



# Merryhill School®



## **Parent/Student Handbook**

**2025-2026**

## Table of Contents

About this Handbook .....	3
<b>Welcome.....</b>	<b>4</b>
Mission & Goals.....	4
Non-Discrimination Statement.....	4
<b>School Communications .....</b>	<b>5</b>
Communication Resources .....	5
Publication Rights to Images and Recording .....	5
<b>Parent Involvement &amp; Responsibilities.....</b>	<b>6</b>
Parent Responsibilities & Expectations.....	6
Cooperation .....	6
Enrollment Forms .....	6
Emergency Contacts & Authorized Pick-Up/Drop-Off.....	7
Attendance .....	7
Early Pick-Up.....	7
Late Pick-Up.....	7
Multiple Households .....	8
Faculty and Staff Gift Policy .....	8
<b>Curriculum .....</b>	<b>9</b>
Curriculum .....	9
Proprietary Curriculum.....	9
Homework .....	9
Conferences, Progress Reports, & Grade Reports.....	9
Academic Integrity .....	9
Standardized Assessments.....	10
<b>Student Records .....</b>	<b>11</b>
Student Records.....	11
Medical & Immunization Records.....	11
<b>Student Behavior &amp; Support.....</b>	<b>12</b>
Code of Conduct.....	12
Harassment, Bullying, and Other Hostile Acts .....	12

Drugs, Alcohol, Tobacco & Illegal Substances .....	12
Weapons & Other Dangerous Objects .....	12
No Expectation of Privacy .....	13
Responsible Technology Use Policy .....	13
Cell Phones & Other Electronic Devices .....	15
Social Media Policy .....	15
Uniform & Dress Code.....	15
Clean Campus .....	15
Care of School Property .....	15
Other Misconduct .....	15
Guidance & Consequences for Behavior Incidents.....	16
Forbidden Methods of Discipline .....	16
<b>Health &amp; Safety .....</b>	<b>18</b>
Our Commitment to Health & Safety .....	18
Allergies .....	18
Illness.....	18
Medication Administration .....	19
Accidents & Injuries .....	19
Clothing & Personal Belongings .....	20
Sunscreen .....	20
Abuse & Neglect Reporting .....	20
Building Access .....	20
Fire & Other Safety Drills.....	21
Lockdown or Other Emergency Action.....	21
Weather Emergencies .....	21
Vehicles on School Grounds .....	21
<b>Handbook Acknowledgement Form.....</b>	<b>22</b>
<b>Appendix A: Responsible Use Agreement.....</b>	<b>23</b>

## About this Handbook

The purpose of this Parent/Student Handbook ("Handbook") is to serve as a general guide for the policies, procedures, and operations of our school ("School"). The Handbook highlights policies and guidelines necessary for the academic achievement, safety, welfare, and well-being of our students. Information specific to your School location or state may be separately communicated in the Addendum to this Handbook, School policy documents, or guidelines, which are extensions of this Handbook ("School Policies"). Please follow those School Policies, in addition to generally complying with the policies and procedures described in this Handbook.

It is important that parents understand the School's expectations and policies, and that parents know where they can direct their questions or concerns. For purposes of this Handbook, the term "Parents" or "you" means a student's parents, legal guardians, and/or caregivers identified in the student's registration documents. Parents should take the time to carefully review this Handbook, including with their child(ren). Where a "School Leader" is referenced, this could be a Head of School, Principal, Assistant Principal, or another similar title at the School.

Please understand that this Handbook is intended only to highlight the general policies, practices, and procedures, as of the date of this Handbook. The policies and procedures are intended as general guidelines. The School has sole discretion to implement a different or additional process to respond to specific situations, depending on the facts and circumstances. While it would be nearly impossible to review every element of every policy, or every possible scenario and outcome, this Handbook serves as a series of policy summaries to keep Parents and students better informed. This Handbook supersedes all prior policies (whether written or oral, expressed or implied) if there is a conflict. The policies in this Handbook set forth the general expectations regarding a student's enrollment at the School, but they do not form a contract between the School and the Parents or student.

From time to time, the School may need to update our policies. As such, we expressly reserve the right to revise or update any portions of our Handbook at any time, with or without notice, unless otherwise required by applicable law.

We have also made every reasonable effort to ensure the policies in this Handbook comply with all applicable state, federal, or local laws and regulations. In case of any ambiguities or conflicts, we will interpret and administer the policies in this Handbook in accordance with all applicable federal, state, and local laws and regulations.

Finally, this Handbook is a property of the School, shared with you to support you and your student this school year. To protect the privacy, safety, and business interests of the School community, we do not permit anyone within the School community to use this Handbook for any other purposes, nor do we distribute it to anyone for commercial purposes.

## **Welcome**

### **Mission & Goals**

Our mission is to support the development of students with active and creative minds, a sense of their place in the world, and a passion for lifelong learning and service. We focus on the development of each student - social, emotional, physical, and intellectual - in a nurturing, engaging, and respectful environment that supports high expectations and individual differences with an academically challenging curriculum.

