

The Healdsburg School  
Student/Parent Handbook  
2011–2012  
Version 1.3

Principles of Community; built on respect for one another

A fundamental principle of The Healdsburg School community is individual responsibility. All members of our community should accept responsibility for one's actions, consider and account for the moral implications of one's conduct and have the courage to do what's right.

AS A STUDENT GROWS IN CHARACTER IN THE HEALDSBURG SCHOOL COMMUNITY, S/HE WILL DEVELOP AND DEMONSTRATE STRONG ATTRIBUTES OF EMPATHY, COMPASSION, ACCOUNTABILITY, AND RESPECT AND ACCOMPLISHES ALL WITH A POSITIVE ATTITUDE AND GREAT ENTHUSIASM.

A THS GRADUATE WILL BE PREPARED TO BE A CONTRIBUTING MEMBER OF THE 21<sup>ST</sup> CENTURY AND A CITIZEN OF THE WORLD.

Respect

- Respects self and others
- Respects all living things and property
- Has a strong moral compass as a guide through Life
- Cherishes Humanity in all People and treats them equitably
- Takes joy in accomplishments in self and others
- Collaborates and competes with grace

Of Mind and Body

- Goes beyond the mastery of academic basic skills to build a depth of knowledge across the subjects.
- Demonstrates knowledge through use of academic skills; creating, problem-solving
- Thinks critically and communicates effectively
- Possesses intellectual curiosity and a passion for Life Long Learning
- Pursues health of mind and body
- Appreciates the Arts

Responsibility

- Values perseverance and hard work
- Recognizes the potential for growth from adversity; "Problems are opportunities for finding solutions"
- Meets life's daily challenges, great and small, with courage, flexibility, and humor
- Is responsible for the environment at all times; "Leave things better than you found them"
- Is a strong community member: cooperative, compassionate, and engaged

- Locally, Nationally, and Globally
- Is a good leader and follower

### The Partnership with Parents

The Healdsburg School recognizes that the primary influencers in a child's life are the parents. No matter how charismatic or talented we know our faculty to be, teachers and administrators need to work in concert with parents in order to inspire our students to develop & uphold The Healdsburg School's Principles of Community. A strong parent-school partnership sets the stage for students to feel positively supported as they stretch & take risks, exceeding even their own goals. Through our partnership with parents, The Healdsburg School community is living what we value: good communication, honesty, accountability, trust and respect.

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### **THE SCHOOL DAY**

Daily: 1st-8<sup>th</sup>: 8:00 a.m. To 3:15p.m.

Kindergarten: 8:00a.m. To 2:30p.m.

Minimum Day: 8:00a.m. To 11:45a.m.

Yard supervision begins at 7:30 a.m. Please note: For safety reasons, please do not drop your student before that time

Classrooms are open and available to students at 7:45. Students should be settled at 8:00 and prepared to start class promptly at 8:10. Students are considered tardy after 8:00 a.m. and must report to the office to pick up a plain, green tardy slip, which they

will give to their teacher. The teacher will note the student's name, date, and time and submit it with the daily file.

The school office is open from 7:45 a.m. to 4:00 p.m.

### **Absences and Attendance**

Please call the school (433-4847) before 8:00 a.m. each day that your child is absent. You may leave a message before 7:45 a.m. or speak directly to the receptionist after that time. If you have not left a message by 8:30 a.m. the receptionist will call to verify the absence. "Homework Buddies" will leave assignments and materials at the front desk to be picked up after dismissal.

Absences should be for personal illness, severe illness in the family, a death in the family, or other serious situations. A planned absence requires approval from the classroom teacher and Head of School well in advance of the school days to be missed. Parents or guardians are asked not to permit their student to be absent under other circumstances.

### **Tardiness and Early Departure**

The school is prepared to greet students no earlier than 7:30. Classroom doors open at 7:45 a.m. and students are expected to arrive in time to be prepared for instruction when school begins at **8:00 a.m.**

Students, who are tardy, even by a few minutes, **must** pick up a green pass from the office and give it to the classroom teacher.

A student who arrives later may miss important class time and may interrupt instruction if he or she enters after class has begun. Parents are reminded that even though their negligence may cause a student's tardiness, the student ultimately suffers the consequences.

