complex world.

One of our primary educational goals is to teach students to be organized in their approach to schoolwork. A consistent and structured environment encourages quality work from Bedford students. Once students are part of a structured environment, they are expected to fulfill responsibilities that gradually increase as self-concept, remediation, and age increases. We feel that it is necessary to employ the following fundamental procedures:

1. Maintain Attention
2. Provide Structure
3. Implement Multisensory Learning
4. Utilize Repetition

MISSION STATEMENT

The mission of The Bedford School is to maximize the potential of students with learning differences and develop foundations for success.

SCHOOL RESPONSIBILITIES

1. To provide quality, trained teachers and staff
2. To maintain a student-staff ratio not to exceed 12:1
3. To use proven methods and teaching materials which are geared toward remediating the LD student
4. To keep the parent regularly informed of student progress through RenWeb, reports, and conferences
5. To maintain a structured environment, suitable for learning
6. To provide a safe, positive school climate

PARENT RESPONSIBILITIES

1. To get the child to school on time and in compliance with the dress code
2. To read the Monday Notes and Progress Reports, and to check RenWeb/FACTS (the school internet student information and gradebook system) on a regular basis to be informed
3. To be knowledgeable of school rules and supportive of the school policies
4. To work and cooperate with the Administration and Faculty
5. To be financially responsible for the prompt payment of tuition and fees
6. To be punctual at arrival and dismissal times
7. To attend scheduled conferences
8. To attend school meetings
9. To assist with volunteer support whenever possible

POLICIES

ATTENDANCE

The students who benefit the greatest from the educational experience offered by The Bedford School are those who attend regularly; therefore, the school discourages absences except in cases of emergencies or illness. The Bedford School strongly discourages parents from scheduling or permitting students to attend trips which interfere with scheduled school days. Please check the school schedule and calendar carefully to avoid such problems (*See Appendices A & B on page 9 & 10*).

TARDINESS: Homeroom begins at 8:00 A.M. All students are expected to be at school by 8:00 A.M. Your child may arrive as early as 7:30 A.M and will be monitored at the school. Tardiness on the part of the student not only causes loss of school time for that person, but his/her late arrival also disrupts the entire class that he/she enters. Students who are more than 20 minutes tardy for the current class may need to wait in the office until the class change to avoid disruption to the class. Parents should come into the office to sign-in students who arrive after 8:10 am and should provide a doctor's note for appointments. **Students will receive a detention for every 5 tardies per Semester.**

ABSENTEEISM: A parent or guardian should notify the school office by 9:00 A.M. on the day of the student's absence, unless prearranged. Upon the student's return, the parent or guardian must send a written note or doctor's note for the student to present to the office. Students must attend at least 4 class periods to be counted as present for the day. Students may not have more than 10 absences per class per semester. **Students must serve a Saturday School for each additional absence after 10 absences per semester.** Excessive absences will be subject to administrative evaluation and may result in loss of credit or required summer school.

DRESS CODE

UNIFORM: Students are to dress according to the school uniform from the time they arrive until the time they leave (*See Appendix C, page 11.*) All uniforms must be clean, fit appropriately, and be in good repair at all times. Only shirts with the school embroidered logos are acceptable. Black or white socks or tights/leggings with socks are to be worn at all times. Sandals or open-toed shoes are not to be worn. Hats or caps may not be worn in class. Shirts must be tucked in. All clothing must be worn with a belt (Loops may not be cut off). Boys may not have visible piercings, and girls may have only 2 or fewer ear piercings. Boys may not wear makeup; girls may wear appropriate makeup.

HAIR POLICY: Hair must be kept neat and well groomed. Radical styles including mohawks, tails, spikes, unusual shapes, steps, cuts, lines, directions, unusual colors, or partial shaves, will not be permitted for boys or girls. Boys' hair must be cut above the eyebrows, at the top of the ears, and above the collar, and may not stand more than one (1) inch above the head. Corn rows and braids are not allowed for male students. Sideburns may be worn to the ear lobe. Beards and mustaches are not permitted. Girls' hair must be neat, well groomed and off the face. The administration reserves the right to rule on the appropriateness of the uniform and hair style.