Our pursuit of excellence as a school depends on rigorous academics, and a healthy balance of athletics, arts & humanities, technology, leadership and service/citizenship. We believe students should be given opportunities to explore their talents. Likewise, we must do our part as a school community to provide the most opportunities possible for each student's growth. We believe this is best accomplished when administrators have a clear vision, a committed faculty, supportive parents, and focused students all working together.

### **Non-Discrimination Statement**

Our School does not discriminate on the basis of race, national or ethnic origin, sex, gender, color, disability, religion, or any other characteristic protected by applicable law in the administration of its educational programs and admissions policies.

We are committed to providing an excellent education to all of our students and are proud to serve a diverse community of individuals, including those with disabilities. As part of that commitment, our programs and services are available on a non-discriminatory basis, including to students with disabilities as defined under Title III of the Americans with Disabilities Act ("ADA"). In accordance with the ADA and as set forth in our Non-Discrimination policy, we will make reasonable modifications necessary to afford students access to our programs and services. Please contact your School Leader for more information on our Non-Discrimination policy.

## School Communications

### Communication Resources

When Parents and teachers work together as partners in a student's education, the learning experience is richer and more meaningful. Our goal is to keep Parents up-to-date on important School news and events using a variety of communications channels.

### Publication Rights to Images and Recording

We are very proud of our students and their many academic and co-curricular accomplishments. Over the course of the school year, students and their schoolwork may be included in pictures, videos, or articles promoting the School. Parents grant the School permission to use photographic images (video or still), audiovisual recordings, verbal statements, and School-related work (e.g., art, written work) of students and parents in School publications (whether in print or online), the School website, social media, other marketing collateral, or other School-related materials. Parents wishing to opt out of this should contact the School's administration. Please see the enrollment agreement for more details.

Also, while we do our best to monitor media coverage of the School, please be aware that from time-to-time media companies and other individuals over whom we have no control may take photos or videos of the School, students, faculty, and parents while engaged in School-related activities, both on and off campus. Please be aware that should students participate in any School or public event in which other parents, the community, or media are present, the School has no control over photographs or videos taken.

Members of the School community (e.g., students, parents, related individuals) may not create and/or run social media accounts, websites and/or email addresses that refer to their enrollment in the School or any School activities, or that have the School's name in the title of the account, without the advance written consent of the School. Any member of the School community who is found to be operating an unauthorized social media account, website, and/or email address must immediately delete the account, website, and/or email address, and such actions may be considered a violation of the Handbook.

To respect the privacy of minor students and our staff, please do not post any recordings you take at the School or at School-related events.

## **Parent Involvement & Responsibilities**

### **Parent Responsibilities & Expectations**

The School recognizes that effective parent partnerships are essential in building a collaborative and shared School community. Our School and Parents share a joint responsibility to commit ourselves to open lines of communication, mutual respect, and a common vision. We encourage Parents to bring concerns or questions about their student's performance to the teacher and other staff members daily during our School's normal hours of operation, subject to any applicable security of classroom management procedures

We expect that Parents will treat all teachers and staff respectfully and professionally. In the event that Parent or other adult involved with the student fails to comply with policies or procedures of the School, engages in conduct that could undermine the authority of the School's administration, engages in behavior that disrupts the learning environment or school operations, or otherwise behaves in a manner that is unbecoming of a member of the School community, whether the conduct occurs on the School premises or at a School event, the School may exclude the Parent or other adult involved with the student from further access to the School. Furthermore, the School may immediately disenroll or refuse re-enrollment of a student if the School determines the actions of a Parent make a positive, constructive relationship impossible, or otherwise may interfere with the School's ability to accomplish its mission and/or educational goals.

### **Cooperation**

In addition to using various Communication Resources (see II. School Communication), the School hopes to keep the dialogue open about any developmental strengths and progress, as well as any concerns on those fronts.

The health and safety of our School staff and students is paramount, and that includes promoting a School environment conducive to learning and teaching. The School holds certain expectations for our students and parents, to work towards the shared goal of educating the student according to our Curriculum. This equates to full participation and cooperation from the student and Parents as part of the School community. Some examples of a lack of full participation and cooperation include: (1) excessive absences, (2) distractions from the learning environment, or (3) lack of participation in the School. If the student is not fully participating in the program, the School will work with the parents to develop a timeline and a plan of action to correct the situation, and discuss consequences if the situation does not improve.

### **Enrollment Forms**

Parents must complete and submit all required documentation for their student including the application form, enrollment agreement, emergency contact form, immunization record, and physician's form for their student. Additional forms may be required by your state or School. Please notify the School if there is any change to the information provided on these forms, so that the School has the most up-to-date information on file. School is not responsible if you fail to update information related to the student's enrollment and academic records. You are also required to submit the enrollment paperwork and related fees to continue the student's enrollment next school year, regardless of the date of the enrollment



paperwork for the current school year. Please refer to this documentation for additional tuition and enrollment policies and expectations.