Excessive tardiness may result in disciplinary action. When possible, arrange medical and dental appointments outside the school day. If a student must leave during the school day for an appointment the parent must send a note to the teacher and sign the student out through the office. The student is then responsible for making up any work missed during that absence from class. The office will call the classroom to request that the student come to meet the parent.

### **Attendance Policies**

Regular attendance is required and essential to a student's success. A student who is absent from school misses discussions and classroom activities that cannot be replicated or fully recovered. We recognize the value of travel, but expect that parents also understand the importance of continuity of instruction. Therefore, extended trips must be approved and arranged at least three weeks in advance through collaboration with teachers and Head of School. Failure to do so may have serious negative academic consequences for the student.

## **Leaving During the School Day**

Students needing to leave for any reason during the day must notify the school in advance. A written message to the classroom teacher will suffice. Parents must pick up children in the office. Students are not allowed to stand outside to wait for parents.

## **Vacation Schedule & Philosophy**

The school expects that parents will observe the parameters of published school vacations. The emphasis that home and school place upon regular school attendance can help students understand the value that parents and teachers place on education. We ask your cooperation and understanding in limiting absences from school to those that are essential. (See Attendance Policies above) It is requested, moreover, that vacation periods not to be extended either before or beyond the school calendar dates due to the disruption to the learning community. Please refer to the calendar which is provided at the beginning of the school year. See the school website for more information, [www.thehealdsburgschool.org](http://www.thehealdsburgschool.org).

It is essential that parents call the school each day a child is absent. To report an absence and to request homework, call the school at 433-4847 before 8:00 a.m. A "Homework Buddy" will deliver the appropriate material to the office prior to dismissal.

It is the responsibility of the student (parents may assist in the case of primary students) to obtain assignments and to complete all work missed during the absence. The student must arrange with his/her teacher the appropriate time frame in which to make up missed work.

A student may participate in after-school practices and games if he or she has attended the regular school day program. Students unable to attend school are not allowed to participate in after-school activities. If a student cannot participate in physical education because of illness or injury, she must present a note signed by a parent or guardian to the teacher in order to be excused.

If a student is absent in excess of 10 school days without prior authorization, the family will be required to make an appointment with the Head of School to discuss the reasons for the attendance issues. An unauthorized absence in excess of 20 school days in the school year may jeopardize a student's good standing at the school.

## **After School Academy: Extended Care & Enrichment Programs**

Parents are expected to arrange for prompt pick-up of all students following dismissal. Students who are not picked up by 3:30 will be automatically enrolled in the Afterschool Academy. No student is ever permitted to wait unattended outside either the school site, the parking lot, or on Healdsburg Avenue.

Extended care for K-8 is available after school on a fee basis. The fee is \$5.00 per hour. There is an additional charge of \$25.00 for students who are not picked up by 6:00 p.m.

Brienna Sleeman, Extended Care Director, manages all aspects of the After School Academy. Contact information is as follows: Phone number: 707-888-7481 E-mail:

## **Dismissal**

For the safety of our students, families must provide the school with information regarding students' dismissal arrangements, including the names of the adults authorized to pick them up.

No changes in a child's dismissal routine will be allowed without written notification to the front desk, classroom teacher, and After School Academy (ASA).

Students may not remain in the yard after 3:30 without checking in to ASA, unless they are attending another school sponsored activity.

## **Snacks and Meals**

Please provide a mid-morning/afternoon snack for your student. At The Healdsburg School, we believe that regular snacks and meals should be nutritious in order to build and fuel growing bodies and active minds. This philosophy is reinforced in both classroom instruction and lunchtime offerings. Recess snacks should be wholesome and enjoyable in order to satisfy the student's hunger, provide them with energy, and meet their nutritional needs.

## **Peanut and Cashew Allergy Policy and Procedure**

Allergy to nuts is a potentially life-threatening condition. Students and school personnel with this type of allergy are high-risk anaphylaxis candidates. It is critical that an immediate and appropriate response be made. Failure to act in a timely manner can result in varying degrees of adverse medical emergency situations. Students with a known allergy shall have a written Individual Health Care Plan and Medication Administration Plan that adhere to The Healdsburg School's policies on Medication Administration, delegation of medication for field trips and special short-term school events, epinephrine by auto-injector administration and anaphylaxis. Additional measures for a student with a peanut allergy must be incorporated into the general Anaphylaxis Policy and Procedure.