DRESS CODE VIOLATIONS: The consequences for dress code violations within every 9-week period are as follows:

- 1st offense – Discuss with homeroom teacher and go over the dress code in the handbook
- 2nd offense – Notify parents
- 3rd offense – Lunch Detention
- 4th offense – 2nd Lunch Detention
- 5th offense – Saturday School

CONDUCT

It is our belief that an important component of school is the development of self-discipline and organizational skills. The discipline system of The Bedford School (*See Appendix D, page 12*) is designed to provide a learning environment free from disruptive or distracting behaviors which would keep students from learning. Each student should have the best education we can give him or her through a positive educational environment.

The *Discipline Committee*, which is comprised of administrators and/or faculty members, will meet about persistent discipline concerns or any matters that are not covered under the classroom discipline system. Students will be referred to the committee for any major behavioral infractions such as fighting, harassment, cheating, stealing, damage of school property, forbidden articles, etc that take place during school hours, during afterschool activities and/or field trips or that relate to Bedford students, faculty and staff. Even though some of these actions may take place off campus and outside of school, the impact is still felt on campus. The Discipline Committee may determine suspension, expulsion or refusal for re-enrollment for a student.

CLASSROOM: Cooperation with the school staff is expected and required. Students are expected to show respect to other students and to teachers. Teachers will assign levels using the discipline system. Teachers and/or administrators will meet with students individually and/or in groups when necessary. If misbehavior persists, a conference with parents, child and teachers/administrators will be scheduled.

DAMAGE OF SCHOOL PROPERTY: Students are required to report any loss of, accident or damage to school property. This includes school-owned books and other educational material. Writing, scratching or any disfigurement of desks, tables, or walls is strictly forbidden. An amount covering repair or replacement will be charged when a student is determined to be guilty of careless or improper conduct.

FORBIDDEN ARTICLES: Forbidden articles include: tobacco, knives, guns, toy guns (including paintball guns, airsoft guns or cap guns) or any type of weapon. Students may not bring scissors, blades of any kind, or any type of fireworks or stink bombs. Any articles found will be confiscated and parents and/or appropriate authorities will be contacted. Any students who possess such articles will receive disciplinary action, suspension, or expulsion from school.

*Students are not allowed to bring gum, candy, handheld electronic games, or toys to school. Students may not bring “fidget spinners” to school.

CELL PHONES:

LOWER SCHOOL: Lower School students may not bring any cell phones OR may not bring any devices that are capable of internet access (i.e. 3G or Wi-Fi) on school grounds. The first time one of these devices is taken up, it will be returned to the parent or guardian and 2 detentions will be assigned to the student. Additional offenses will be referred to the Discipline Committee. Students may not use any other type of music players or electronic devices during school or after-school activities.

MIDDLE SCHOOL: Middle School students may bring cell phones (or other devices), but these **MUST be turned off** and left in the student’s backpack which will remain in the student’s homeroom. If a phone rings, vibrates or is seen to be on during the day, the student will receive detention. Phones may not be used during the school day or after-school activities without permission from the teacher in charge (only to call home). Failure to follow these policies will result in detentions or other discipline. If a student uses the device without permission, the device will be taken up and returned to the child’s parent/guardian.

DRUG POLICY: The Bedford School policy states that the possession of drugs or drug-related paraphernalia, the selling of or making arrangements to sell or purchase, the condition of being under the influence of, and the use by students of alcohol and controlled substances is against the law. Bedford cannot and will not tolerate a student's violation of this law on campus, at school functions or trips.

HARASSMENT: The Bedford School is committed to providing an environment free of discrimination or harassment. Actions, words, jokes, or comments of a demeaning or insulting nature that are based on an individual's sex, race, ethnic origin, religion, personal appearance or abilities will not be tolerated. This encompasses emails, texts and/or websites that mention Bedford, Bedford students or Bedford staff by name or implication in any inappropriate or derogatory way.

Sexual harassment includes unwanted questions about one's personal life, lewd comments, jokes with sexual connotations, unwanted touching, or suggestive or obscene notes, gestures, or letters. Such activity is strictly prohibited. Any student who engages in any form of harassment will be subject to the strongest disciplinary action including suspension or expulsion.