### **Emergency Contacts & Authorized Pick-Up/Drop-Off**

Each student's emergency contacts must always be kept current. If you or any of the contacts have moved or have changed a home or work telephone number, please notify the School office immediately. We release a student only to those adults who have prior authorization. Please also review the list of emergency contacts for your student on the Application and update as needed. Please consider including an emergency contact who may be available pick up the student in the event of student illness or student behavioral incident during or after the school day, or in the event of late pickup.

If participating in extended care, you must sign each of your students out daily when departing from School at the front entrance. Additional persons authorized to pick up your student must also sign them in and out using the same system.

If someone other than the previously authorized individuals will be picking up your student, we must have verifiable written permission from you. Photo identification is mandatory for anyone unknown to the staff. A student will NOT be released without confirming the identity and authorization of the person picking up.

### **Attendance**

We expect students to be in School for the period of their enrollment. Parents are responsible for informing the School of any absences. Repeated absences, tardiness, or significant missing time may disrupt a student's instructional time and overall development and may warrant a conversation between the School and parents to discuss the Student's continued enrollment.

Please see School Policies for more information.

### **Early Pick-Up**

Whenever possible, please ensure that extracurricular activities, doctor's appointments, etc. occur outside of the school day schedule. We ask your support and advance planning in minimizing these disruptions. If you wish to pick up your student early (before dismissal time), please provide the School with 24 hours' notice whenever possible. Please let us know immediately of any changes to your early pick-up plans.

The School may ask you to pick up your student early due to a variety of reasons, including severe weather, emergencies, sickness, injury, or behavior that endangers the learning environment (e.g., significant disruption or threat of harm to self or others). Parents or an authorized person for pick up is expected to arrive within 1 hour of the notification by the School. Parent's refusal to pick up or being late to pick up after being notified may result in consequences for the student's enrollment, including and up to disenrollment. Please see School Policies for further information.

### **Late Pick-Up**

If your student has not been picked up within 15 minutes of School's closing time, the School Leader will attempt to contact all emergency contact persons listed for the student. The School will comply with local regulations for next steps. Fees may be charged for late pick-ups and afterschool care as described in the



enrollment agreement and fee schedule, or in the School Policies, and repeated late pick-ups may result in discontinuation of enrollment.

### Multiple Households

To communicate most effectively with parents and support each student, Parents must inform the School of any court-ordered guidelines regarding primary households, visitations, picking up a student from School, parent involvement in field trips, or other such similar issues. Unless otherwise specified, each Parent for whom the School has current contact information will have access to the student's file as well as other informational mailings and electronic communications during the year. It is the parents' responsibility to inform the School of any living, custody, or financial arrangements that may affect the student's enrollment or experience at the School. The School may require additional documentation to better understand your educational and custody rights with respect to your student.

Also, in some instances, certain electronic platforms the School utilizes permit access by only one account holder; it is the parents' responsibility to communicate directly with one another about the information on the platform as the School is unable to create a secondary account.

### Faculty and Staff Gift Policy

Being mindful of the importance of maintaining an equitable environment at the School and avoiding any conduct which could create a perception of favoritism or differential treatment, Parents seeking to give a gift to School employees are expected to employ the "less is really more" philosophy.

Our Parent community may initiate or inquire about group gifts. Although the School does not require or organize gifts of any kind, we remind everyone that the participation by Parents is entirely optional, and in no case should anyone feel pressure in their decision whether or not to contribute toward a group gift.

## Curriculum

### Curriculum

The curriculum is standards-based and exceeds national standards. Standards establish clear learning goals and provide teachers, students, parents, and administration a shared understanding about what mastery and preparedness for the next level look like. Teachers use standards to plan, communicate learning objectives, instruct, and assess. Teachers closely monitor students as they advance within the curriculum, and partner with students to ensure they understand their own progress towards their learning goals. A personalized approach, focus on learning how to learn, and student agency are important hallmarks of our classrooms.

Robust teaching materials including curriculum maps and pacing guides provide teachers with the road map for rigorous instruction and student success. Teachers weave complex projects and skills such as pro-social and life skills, into the delivery of the core content and specialty classes such as art, music, Spanish/world languages, P.E and wellness, and technology. Technology is used with a purpose and is integrated across all grades. Devices are used to access digital content, and to redefine teaching and learning through innovative learning activities. Great emphasis is placed on teacher professional development to ensure safe and effective implementation of hardware and software.

### Proprietary Curriculum

Parents and students understand that curriculum and related materials supplied to students at the School contain intellectual property which is the sole and exclusive property of The School. In some instances, certain information and materials provided or used by the School constitute or contain intellectual property owned by third parties, and that the School's use and distribution of such information and materials is pursuant to a license. Students, parents, and/or their family members are not permitted to use or distribute such information or materials other than for use in connection with their student's attendance and participation in the School classes and activities.

### Homework

Please see School Policies.

### Conferences, Progress Reports, & Grade Reports

Please see School Policies.

### Academic Integrity

The principle of academic integrity is the cornerstone of a school community. The School encourages students to lead lives governed by the values of academic honesty and respect for the work of others.