They are the following:

1. A conference with a parent or legal guardian to discuss the specifics of the allergic condition. This information shall be gathered to formulate the Individual Health Care Plan as well as Medication Administration Plan. These plans shall include provisions for safety during any school related activities that extend beyond the school day. It is the responsibility of the parent or legal guardian to notify the school as to which activities are chosen for participation. During this conference, the necessary medical forms shall be reviewed.
2. Parents and legal guardians shall be requested to be sensitive to this issue and not send peanut or cashew products to the school.

## **ACADEMICS**

## **Academic Honesty Policy**

The Healdsburg School is an educational institution and thus takes the notion of honesty in academics and all elements of the school seriously. Academic honesty is at the foundation of a genuine education and presenting the work of others as one's own is unethical and subject to serious consequences at The Healdsburg School and elsewhere. Plagiarism and cheating are serious offenses for the following reasons:

- The Healdsburg School's philosophy embraces the ultimate goal of teaching students to think for themselves; cheating and plagiarism are the ultimate subversion of that philosophy.
- The work of others is devalued when individuals benefit from work that is not their own.
- Dishonesty can be habit forming.
- High schools, boarding schools, colleges, and universities do not tolerate academic dishonesty in their students.

Examples of academic dishonesty include cheating, plagiarizing, and sharing inappropriate information.

Cheating includes (but is not limited to): lying to a teacher or staff member; copying homework (does not include collaboration explicitly permitted by the teacher); copying from another student's quiz, test, lab, or paper, using cheat sheets, books, or unauthorized sources of information; illicit use of calculators including writing and storing formulas or unauthorized programs; getting or supplying information about a test or quiz; obtaining, without authorization, a quiz, test, or exam before taking the same; submitting the same materials (written or oral) in more than one class without checking with the teachers ahead of time; fabricating data to fit expected results; altering any answers or grades or any test or assignment after it has been submitted for grading; forging, falsifying, or altering any information on application forms, transcripts, or records.

Plagiarism includes (but is not limited to): submitting a paper, project, or other work written or prepared in whole or in part by someone else (this includes homework, outlines, reports, lab, theme, designs, or other media); using words or ideas of others (quotation documented idea, paraphrased passage) without citing the source; obtaining or using experimental data from other students without the express consent of the teacher or using lab materials or data from a previous class.

The Healdsburg School recognizes that plagiarism can be blatant and intentional, or it can be incidental and/or unconscious. The school's primary goal is to educate our students to cite sources and to recognize the complexities that may arise in properly doing so. The Head of School may direct a re-write of any assignment where the plagiarism has been determined to be incidental and/or unconscious. The student is expected to learn from the experience, and any grade reduction by the teacher is discretionary and in consultation with the Head of School.

The Head of School deals with all questions of academic honesty. If a student is dishonest in his or her academic work at The Healdsburg School, the disciplinary

consequences are serious. Dishonesty may result in a “zero” for the piece of work whether it is a test, paper, quiz, homework, or project.

## Grading

**Grades K-2:** Students will receive Developmental Profiles indicating progress.

**Grade 3:** transitions to E (excellent) G (good) S (Satisfactory) and HD (Having Difficulty)

**Grades 4-8:** Letter grades based on GPA (Grade Point Average)

## Online Gradebook

The Healdsburg School uses an online grading system with a web portal that allows parents to monitor their child’s academic progress. By logging onto the portal students and their parents can see recent assignments, check upcoming projects, note quiz and test grades, spot academic trends, track your child’s GPA and even confirm attendance, all in real-time and from any computer. It is a powerful information tool that is designed to promote partnership and accountability with students, parents and their teachers and avoid surprises.

## Grading System

Academic grades in 4<sup>th</sup> through 8<sup>th</sup> grades are reported and recorded using the familiar A through F system. The system is based on a weighted numeric score as follows...

A	94-100% = 4.0
A-	90-93% = 3.8
B+	88-89% = 3.4
B	84-87% = 3.0
B-	80-83% = 2.8
C+	78-79% = 2.4
C	74-77% = 2.0
C-	70-73% = 1.8
D+	68-69% = 1.4
D	64-67% = 1.0
D-	60-63% = 0.8
F	59.99% or less

THS teachers will assess students in three ways: **process** (work habits, initiative, effort), **performance** (products/content/skills learned and applied), and **progress** (improvement over time). Each of these components is vital for how a student learns, and, therefore, will be assessed in a deliberate manner with more accurate feedback to both the students and parents. As a result, report cards and grades will better reflect student strengths and weaknesses.