BULLYING/THREATNING STATEMENTS OR ACTS: Bedford considers the safety and well being of the school community to be of the utmost importance. We expect each student to respect his or her classmates and teachers. Actions or statements of a threatening nature to anyone in the school community will not be tolerated. This may also include any remarks made by through electronic means (phone, texts, emails, instant messaging, social media) whether at school or off campus. Students who engage in this type of behavior (even if they themselves perceive it as "joking") will be subject to disciplinary action, including suspension or expulsion.

HONOR SYSTEM: Because honor plays an important part in Bedford's commitment to developing character as well as intellect, Bedford expects honesty in both words and actions from all students. The honor system is fundamental to developing the entire student. Failure to adhere to the honor system will result in disciplinary action including up to suspension and expulsion as determined by the administration.

Cheating: Any possession of or use of unauthorized material in a testing situation is cheating. In addition, the verbal or written sharing of answers about any assignment (homework, quizzes, tests, exams, etc.) is cheating. Those who knowingly give and those who receive are found equally guilty.

Lying: Lying is defined not only as the conscious statement of falsehood (verbal or written), but also as the purposeful withholding of information or deception of any kind.

Plagiarism: Plagiarism is the use of ideas or words belonging to another person without permission from or acknowledgement of that person's contribution. Plagiarism is considered stealing and cheating.

Stealing: To take another person's property without permission, knowledge, or without the intention of returning it. This includes student or teacher possessions or school supplies.

PROCEDURES

CAFETERIA: Students may bring their own lunches or pre-order school lunches. All lunches will be billed on a monthly basis. No refrigerating for lunches is available. Limited microwaves are available for heating lunches. Students who forget to bring a lunch will be offered an emergency lunch which will be billed to the school account. Please label all lunch boxes and bags. Good manners and courtesy are expected in the lunchroom. **Please avoid sending in items with peanut products.** If you do send in items that contains peanut products, you might notify your child's homeroom teacher or the office so that we can make appropriate accommodations.

COMMUNICATION: Parents can arrange conferences with teachers through the Head of School or Principal or communicate with teachers by phone or e-mail. Teachers will be able to return e-mails and phone calls during their planning periods or after school. Parents should not drop by teachers' classrooms before or after school unannounced. These times are reserved for teachers to work with students or prepare lessons. **Parents should closely monitor any correspondence from students to teachers.** At all times, students and parents are expected to be courteous, appropriate and respectful in all communication with the school, whether verbal or written. **Faculty members shall not engage in social networking websites with currently enrolled students or their parents.**

CHALLENGED MATERIALS: Parents who question any instructional materials should contact their child's teacher who may then refer the matter to an administrator for further action.

HOMEWORK: Homework assignments are such that most students should be able to do their work independently; however, some students may still need assistance reading the material. Parental responsibility consists of providing the time, place and atmosphere in which this work can be done. Students are held responsible for all assignments. All late assignments will be reduced 10 points for each day late; assignments more than 3 days late will be recorded as a zero.

POLICY ON MAKE-UP WORK & RETAKES: If a child is absent 1 or 2 days, make-up work will be given when they return. On the 3rd day of absence, school work will be sent home at the parents' request. Tests should be made up during tutorial within a week of the absence.

Students will be allowed to retake quizzes and tests if they score below a 70%. Students will redo all assignments at home. Students should find a time to ask the teacher for any necessary assignments which should be turned in on the next Monday so that they do not interfere with current assignments. The final grade will be calculated as two-thirds of the original grade and one-third of the redo grade. Redos will be placed in the front pocket of the student's subject notebook.

REPORTING PERIODS: The school year is divided into 2 semesters. Term 1 and Term 2 comprise the first semester. Term 3 and Term 4 comprise the second semester. Parents can view students grades on RenWeb/FACTS. Report folders are sent home at regular intervals. These folders contain work samples and a list of assignments from each teacher. Parents may keep the contents of the folder, sign the enclosed card and return the folder promptly to the child's homeroom teacher. Report Cards will be emailed home at mid-semester and semester intervals. Progress Reports are usually sent home every 3 weeks.

HONOR ROLL: Students achieving the designated grade point average are placed on the Honor Roll at the end of each term. For the student to receive the yearly Bear award/certificate, he or she must have the necessary cumulative GPA at the end of the school year. In the Middle School, Bear awards are presented to students who earn a cumulative GPA of 3.6 for Gold Bear, 3.3 for Silver and 3.0 for Bronze on a 4.00 scale. In the Lower School, Bear awards are presented to students in levels E4 & E5 who earn a cumulative GPA of 3.6 for Gold Bear and 3.3 for Silver Bear.