The School expects all students to complete all work and assessments with academic integrity. Students should complete their work individually and, unless otherwise directed by the School for specific assignments, students are prohibited from utilizing artificial intelligence platforms to complete work and assessments. If a report is made of possible student academic misconduct (including but not limited to plagiarism, submitting work completed by a third party, cheating, undermining the integrity of an exam, utilizing generative artificial intelligence, or interfering with an academic misconduct investigation), the

School will initiate an investigation. If the report is substantiated, the student will face consequences at the discretion of the School Leader, including and up to expulsion.

### **Standardized Assessments**

Excellence in education requires personalized insight into the learning achievements of every student. Throughout the school year, teachers use low-stakes assessments to help monitor student progress towards learning objectives and to plan instruction. Comprehensive Testing Plan (CTP) from ERB, administered yearly to grades 1-8 in the spring, offers parents a vision of their child's academic strengths and opportunities for development. To administrators and teachers, it provides important insights to evaluate instruction, curriculum resources and professional development plans. The assessment results also inform decisions as we plan for the start of next school year. Testing occurs during the second semester and results are typically sent home during summer. Please refer to the school calendar and website for the exact dates.

## Student Records

### Student Records

Student records include the student's academic and enrollment records such as: enrollment documents, attendance records, disciplinary records, health and immunization records, progress and final reports, and transcripts. Parents may request a copy of the student's records by contacting the School directly.

All information in student records is confidential, and anyone not directly involved with the care of your student or affiliated with state licensing, protective services or other government agencies will not have access to your student's records without your prior written consent.

### Medical & Immunization Records

Prior to enrollment, all students must have an updated medical form on file, including a current list of state-required vaccinations and screenings. All state-required immunizations must be completed unless parents produce the required documentation for applicable exemption. If a currently enrolled student or staff member has a medically compromised immune system, our School will evaluate whether a student who is not fully immunized may be newly enrolled. If a student is not fully immunized for a disease that occurs in the School, that student will be excluded from all activities until any danger of infection is past.

## Student Behavior & Support

We expect all students, regardless of age, to learn about our code of conduct. We encourage parents to take into account their child's age, developmental stage, and grade level in talking through this section.

### Code of Conduct

The School upholds the fundamental principle that every individual should be treated with dignity, respect, and care. We affirm that a school should be a place where students learn not only about the world around them but about themselves—creating a strong social, emotional, and ethical foundation that will shape their experiences here and throughout their lives. Students must abide by the policies and processes outlined below.

### Harassment, Bullying, and Other Hostile Acts

Acts of discrimination, hate, or hostility have no place in the School community. Please review this policy and speak with your child considering the student's age, developmental stage, and grade level. We do not seek to label any of our students, and ask that Parents are careful in their use of language regarding their children's peers.

The School does not tolerate or condone harassment in any form. The act of harassment against any individual or group of individuals, whether directly or indirectly, is strictly prohibited and subject to disciplinary action up to and including dismissal from the School. Furthermore, all members of our School community are expected to report acts of harassment to the School for immediate intervention and remediation.

Harassment specifically includes but is not limited to:

- Physical Abuse (assault, unwanted touching, intentionally blocking normal movement or pushing)
- Verbal Abuse (derogatory jokes, racial or ethnic slurs, lewd comments, sexual insults, spreading rumors about someone, demeaning labels based on gender or sexual orientation, comments on someone's disabilities or perceived disabilities, displaying speech designed to embarrass or intimidate others)
- Pressure for favors accompanied by implied or explicit threats, including blackmailing, hazing, and unwanted sexual advances

Acts of harassment could transpire directly but also through various communication methods, including phone calls, recorded messages, text messages, instant messages, social media posts, direct messages, video recordings, even through a third party. Such acts of harassment (including "sexting" and cyberbullying) can occur during or outside the school hours, on- or off-campus.

### Drugs, Alcohol, Tobacco & Illegal Substances

Alcohol, tobacco, e-cigarettes, illegal substances, and using either prescription or over-the-counter medications in a manner other than their intended use is unhealthy and will not be tolerated.

### Weapons & Other Dangerous Objects

Weapons and other such dangerous objects are not permitted on campus or at School-related activities even if the person has a proper license or permit to carry said weapon. Weapons and other dangerous

objects include but are not limited to firearms, explosives, pellet guns, knives, pepper spray, and other objects that might be considered dangerous or that could cause harm.

### No Expectation of Privacy

The School reserves the right at any time and at its discretion to search all vehicles, packages, containers, backpacks, purses, lockers, desks, storage areas, electronic devices, personal belongings, and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Students who fail or refuse to promptly permit a search under this policy will be subject to discipline, up to and including dismissal from the School. Students are responsible for safeguarding their personal belongings, including electronic devices and other valuable personal property; the School is not liable for any lost, stolen, or damaged personal property.