## Academic Honors

Students in grades 4 through 8 who receive a trimester GPA of 3.00 to 3.49 will be listed with Honors on the THS Honor Roll. Students who earn a GPA of 3.50 to 3.99 will be awarded High Honors. Students who score a perfect 4.0 (straight A’s) are recognized with Highest Honors.

## **Academic Awards:**

At the end of each trimester, an Academic Awards Assembly for the entire student body will be held in the Campus Center. Parents are welcome. .

### **Criteria:**

Awards are based on the GPA in core subjects: Math, Language Arts, Humanities, Science, Spanish, Mandarin and Economics (grades 7&8). All are also based on a Satisfactory in conduct.

Effort, the prestigious HOS Award, is based on the effort rubrics, and awarded in grades 4-8

Highest Honors: 4.0 GPA. Grades 4-8

High Honors: 3.5-3.9 GPA. Grade 4-8

Honors: 3.0-3.4 GPA. Grade 4-8

Class Awards: Grades K-3 are presented with class awards based on a goal set by the classroom teacher. The award is then posted in the classroom.

## **Effort and Achievement Rubrics**

Scale: 4 = exceeds the standard, 3 = meets the standard,  
2 = approaches the standard, 1 = falls below the standard

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### **Effort Rubric**

4. I worked on the task until it was completed. I pushed myself to continue working on the task even when difficulties arose or a solution was not immediately evident. I viewed difficulties that arose as opportunities to strengthen my understanding.
3. I worked on the task until it was completed. I pushed myself to continue working on the task even when difficulties arose or a solution was not immediately evident.
2. I put some effort into the task, but I stopped working when difficulties arose.
1. I put very little effort into the task.

### **Achievement Rubric**

4. I exceeded the objectives of the task or lesson.
3. I met the objectives of the task or lesson.
2. I met a few of the objectives of the task or lesson, but did not meet others.
1. I did not meet the objectives of the task or lesson

## **Athletics**

THS strives to encourage healthy minds and bodies through a Physical Education program that encourages good eating habits, exercise, sportsmanship and personal enjoyment of athletic activities. The program focuses on both individual and team sports. The Athletic Director manages the physical education program at the school and oversees all sports activities.

THS is a member of the Middle School Sports League of Sonoma County (MSSL) and will participate in league play in volleyball, basketball for our 7<sup>th</sup> and 8<sup>th</sup> graders and track for the entire school.

### **Homework Policy**

Students are responsible for their homework. Teachers intend that homework be a meaningful extension of the student's classroom instruction and a reinforcement and expansion of what he/she is learning in school. Homework also links school with home by giving parents an opportunity to observe school progress and to encourage their student's active participation. Parents can play an important role by helping their student set up a homework routine which would include a scheduled time for homework, a properly equipped area to work, a quiet environment, and a system or method for returning the homework to school. Parents are requested to balance supporting and facilitating the completion of homework assignments and allowing the student to assume his or her own responsibilities in completing their homework.

### **"No Rescue" Policy**

In an effort to promote independence and responsibility, the school encourages a policy based on the premise that choices have natural consequences – both positive and negative. Students often learn best when they are willing to take risks and learn from their mistakes. Should a parent choose to deliver items such as forgotten homework, lunch, or a project, those items should be left with the receptionist in the office.

### **BEHAVIOR AT THS**

The goals of behavior in THS are based on a Caring School Community, where students learn to become self-directed when respectfully dealing with others. Expectations for behavior in classrooms and outside of classrooms are clearly defined. If these expectations are not met, we take the opportunity (in most cases) in the initial incident, to consider it as an opportunity to educate; promote a positive reinforcement in ongoing behavior through a meeting with the student and possibly with parent(s). THS reserves the right to discipline students who fail to meet the expectations of the school, or through their lack of responsible behavior and conduct, infringe on the rights of others.

Minor Infractions – (Inappropriate behavior, improper uniform or grooming, failure to follow school rules or classroom policy, etc.) These infractions will be dealt with in a manner deemed appropriate by the disciplining staff member and may result in a written record of the infraction maintained in the school records. Parents will be contacted in cases where behavior is not being modified by the student. Faculty may use written communication with the parents as the faculty member deems necessary. Faculty and staff may refer a student directly to the Head of School at their discretion.