ACHIEVEMENT TESTS: The Stanford Achievement Test is administered every spring. These scores help monitor each student's progress. Additional testing in reading and math will also be administered throughout the school year, which may include the MAP Growth tests, MAP Skills tests or other tests.

FINANCIAL RESPONSIBILITY: Charges for tuition and/or incidentals are billed on a monthly basis. Parents must set up a FACTS account and set their initial due date. A \$30 late fee is assessed for late payments. FACTS charges a \$30 fee for any returned payments. There is a \$12 fee for any returned checks. A student whose account is 30 days overdue may not be allowed to attend class, order lunches and/or attend After-School Care. Students should have a zero balance on their accounts in order to receive records or be allowed to re-enroll.

RE-ENROLLMENT: Students who have maintained appropriate conduct, who have continued to make appropriate academic progress, and who are in good financial standing will be offered re-enrollment on a yearly basis.

SCHOOL DISMISSAL: School will be dismissed regularly at 2:45pm (Lower School) and 3:00 P.M. (Middle School). Children will be monitored until 3:15 P.M. At that time, all remaining students are required to go to Lower School After-School Care or Middle School Homework Lab at the parents' expense (*See Appendix F on page 14*).

CARPPOOLING: The Bedford School assumes no responsibility for providing transportation. Parents are encouraged to arrange carpools on their own. Parents must give written or verbal permission for their child to ride with anyone other than a parent/guardian. Policies of Transportation Network Companies (such as *UBER* and *lyft*), prohibit unaccompanied individuals under the age of 18 from using their services. We will adhere to their policies.

This handbook is not intended to be a complete and detailed account of all school policies. It is provided as a general guide to parents of children in The Bedford School. The administration reserves the right to formulate or change rules as deemed necessary.

BELL SCHEDULE

Warning Bell	7:55
Homeroom	8:00 - 8:10
1st Period	8:10 - 8:55
2nd Period	8:55 - 9:40
Mid-Morning HR	9:40 - 9:50
3rd Period	9:50 -10:35
4th Period	10:35 - 11:20
5A Period	11:20 - 12:05 (LS Lunch) (LS Power Read 11:50 -12:05)
5B Period	12:05 - 12:50 (MS Lunch) (MS Power Read 12:35 -12:50)
6th Period	12:50 -1:35
7th Period	1:35 - 2:20 (2:18 Bell for HW check)
Afternoon HR	2:20 – 2:30
Tutorial	2:30 – 2:45 LS 2:30 – 3:00 MS

Appendix A**NOON DISMISSAL BELL SCHEDULE**

Warning Bell	7:55
Homeroom	8:00 - 8:10
1st Period	8:10 - 8:35
2nd Period	8:35 - 9:00
Mid-Morning HR	9:00 - 9:10
3rd Period	9:10 - 9:35
4th Period	9:35 - 10:00
5 th Period	10:00 – 10:30
6th Period	10:30 - 11:00
7th Period	11:00 - 11:30
Afternoon HR	11:30 - 11:40 (LS Dismissal Bell)
MS PowerRead	11:40 – 12:00 (MS Dismissal Bell)

Appendix B

THE BEDFORD SCHOOL | 2018-2019 CALENDAR

<p>4 Independence Day 30 New Staff Orientation</p>	JULY 2018	<p>4 Teacher Work Day 7 Start of Term 3 18 Noon dismissal for students / staff development 21 ML King Day</p>																																								
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<p>31-6 Staff Pre-Planning 6 New Student Orientation 1:00pm 7 First Day of School 31 Noon dismissal for students / staff development</p>	AUGUST 2018	<p>15 Conference Day 18-22 Winter Break 21,22 Inclement Weather Make-up Days (if needed)</p>																																								
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<p>3 Labor Day 28 Noon dismissal for students / staff development</p>	SEPTEMBER 2018	<p>15 Teacher Work Day End of Term 3 18 Start of Term 4</p>																																															
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<p>5 End of Term 1 8,9 Fall Break 10 Start of Term 2 26 Noon dismissal for students / staff development</p>	OCTOBER 2018	<p>1-5 Spring Break 26 Noon dismissal for students / staff development</p>																																								
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<p>19-23 Thanksgiving Break</p>	NOVEMBER 2018	<p>22-24 Spring Semester Exams 24 Last Day of School 27 Memorial Day 28-30 Staff Post-Planning</p>																																								
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<p>17-19 Fall Semester Exams 19 End of Fall Semester dismissal at noon 20-4 Christmas Break</p>	DECEMBER 2018	<p>KEY</p> <ul style="list-style-type: none"> Term Beginning/End Noon dismissal for students Staff Work Days Holidays 																																															
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Appendix C**UNIFORM INFORMATION**