### Responsible Technology Use Policy

The use of internet access and technology at the School is considered a privilege and responsibility. While the School uses all reasonable means to protect the security and confidentiality of electronic information sent and received, including the use of encryption and other industry-standard security technologies, it cannot guarantee the security and confidentiality of web-based communications, and will not be liable for inadvertent or improper disclosure of confidential information that is not caused by intentional misconduct or that is caused by failures of systems outside of the School's control. Students who fail to follow the Responsible Technology Use Policy may lose their access privileges and face disciplinary action.

### Responsible Use

The School's network and connection to the internet is essential to supporting the School's educational objectives, research, and resources, and promote collaboration and communication among students, faculty, and staff. Students must use their School-related accounts, emails, file storage, and other related systems only as authorized under this Responsible Technology Use Policy. Students should follow good data practices and ensure that they routinely back up their information or data.

### Etiquette and Online Safety

Students are expected to maintain good citizenship and character in their online presence, abiding by the generally accepted rules of computing, network etiquette, privacy, and online safety. These rules include (but are not limited to) the following:

- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not use language on social media, messaging platforms, or any other service that constitutes bullying or harassment of another student, faculty member, staff, or any other person.
- Do not reveal any private information, including address, phone number, other identifying information, or those of others.
- Do not use computers, networks, or other technology in such a way that would disrupt their use by others.

### Personal Representation

Any electronic communication with individuals, groups, or institutions is done as an individual unless you have specific permission from a School leader to act as a representative of the School. Individuals are

always identifiable as having an account at the School, and therefore, it must be clear that your views, ideas, questions, actions, and other communications represent you as an individual and not the School.

### **Unacceptable Uses**

School-related accounts and systems should not be used for other activities that are unrelated to education at the School, such as creating accounts with other third-party services, including but not limited to Spotify, Apple Music, or social media sites.

The following actions are strictly prohibited under the Responsible Technology Use Policy:

- Transmission of any material in violation of any U.S. or state regulation: This includes, but is not limited to: threatening or obscene material or material protected by copyrights or trade secrets.
- Printing or downloading or other use of copyrighted materials such as music, motion pictures, magazines, newspapers, and other publications is prohibited unless authorized.
- School computers and/or the School network may not be used to bully, threaten, or intimidate others, to misrepresent yourself or others, or to cause harm to the network or others.
- Use of the School systems and network resources for commercial or business activities, other than those of the School's, is prohibited.
- Use of the network for solicitations unrelated to the School, product advertisements or promotions, and political lobbying or campaigns (other than for school and alumni) is prohibited.
- Distribution or sale of any School email addresses to merchandisers or other mass marketing operations that may generate unsolicited email messages (spam) is prohibited. For similar reasons, giving School email addresses to retailers and making online purchases through the network, except in connection with School business, is prohibited, unless approved by a School leader.
- The attempt to use or alter any system or create a program to interfere with, change, or interact with programs, security settings, systems, networks, or devices that are the property of School and are used for School-related purposes by students, their parents, and staff is prohibited.

The attempt to circumvent security settings and content filters, including but not limited to changing settings or using tools such as proxies or VPN (Virtual Private Network) clients to access websites blocked by School is prohibited.

This list is not exhaustive and does not intend to cover all prohibited actions under the Responsible Technology Use Policy. If you have any questions or concerns, please see School Leader for more information.

### **Security**

Security on any School account is a high priority, especially when the system involves many users. Students can help the School maintain the security of the system by refraining from sharing their passwords, or attempting to log into the system using another student's account.

### **Supervision & Monitoring**

The School may examine and monitor the use of the School-owned information technology (IT) resources, including, but not limited to, iPads, laptops, servers/network, files, and communications to maintain system integrity and ensure that the system is used responsibly. In addition, the School may inspect any personal devices which are brought to campus or School-related activities to ensure



compliance with this policy. As mentioned in No Expectation of Privacy (VI. Student Behavior & Support), there is no expectation of privacy while using the School's network, devices, or systems. School leaders have access to email, file storage and all other systems in use, and may report suspicious or inappropriate activity and the School may, in its sole discretion, remove Student's access to technology (IT) resources when it has concerns around a Student's adherence to School technology policies. The School, in its sole discretion, may delete Student's School email accounts, cloud-files, and drives six months after Student either disenrolls or graduates.

The School endeavors to provide appropriate, supervised access to its network and to the internet based on the age of the student and on the classroom or lab situation. It is clear, however, that supervision can never be complete and individual users are expected to accept responsibility for their own actions. All students who access the internet agree to accept the responsibilities outlined in these guidelines.

### Cell Phones & Other Electronic Devices

The School Policy requires students to keep their cell phones and other devices like smart watches turned off and in backpacks or lockers unless needed for emergency purposes. Please see the specific cell phone or electronic devices policies.

### Social Media Policy

Social media offers valuable opportunities for students to connect with each other and with individuals outside the School community, share experiences and educational resources, and even create their own content. However, there is a time and place to engage in social media activities. There are age-appropriate policies regarding access to personal devices and social media. All students are expected to honor the minimum age policies of the social media sites which they use and are expected to abide by the policies of their grade level around device and social media use during the school day.