Major Infractions – (Chronic minor infractions, threatening to harm others, destroying

property, disrespect toward faculty or staff, bullying, lying to avoid punishment, harassment or sexual harassment, theft or stealing, fighting, acts of intimidations, acts of cruelty, forgery, plagiarism or cheating, truancy, etc.) These infractions will result in immediate referral to the Head of School, contacting parents, and a conference. Major infractions will warrant serious disciplinary action including: loss of recess, preclusion from participation in field trips, loss of other privileges, suspension, or expulsion from The Healdsburg School. Students may be required to write a reflective essay or perform other services at the school as a consequence of a major infraction.

The Head of School is the final decision maker or arbiter regarding this discipline.

### **Playground Rules**

#### **The following actions will not be tolerated and will result with consequences**

- Students must not be unsupervised
- Pushing, hitting, kicking, tackling, pegging, tripping or spitting
- Bullying or harassment
- Swearing
- Inappropriate talk or actions
- Water fights
- Running on decks & ramps
- Climbing between, or standing, sitting, or hanging on railings
- Standing on or climbing trees
- Stripping bark off trees
- Throwing rocks or sticks
- Gum chewing outside of classroom
- Students in classroom without teacher present
- Playing in restrooms
- Playing baseball and lacrosse in any area, but the track area
- Eating snacks anywhere, but the benches in quad or by the flagpole

### **Playground Consequences**

- Immediate
  - behavior notation form issued
  - time out
  - discussion
  - lunchtime detention following third behavior notation form
  - parents will be notified after second set of behavior notation forms
- Serious incident
  - intentional physical harm
  - notify administrator
  - child goes home

### **BULLYING POLICY**

The Healdsburg School recognizes that students should have a safe, positive learning environment and that bullying and cyber bullying **will not** be tolerated. We recognize the negative impact bullying has on a school community and how it is completely

contrary to the values of THS. Bullying is defined as unwelcome behavior directed against a student by another student or group of students which is found to be: intentional; intended to insult, ridicule, humiliate or intimidate another student; and harmful physically or emotionally to a student or students. Examples of bullying include:

- Unwelcome notes or written messages;
- Cyber bullying by electronic means including blog, e-mail, text message or web page;
- Unwelcome verbal comments, name calling, teasing;
- Visual gestures including bodily actions or pictures or drawings;
- Exclusion of a student to make the student feel unwelcome or intimidated;
- Disruptive behavior that intimidates or threatens other students;
- Retaliation with threats or actions against a student because of a complaint or participation in a complaint process.

This list is not exhaustive. There are many forms of bullying. The final interpretation on this issue resides with the HOS.

The Healdsburg School encourages students to use respect, honesty, and courage. Students who are being bullied should be clear and demand, "Stop," to the student or students who are bullying. Reporting bullying is not tattling, and every student who experiences bullying should report the behavior to a teacher or staff member, as well as to someone at home.

Any student witnessing bullying should exhibit courage, honesty, and respect by telling those who are bullying to "Stop." If the unwelcome behavior continues, after the offender is asked to "Stop", the student who witnessed the bullying should report it by telling at least two adults; a teacher and someone at home.

Teachers and staff members will respond immediately to any report of bullying.

Parents who have information about bullying should find out if their child asked the other student to "Stop," and if he/she notified a teacher. After asking these questions, parents should contact their child's teacher.

The HOS will take responsibility for investigating any unwelcome behavior reported by students, teachers, or parents. Repeated bullying will result in a mandatory parent conference. All incidents of bullying will result in appropriate consequences at the discretion of the HOS.

## **CAMPUS SECURITY**

The safety of your children is our highest priority. To that end, we have taken extra steps in securing our campus on a 24 hour basis.

The campus is secured from traffic during the hours of 9-3. Gate is locked at 6:00P.M. Alarm system is activated at 6:00P.M., or whenever the last person leaves campus. Motion lights operate from dark to dawn. A full campus intercom system is in place to reach THS community both inside and outside of classrooms. Students are monitored at all times, and we implement the Buddy System when appropriate.

All visitors, including parents, are required to sign in and out at the office and wear a visitor's badge while on campus, even if for a short period. Visitors must report directly to their planned activity. Volunteers should not stop by to "visit" their child in the classroom or deviate from their scheduled volunteering activity. Unexpected "drop ins" unnecessarily distract the child and other students. When the volunteering activity is completed, the visitor should immediately check out with the office.