Uniform items may only be purchased from J & R Clothing Uniform Store or Lands' End Uniform Catalog.

J & R CLOTHING UNIFORM STORE

1307 Georgia Highway 85, Fayetteville, Ga 30214 Phone: 770-461-3440

LANDS' END UNIFORM CATALOG

Phone: 1-800-469-2222, Fax: 1-800-332-0103 - use catalog order form, Internet: www.landsend.com/uniforms,
or Mail: Lands' End for School, 2 Lands' End Lane, Dodgeville, WI 53595-0001

Bedford's preferred number is 9000-5577-3. The logo number is 0046399K. The logo application price is \$5.50 (see above for specific shirt & logo colors). Use the size chart in the center of catalog to help you order the proper size. They will also hem items. If you need help with sizing, call 1-800-469-2222 & ask for a specialty shopper.

PANTS & SHORTS*: **BOYS** Wrinkle Free & Iron Knees Plain Front Chino pants in khaki, pg. 42, Item A #191130 & Stain-resistant Iron Knee Plain Front Chino pants in khaki, pg. 45, Item A #243850 Lands' End or J & R Clothing Wrinkle Free Plain Front Chino shorts in khaki, pg. 42, Item E #435618 & Stain-resistant Plain Front Chino shorts in khaki, pg. 45, Item C #231161 at Lands' End or J & R Clothing
GIRLS Wrinkle Free Iron Knees Straight Leg Plain Front Chino pants in khaki, pg. 29, Item B #403664 at Lands' End or J & R Clothing Wrinkle Free Plain Front Chino shorts in khaki, pg. 29, Item C #403774 at Lands' End or J & R Clothing

***Shorts may ONLY be worn before Thanksgiving Break and after Winter Break. Girls who wear skorts or the mesh polo dress must wear tights or leggings with socks from Thanksgiving Break to Winter Break.**

SKORTS*: Lands' End - Above the Knee Blend Chino Skort in khaki, pg. 21, Item C #320134 & Top of the Knee Blend Chino Skort in khaki, pg. 21, Item H #320086. J & R Clothing - 580 Chino full-wrap skort.

GIRLS' MESH POLO DRESS* (Lower School girls only): Knit Mesh Polo Dress (with pleats) Short Sleeve, pg. 13, item A #393667 (Black w/ Red lettering & Red w/ Black lettering) & Long Sleeve, pg. 13, item B #393674 (Red w/ Black lettering). Items **ONLY** available at Lands' End.

SHIRTS: "**MESH**" Polo in short sleeves or long sleeves, pg. 7, Items A #51465 & B #51422 (Red w/ black lettering, White w/ black lettering, & Black w/ red lettering) at Lands' End or J & R Clothing.

SWEATERS: Lands' End – **Boys** Drifter Zip-Front Cardigan, pg. 37, Item G #223021 & Performance Drifter Zip-Front Cardigan, pg. 37, Item K #458503 (ONLY in Black w/ Red lettering). **Girls** Performance Zip-Front Cardigan, pg. 36 Item B #458427 (ONLY in Black w/ Red lettering) J & R Clothing – Sweater Vest and V-neck Cardigan (ONLY in Black w/ Red lettering)

JACKET: Full Zip Active Track Jacket, pg. 74, Item A #486476 girls & Item B #486430 boys, (Black w/ Red lettering) at Lands' End ONLY.

BELT: Students must wear a belt as part of the uniform. Belt loops may NOT be cut off.