### Uniform & Dress Code

Please see the School's specific uniform and dress code.

### Clean Campus

Every member of the community is expected to play an active role in keeping the School clean and tidy. Everyone should participate in the recycling program by placing bottles, cans, and paper in the appropriate receptacles.

### Care of School Property

Students must take reasonable steps to care for the school property. If a student damages or loses any School property, intentionally or through carelessness, Parents will be held responsible for the cost of repair or replacement. Additionally, students may be subject to discipline depending on the frequency or severity of damage. Damage or loss of School property includes, but is not limited to, graffiti on desks, walls, equipment, decks, or other School equipment (e.g., iPads, laptops).

### Other Misconduct

The following actions constitute a violation of the School's code of conduct and are considered serious infractions.

- **Reckless Endangerment** (roof climbing or driving too fast on campus)

- **Dishonesty** (Lying, Plagiarism)
- **Off-Campus** (without permission or without having been excused by parents through the office ahead of time.
- **Repeated violations** of school policies or refusal to comply with reasonable requests made by faculty or staff

### Guidance & Consequences for Behavior Incidents

Our behavioral guidance is constructive, age- and stage-appropriate, and redirects students to appropriate behavior and conflict resolution. We approach discipline with a positive attitude, based on the premise that children respect and care for themselves and others. Our goal is to solve behavioral concerns by using modeling, redirection of behavior, and positive reinforcement through attention and praise.

Positive classroom rules, structure, and reinforcement help students understand expectations of behavior. When necessary, staff will work with students and Parents to engage in strategy building and to create a plan for resolution. The plan will include positive behavior support, and parents will be kept informed of progress.

The School may, if necessary, remove a student from the program on a short-term or long-term basis for various reasons, including because the student's behavior is disruptive or jeopardizes the health, safety, or welfare of the student or other students or staff. These consequences are not meant to be punishment or penalization, but merely to keep the student and others around them safe until the School and parents can address the behavior.

Parents are expected to be open and forthcoming with relevant information regarding their students, cooperate with the School, and support the School, including with respect to seeking assistance from third-party external supports.

Should a student exhibit concerning behavior, the School will take the steps with the School Leader to address with a plan of resolution, unless the behavior warrants immediate intervention.

In rare circumstances, and only after all other possible interventions have been exhausted, suspension or expulsion is necessary. We reserve the right to suspend or dismiss a student for harmful or inappropriate behavior in our sole discretion: 1) If we do not have adequate expertise or resources for the student's educational, medical or other needs; 2) for violations of our policies; or 3) for any reason we determine to be in the best interest of the safety of Students and the School. In these rare instances, we may offer Parents assistance in locating assistance and alternative placements. Please see School policies.

### Forbidden Methods of Discipline

Students learn best when they are comfortable and feel safe. While all students need periodic redirection and behavioral guidance, actions which disrupt or undermine this positive environment are prohibited. Staff may never use physical punishment, psychological abuse, or coercion when disciplining a student.

These methods of discipline are prohibited, and include examples such as yelling, using “time outs”, shaming or isolating students, or use of restraint.

## Health & Safety

### Our Commitment to Health & Safety

Providing a healthy and safe learning environment for our students is our highest priority. In addition to following our School's comprehensive health and safety practices, we regularly adjust our operations to meet or exceed the most current guidance from local and state health departments.

### Allergies

Parents are expected to inform the School about their child's allergies. Each student with food allergies should have a Food Allergy & Anaphylaxis Emergency Care Plan ("FARE Plan") or similar Emergency Care Plan (e.g., for FPIES) listing their allergies, recommended treatment in case of an allergic reaction, prepared by parents and the child's physician. Parents and the School will work together to ensure understanding about the allergies, emergency plan, and supporting medical documentation provided by the child's physician. Students with complex or life-threatening allergies may be referred to our ADA process for creation of a modification plan. Please contact your School leader for more information on our ADA policy.

### Illness

Parents assist us in maintaining a safe and healthy environment for all our students by keeping sick Students at home. The purpose of our sick Student policy is to:

- Reduce the spread of illness from a sick Student to other children and members of School staff.
- Promote complete recuperation of the sick child.
- Prevent the constant spread of cold, flu, diarrhea, and other communicable diseases, including COVID-19, that are common among small children.

We reserve the right to refuse admittance to any student who shows a sign of illness. Students who become ill at School will be made comfortable and parents will be notified to pick them up within one hour. Parents must keep sick children at home until they have been symptom-free for at least 24 hours\* if they display any of the following:

- Fever of 100.4 degrees or more. *(Students must be free of fever for at least 24 hours, unassisted by fever-reducing medication before returning to school.)*
- Vomiting
- Diarrhea
- Sore Throat
- Skin Rash
- Head Lice
- Heavy nasal discharge requiring frequent wiping every 3-5 minutes
- Persistent, non-productive, or "barking" cough
- Fussy, cranky behavior unlike the child's normal demeanor
- Symptoms of communicable disease such as pink eye, measles, chicken pox, mumps, or strep throat

*\*The length of time students should stay out of our School depends on whether they have COVID-19 or another illness. Please see your School Leader for updated guidance.*

### Medication Administration

Whenever possible, prescription or over the counter medication should be administered at home or by a parent who comes to the School for that purpose. We encourage parents to ask their child's physician to prescribe or recommend medications in such a way that they do not need to be administered during the school day. If the physician determines that the medication should be administered during the school day, we will consider such requests in accordance with state and local regulations.