For the security and safety of the students, the school must be aware of all visitors and volunteers and their location at all times.

All visitors, including parents, should respect the philosophies and the rules of behavior for THS. At no time should a parent or family member discipline, admonish, or rebuke another child. Any safety or discipline concerns should be directed first to the child's teacher. The head of school will address any failure to adhere to this policy.

### **Alert System**

The school utilizes the Honeywell Instant Alert System for notification of parents in case of a disaster or emergency. Parents will utilize the website <https://instantalert.honeywell.com> to enter contact information. This contact information will be used by a completely automated system to provide notification to parents during a natural disaster or emergency. The notification can occur via e-mail, telephone, or by text message. The information can be provided in either English or Spanish. Parents are required to keep the contact information updated by visiting the above website.

## **COMMUNICATIONS**

### **Parent-Teacher Communication:**

Parents who wish to communicate with a teacher may do so in the following ways:

- Leave a note in the front office to be placed in teacher's box
- Email

Please do not approach a teacher to discuss a meeting, a problem, etc. before or during school hours. This is disruptive to the business of the school.

Appointments with a teacher can be made using the means aforementioned.

### **Communication with HOS**

Parents who wish to communicate with HOS or schedule a meeting may do so through the receptionist, Martha Lopez or by email or a note.

### **Student communications: Cellular or Mobile Phones**

Students may not use cell phones in school. A student who needs to contact his/her parent or call home must make this request to a teacher. A cell phone is not a prohibited device; however, if a cell phone is used during school hours without permission from a teacher, rings or makes any noise in the classroom or on campus during the school day, the teacher will confiscate the device. The device may then be

retrieved from the school office by the parents. A repeated infraction of this policy will result in confiscation of the phone for the school year.

The Healdsburg School website is an important resource for parents and for those outside our community who are seeking information about the school. Questions about the website may be directed to Paula Dougherty.

Electronic mail is an effective mode of communication at the school, but it cannot replace personal contact. Telephone and face-to-face conferences are more effective means for discussing sensitive, complex issues, either with school families or each other. It is important not to say anything in electronic mail that you would not wish to be made public. Email messages should only be forwarded to a third party with the permission of the author. Review the list of addresses and recipients. Be careful to Send To and Reply to only those for whom your message is relevant. Devoting time and attention to the students remains the main priority of all faculty. Effective and economic use of this time for communication is therefore greatly appreciated. Faculty and staff may respond to an email request for information from parents or colleagues with a brief message such as "Please call" or "let's discuss in person" when appropriate.

### **EMERGENCY PROCEDURES INCLUDING FIRE, EARTHQUAKE AND LOCKDOWN**

In the event of a major disaster parents, guardians, responsible parties, will be notified via the *Instant Alert System*. The students will be kept at school until parents are notified that it is safe to pick them up. It is recommended that you do not call the school so that we may keep our lines of communication open for emergency usage.

Fire drills are conducted on a monthly basis. All adults and children must evacuate the buildings during these drills until advised to reenter.

The school takes all precautionary steps for earthquake and lockdown preparedness. Earthquake and lockdown drills are conducted regularly.

Questions about safety should be directed to Paula Dougherty.

Emergency Plan: We will follow the local and national guidelines for safety procedures. Emergency/Disaster Kits are located in the classrooms. Each student has his/her own earthquake kit.

### **FIELD TRIP GUIDELINES**

Field trips enhance classroom instruction and are an important part of a well-rounded curriculum. On many occasions, parents will be asked to drive for field trips and athletic events. Parent participation is important to these events and is greatly appreciated. The teacher and Head of School must approve all aspects of a field trip, such as: transportation, logistics, activities, and location. Parent drivers must submit the driver information form (which indicates the minimum level of insurance coverage required for drivers on field trips) at least 24 hours prior to the field trip in order to allow the administration to review and approve that driver. Failure to submit timely driver information will prevent a vehicle from being used. It is the responsibility of parent drivers to take students directly to and from the school and activity. It is anticipated that

parents driving will pay for parking and tolls. If parents drive, their cars must have seat belts for each passenger, and they must carry adequate insurance for all passengers. A student will not be permitted to travel without a seat belt. The owner of the vehicle is the primary insured party. The school's coverage is in excess of the owner's insurance.