SHOES/SOCKS: There is no specific uniform shoe. No sandals, beach shoes or open-toed shoes are acceptable. Shoes must be clean and in good repair. **Black or white socks or tights or leggings with socks are required.**

UNDERSHIRTS: Students can wear only white undershirts beneath their uniform shirts, and shirts cannot extend beyond the sleeves (i.e. no long-sleeved t-shirts under a short sleeved uniform shirt).

SPIRIT WEAR FRIDAYS: Every Friday, students may wear long blue or black denim jeans (or capris for girls). All pants should fit properly with no holes or frayed edges. No denim shorts are allowed. Students will either wear the uniform shirt or Bedford spirit wear. Shirts should be tucked in with a belt. House shirts may only be worn on designated House days. Shirts should be tucked in with a belt.

Appendix D**STUDENT DISCIPLINE SYSTEM****Rules:**

All students follow the same set of rules in all classes.

- 1) Follow directions the first time they are given.
- 2) Be prepared and on-time for class with the proper materials.
- 3) Raise your hand and wait for permission to speak or get out of your seat.
- 4) Keep your hands, feet and all other objects to yourself.
- 5) Show respect to staff and other students; use only school-appropriate language and gestures.

Consequences:

When a student breaks any one of the rules in class, he or she receives the following levels of consequences in order below. For example, if a student talks out, he earns level 1. If he then makes an inappropriate comment, he earns level 2. The discipline levels start over each class period.

P1 & P2

level 1 - reminder

level 2 - reminder

level 3 - lunch detention

level 4 - reminder and notification to parents

level 5 - 2nd lunch detention

P3 – M9

level 1 - reminder

level 2 - lunch detention

level 3 - reminder and notification to parents

level 4 - 2nd lunch detention

Any student causing a severe disruption will be removed from class and the administration will meet to determine the consequences to be assigned. These may include detentions, Saturday School, suspension or expulsion.

Accumulated Detentions:

Students' lunch detentions will be tracked through the administration and can be viewed at any time by parents over the internet in RenWeb. Parents will receive copies of all detentions with report cards. When students accumulate the following numbers of detentions, the following consequences will be enforced. The number of students' accumulated detentions will start over 2nd semester.

15 detentions - Saturday School

25 detentions - 2nd Saturday School

35 detentions - 2 days of at-home suspension

Discipline Committee will meet to determine future suspension or expulsion

45 detentions - 3 days of at-home suspension

Discipline Committee will meet to determine future suspension or expulsion

Saturday School:

The purpose of Saturday School is to provide timely discipline and to eliminate the need for in-school suspension which disrupts the student's learning.

-Students who earn Saturday School are expected to attend the next available session. The administration will notify the parents when a student is assigned Saturday School.

-If a student does not attend his/her assigned Saturday School, he/she may serve a day of at-home suspension the following Monday.

-Saturday School will be held from 8:00 a.m. until 11:00 a.m. Students MUST be on time, in uniform, and present for the entire session.

-Students must pay **\$20** to help cover the cost of the teachers who monitors the session. (We encourage parents to make the student responsible for this cost.)

DROP-OFF / PICK-UP

Morning Drop-Off

Lower School and Middle School students should be dropped off in front of the pavilion each morning. Parents who arrive before 7:30 am should form one lane, and students should remain in the car until a safety patrol is outside and the doors are unlocked at 7:30 am.

Only faculty and staff may enter the building before 7:30 am. **If parents need to come into the building, they should park in the parking lot. Please do not park in front of the pavillion.**