When we agree to administer prescription or nonprescription medications, parents must provide a note from a physician requesting us to administer the medication, with detailed dosage information, circumstances, or schedule of medication administration, and any adverse reactions that could occur.

The medication must be in a new sealed container. Prescriptions must be in the original pharmacy container or box, with the official pharmacy prescription label securely attached. The prescription indicated on the label must be current. **Parents cannot premix medication into food or liquid before bringing it to school.** Parents must turn in medication to the School's front office.

School administrative staff must keep the medication and a copy of the physician's note stored in the locked medicine location, unless otherwise indicated. School administrative staff complete the dispensing log after each dosage, recording the name of the student, the medication and dosage given, the time and date, and signature of the person dispensing. Epi-pens and other emergency medications may be stored in either the normal locked medication cabinet or a secure location, unless otherwise indicated by applicable law. See *Allergies* section for additional information.

If the medication request is for any medication that requires specific skills or prior medical training to administer, parents may be asked to follow our ADA process, requiring approval and development of a modification plan. Parents must first make a written request for their student and provide it to the School with the physician's note including the requirements referenced above. In some instances, we may require additional information or documentation, and we will work together with parents to prepare a modification plan. Please contact your School leader for more information on our ADA policy.

### Accidents & Injuries

The health and safety of both students and staff in our School are of paramount importance. All employees are expected to assist in the prevention and control of injuries, illnesses, and hazards and to ensure compliance with all applicable laws and regulations. Staff members inspect their classrooms and outdoor play areas daily for potential hazards.

If a student experiences an accident, injury, or possible injury, staff will report it to School administration and a written incident report will be completed. Parents will also be immediately contacted if the injury needs medical attention. For any serious accident or incident, we will attempt to notify parents by a telephone call as soon as possible.

If a student requires medical attention, parents will be notified. In the event of a serious emergency, the School will secure immediate medical attention as described in the “authorization for medical treatment” section of the Enrollment Agreement. Every effort will be made to contact parents or authorized emergency contacts during such emergencies.

### Clothing & Personal Belongings

Students’ personal belongings should be labeled with their name. Parents are also asked not to bring personal belongings to School or to School activities that would be considered dangerous to a student or inappropriate for our School (e.g. dangerous objects, weapons, drugs, alcohol, etc.).

### Sunscreen

Parents must provide written permission for School staff to apply sunscreen on their child, and typically documentation from a medical professional or state licensing forms are required. All bottles must be in the original container, labeled with the student’s name.

### Abuse & Neglect Reporting

All staff members are mandated by law to comply with the child abuse and neglect reporting requirement. The law requires our staff to immediately report to the applicable state child protective agency if they have knowledge of or reasonably suspect a case of child abuse or neglect, whether within or outside the School. Those who in good faith report neglect or abuse by a family member or co-worker are immune from discharge, retaliation, or other disciplinary actions for having made the report.

Teachers and staff are required to participate in training and are responsible for monitoring their own behavior and the behavior of other staff members and must immediately report to the School Leadership any observations of an employee violating either licensing regulations or company policies.

Once the allegation is reported, we will cooperate fully with any investigation by law enforcement or regulatory agencies. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep confidential the identities of the alleged victims.

### Building Access

Access to our building is limited to enrolled families, staff, and registered visitors. Access may be through a buzzer or keypad. **Where there is a keypad lock on the front door, parents of enrolled students and School staff are the only ones given the code.** Do not share your code with anyone else, and do not allow people to enter behind you without permission of the management team. The keypad code is changed on a regular basis.

Visitors cannot enter our School unless approved and escorted by a staff member. School staff, enrolled students and parents, and approved emergency contacts for students are not considered visitors. All visitors, including vendors, applicants, and other family members are required to do the following:

- Wait in the lobby/reception area until escorted by a staff member.
- Present a government issued ID.

- Sign-in to visitor log, matching their government issued ID.
- Wear a badge, issued by the School, that is clearly visible for the duration of their visit.
- Completely fill out the visitor log with: date of the visit, visitor's full name and affiliation, purpose of visit, badge number, sign-in time, and sign-out time.

### Fire & Other Safety Drills

As required by law, our School holds regular fire and safety drills. It is expected that all students on the campus at the time of such drills participate fully. If a drill must take place in inclement weather, all attempts will be made to ensure that students are properly attired. Should you find yourself at the School while a drill is taking place, please participate with your child, and take the time to review and discuss the importance of such drills with your student.

### Lockdown or Other Emergency Action

If an emergency requires lockdown or evacuation, we will notify parents as soon as possible. All entrances to the School will be secured and the School will take emergency action, as needed, to keep School staff and students safe.