## GUIDELINES

### For Drivers and Chaperones:

1. Please be prompt.
2. All children need to be secured in individual seat belts. No student under the age of 12 may sit in the front passenger seat if it is equipped with an airbag. Children who weigh less than 60 pounds or are younger than 6 years old must ride in a car seat.
3. Students are to use appropriate voices when riding in the car. Pull the car over to the side of the road in a safe manner if the noise level gets too loud or if student behavior becomes inappropriate.
4. Please observe all traffic rules. For safety reasons, please take extra care in supervising students in the parking lots.
5. Make sure you travel the route agreed upon ahead of time and you travel in a caravan.
6. Any and all stops must be agreed upon ahead of time. When one car stops, all cars stop. There are to be no unauthorized stops.
7. Please do not talk on a cell phone while driving, and do not bring siblings on the field trip.
8. It is important to keep your assigned group together at all times during the entire trip. You are required to stay for the duration of the field trip. During the field trip please be sure your group meets at the designated time and location. A student must be accompanied by an adult in order to go to the restroom.
9. Students provide their own snacks; please do not bring or buy snacks for the students unless the teacher requests that you do. Please do not buy items at the gift shop for the students.
10. If cleanup is necessary, please help supervise.
11. At the end of the field trip, please check in with a teacher before leaving to return to school. On returning to the school, do not release your carpool until a teacher or assistant has returned. Please help ensure that the children are on their best behavior.
12. Family pets are not allowed on field trips.

### For Students:

1. Students should listen and pay close attention to the docent.
2. Students should not touch any museum items unless specifically approved by a museum authority.
3. Students are not permitted to purchase items at the gift shop or snack bar.
4. Students should use respectful language. Students need to walk and should not run.
5. Students should help in the cleanup process. Students should keep track of their own belongings.
6. Students are responsible for staying in the view of the chaperone.
7. Students are expected to practice good manners.

## FINANCIAL AID AND TUITION ASSISTANCE

A need-based financial assistance program is in effect at The Healdsburg School. An outside and independent third party company provides financial assistance funding is

distributed equitably and in a timely manner to those families who supply the necessary financial information required to demonstrate need.

The Healdsburg School encourages families who are unsure about whether or not they would qualify for financial assistance to proceed with the process. We are committed to a broad range of socioeconomic diversity, including families who might describe themselves as in the middle economically. Expenses, as well as assets and income, are taken into consideration when computing a family's need, and a partial tuition award may be all that is needed for a family to bridge the gap and afford an education at The Healdsburg School.

## **MEDICAL, CHILD RELATED ISSUES**

### **Medication**

Medicine will be kept in the office. It must be in its original container, whether it be a prescription bottle or over-the-counter container. It must be presented in a zip-loc plastic bag with a note from the parent including both permission for the school to administer and directions for administering.

If a student is required to carry an inhaler or Epi Pen or similar device, the teacher and administration should be notified in writing.

### **Illness and Injury**

In cases which appear to be of a minor nature, first aid will be administered at school. In serious cases, appropriate emergency action will be taken. Parents will be notified immediately in the case of any injury to the head or neck. Parents will be expected to make provisions for taking sick children home because the school does not have the facilities for the transportation of children. If the home does not supply adequate instruction, or if the instructions given cannot be followed at the time of the emergency, the school personnel will act according to their best judgment for the welfare of the child.

No student with a communicable disease can attend school. The following information should be understood by parents:

**Fever:** a child should be free of fever for 24 hours before returning to school. Do not give your child fever medication and send him or her to school.

**Runny nose:** a runny nose showing yellow or green mucus indicates that your child has an infection and should be seen by your doctor.

**Cough:** coughs spread germs and can be very exhausting for a child.

**Gastrointestinal disturbances:** if your student experiences diarrhea or vomiting during the night, he or she should remain at home for the day.

**Rashes:** all rashes need to be checked by a physician to confirm that they are not contagious.

**Eyes:** other than allergy-related symptoms, excessive tears, redness, swelling, pus, inflammation, or "pink eye" indicate a highly contagious infection. A child must be on medication for 24 hours and have clear eyes before returning to school.

**Communicable diseases:** at the first indication of a communicable disease such as chicken pox or strep throat, you should keep your child at home and away from other

children. Notify your physician and the school. Your student must not return until the contagious stage has passed as directed by your physician. The school will notify classes about infectious diseases.