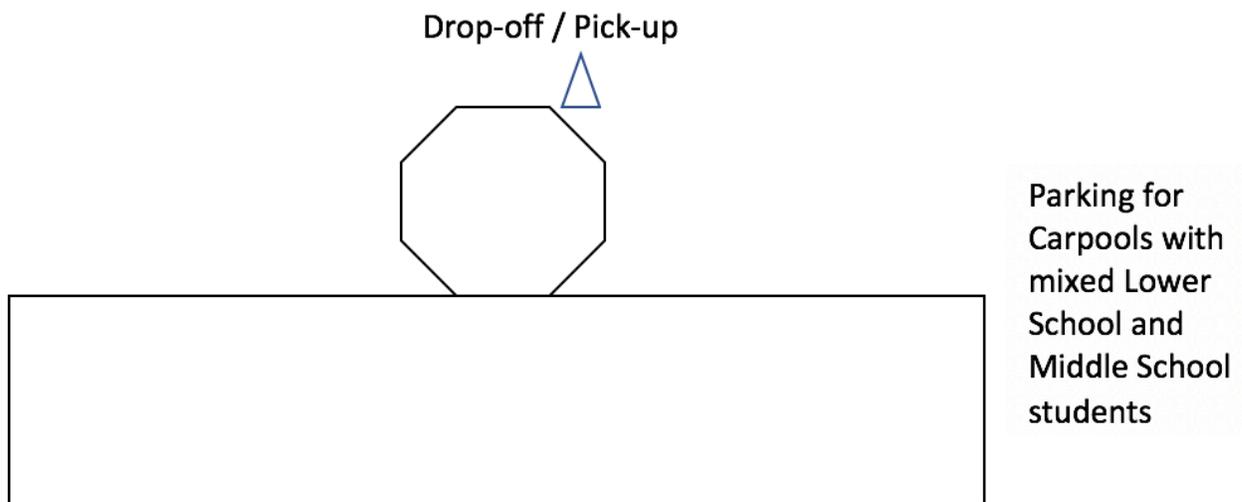
All students who arrive after 8:10 am should enter with their parent at the front door and be signed-in at the office.

Afternoon Pick-Up

For afternoon pick-up, Lower School students will be dismissed at 2:45pm. Middle School students will be dismissed at 3:00pm.

All cars should form 2 lines in front of the school. Students will be loaded into cars by faculty or safety patrol members at the white line in front of the pavilion. If a parent picks up a carpool consisting of both Lower & Middle School students, they should pick up the Lower School students and then pull down and park in the area designated for carpools. When Middle Schools students are dismissed, they will walk down to the carpool area.

Drop-off/Pick-up Diagram



AFTER-SCHOOL CARE / HOMEWORK LAB

The Homework time is not a tutorial setting. The Afterschool Care staff provides a structured setting with support help. This includes helping with organizational skills, explaining directions or assignments, helping students stay on-task, and encouraging students. While the staff will usually check completed assignments, the staff cannot assume responsibility for total completion and accuracy of homework. We support students in developing responsibility and accountability for homework.

After-School Care: Grades 1-6

- Times: 3:15 pm until 6:00 pm
- Costs: \$2.00 - 3:15 until 3:30
\$13.50 - 3:15 until 6:00
an additional \$1.00 per minute after 6:00
- Students who are not picked up by 3:15 will go into After-School Care. Students may stay in After-School Care on a drop-in basis.
- All students should be signed out at the front office.

Homework Study Lab: Grades 7-9

- Times: 3:15 pm until 4:30 pm
- Costs: \$2.00 - 3:15 until 3:30
\$12.00 - 3:15 until 4:30
Students not picked up at 4:30 will be sent to the Lower School After-School Care at an additional fee of \$10.00.
- Students in grades 7-9 who are not picked up by 3:15 will go into Homework Lab. Students may stay in Homework Study Lab on a drop-in basis. On Fridays, students will participate in planned activities instead of homework.
- All students should be signed out at the front office.

SUGGESTIONS FOR SNACKS FOR MID-MORNING HOMEROOM

Students may bring a snack daily for their break at mid-morning homeroom (9:40-9:50 am).

The following is a list of items that are appropriate for snack time.

Bagels
Breakfast muffins
Cereal bar
Cheese
Chips
Crackers (plain, with cheese or peanut butter)
Dry cereal without sugar frosting
Fresh fruit (apple halves, banana, grapes, orange slices,
strawberries, etc.)
Graham crackers
Granola
Popcorn
Pretzels
Raw vegetables (carrot sticks, celery sticks, etc.)

- Students may not have any of the following for snack time: cake, candy, cookies, or drinks.
- Students are responsible for bringing their own snacks. Students should not share snacks.
- If you have any questions about anything on the list, please feel free to call the school office.

***** PEANUT ALLERGIES *****

- We ask that you send no snacks that contain peanuts to avoid problems with our students who have peanut allergies.
- If you do send in a snack that contains peanut products, please notify your child's homeroom teacher or the office so that we can make appropriate accommodations.