### Weather Emergencies

In case of severe or hazardous weather, we may have to delay School opening hours, dismiss the students early, or close the School for the day. We will notify Parents via Application, email and text with the special instructions regarding drop off and pick up. Where applicable, bus/van services will make independent decisions regarding inclement weather procedures. Parents will be informed of these decisions.

In an emergency, immediate decisions may be made. We will attempt to contact you, authorized family members, or specified friends. If you are going to be out of town, please notify your emergency contacts and let us know who is the preferred emergency contact.

### Vehicles on School Grounds

Because the safety of our students is of paramount concern to us, we require all parents to adhere to the following rules of the road while on School property:

- All vehicles must obey the 5 miles per hour speed limit.
- Pedestrians always have the right of way.
- Parked vehicles MUST have ignitions turned off and the keys removed.
- Students may NOT be left unattended in a vehicle at any time or for any reason.
- Parents should NOT leave their vehicles parked at School overnight.

Violations of these rules may result in a warning. If a violation is serious, or violations continue, School personnel are authorized to take a tag number to report to local police. The School is not responsible for Parent vehicles or property vandalized on School grounds during or after school hours.



## Handbook Acknowledgement Form

\_\_\_\_\_  
Student's Name (please print)

This Parent/Student Handbook was created to promote an understanding of the School's policies and procedures.

The information in this Handbook applies to all activities occurring on School grounds, School buses, and during any School-related activity. It is important that parents and students are familiar with these expectations.

This signed page will be added to your student's permanent file. Your signature means that you have received this Parent/Student Handbook and understand the policies and procedures of our School, and agree to abide by them, as will your child(ren).

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **Appendix A: Responsible Use Agreement**

This Responsible Use Agreement (RUA) is intended to help support that our students will be responsible users and stay safe while using the internet and other communications technologies for educational, personal, and recreational use. The School is committed to providing students technological learning opportunities and access to Information and Communication Technologies (ICT), as this is their future. In return, the School expects the students to agree to be responsible users.

Parents are asked to review the following with their children. By signing this Handbook, you are acknowledging that you have reviewed the RUA with your child and received their acknowledgment of understanding.

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Student understands that they must use School ICT systems in a responsible way, to ensure that there is no risk to their safety or to the safety and security of the ICT systems and other users.

For their own personal safety:

- Student will seek permission from a teacher before using technology (cell phone, computer, tablet, etc.) at school.
- Student understands that the School has the right to monitor their use of the ICT systems, email, and other digital communications.
- Student will protect their username and password information and keep it private, and will not access others' accounts.
- Student will be aware of "stranger danger" when communicating online.
- Student will not disclose or share personal information about themselves or others when online.
- Student will immediately report any unpleasant or inappropriate material or messages or anything that makes them feel uncomfortable when they see it online.
- Student will not steal someone's identity or create a fake online identity.

Student understands that everyone has equal rights to use technology as a resource and:

- Student understands that the School ICT systems are intended for educational use and that Student will not use the systems for personal or recreational use unless they have permission to do so.
- Student understands that if they damage any of the technology equipment intentionally or by failing to follow classroom rules and guidelines when using the equipment, Student will be expected to pay the cost of repairs or full replacement costs if the equipment is damaged beyond repair.
- Student understands that they are responsible for returning all technology equipment provided to them by the School, or Student will be responsible for the replacement cost of the technology equipment.

Student will act as they expect others to act toward them:

- Student will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- Student will be polite and responsible when they communicate with others through texting, instant messaging, email, chat, blogs, social media, etc. Student will not use strong, aggressive, or inappropriate language, and they appreciate that others may have different opinions.
- Student will not participate in cyber-bullying (to harass, threaten, embarrass, target, or exclude another person using various communication technologies).
- Student will not take or distribute images of anyone without their permission.
- Student will follow the Code of Conduct when it comes to use of technology.

Student recognizes that the School has a responsibility to maintain the security and integrity of the technology it offers them and to ensure the smooth running of the School. As a responsible user:

- Student understands the risks and will not try to upload, download, or access any materials which are inappropriate or may cause harm or distress to others, nor will they try to use any programs or software that might allow them to bypass the filtering/security systems in place to prevent access to such materials.
- Student understands that Student will not enter chat rooms at any time.

When using the internet for research or recreation, Student recognizes that:

- Student should ensure that they have permission to use the original work of others in their own work.
- Where work is protected by copyright, Student will not try to download copies (including music and videos).
- When using the internet to find information, Student should take care to check that the information that they access is accurate, as Student understands that the work of others may not be truthful and may be a deliberate attempt to mislead them.

Student understands that they are responsible for their actions, both in and out of school:

- Student understands that the School also has the right to take action against them if they are involved in incidents of inappropriate behavior, that are covered in this agreement, when they are out of school, and where they involve their membership of the School.
- Student understands that if they fail to comply with this Responsible Use Agreement, Student will be subject to the loss of ICT privileges.