**Lice:** Parents are required to report any instances of infestation immediately. A child found with lice or nits will be sent home for treatment. The student may return after a parent informs the school that treatment has been given and nits have been removed. Please check your child's head routinely.

Please remember, it is important to keep the school informed regarding health issues.

### **Immunizations**

California State law requires that all children entering school within the state be immunized according to current regulations and that each child have a health examination prior to first school entry. No student will be admitted to school unless the required immunization forms are on file. For a variety of reasons, including allergic reaction, family history and parental choice, some students will not have completed the recommended vaccinations. In such cases a waiver must be signed by the parents. Those unvaccinated students may be required to stay out of school for up to 21 days should a case of a particular disease occur in the school community.

### **Child Abuse**

The California Penal code (Section 11166.5) requires that all educational and child care employees sign a statement that the employee has knowledge of and will comply with the mandate that those employees report known or suspected instances of child abuse. The Penal code states: (Section 11166) except as provided in subdivision (b), any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. For purposes of this article "reasonable suspicion" means that it is objectively reasonable for a person to entertain such a suspicion, based upon the facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse. (b) any child care custodian, medical practitioner, non-medical practitioner, or employee of a child protective agency who has knowledge of or who reasonably suspects that mental suffering has been inflicted on a child or his or her emotional well being is endangered in any other way, may report such known or suspected instance of child abuse to a child protective agency.

### **SOCIAL LIFE**

#### **Parties:**

***Private, off-campus:*** As part of our effort to build an inclusive community, we ask our parents to be sensitive to all the details of parties and other gatherings outside of school. Social exclusion is as harmful to those being asked to participate in exclusivity

as it is to those who are excluded. It is important to realize that while these are outside events, their impact on life at the school can be considerable. Invitations to parties should be sent through the U.S. Mail, not passed out at school. Children should be reminded not to talk about the party or event if not everyone is invited.

***Class, on campus:*** In keeping with our philosophy, we promote a simple and environmentally supportive approach to birthday parties, holiday celebrations, etc. Please contact the Room Parent for further information.

### **Teacher Gifts**

Faculty and staff do not expect gifts for holidays or other special occasions. However, individual expressions of gratitude to teachers are entirely voluntary and, of course, appreciated. In the past, we have encouraged simple, homemade gifts/cards, a donation of a book to the classroom/ library, a donation to a charity/organization in the teacher's name, etc. Please note that room parents should not solicit funds for teacher gifts.

### **STUDENT GOVERNMENT**

The elected Student Council at THS is an active and advisory body. Student representatives provide input to the Head of School on policy decisions that affect them most directly, but they are also involved in projects as diverse as producing the jr. high dances, managing school-wide service projects, developing special lunch programs, even organizing special school spirit events. THS elected officers include:

- President [an 8<sup>th</sup> grader]
- Vice President [an 8<sup>th</sup> grader]
- Secretary
- Treasurer
- Community Director
- Social Director
- Spirit Director
- 8<sup>th</sup> grade representative
- 7<sup>th</sup> grade representative
- 6<sup>th</sup> grade representative
- 5<sup>th</sup> grade representative

Holding office in student government is a position of trust and an earned privilege. Students are eligible for elected office by maintaining a minimum of a "C" average, plus an effort grade of "G" or better. Too, the student may carry no greater than 10 accountability points in any given trimester. Vacancies in the term will be filled by appointment.

### **UNIFORMS AND DRESS CODE**

#### **School Uniforms**

School uniforms must be purchased from the approved vendor, Bancroft Uniforms. No substitutions are allowed. The school uniform is a source of pride and satisfaction for

the students and should be worn as such.

Girl's standard uniform:

- white polo with the school emblem (or green for grades K-4)
- green, v-necked sweater with school emblem
- plaid skort
- grey pants
- grey shorts
- white socks which must be visible above the tops of shoes
- athletic shoes
- Green fleece with school emblem (Please note: other sweatshirt-type "jackets" will be considered "out of uniform")
- Green coat with school emblem

Boy's standard uniform:

- white polo with the school emblem (or green for grades K-4)
- green v-necked sweater with school emblem
- grey pants
- grey shorts
- white socks which must be visible above the tops of shoes
- athletic shoes
- Green fleece with school emblem (Please note: other sweatshirt-type "jackets" will be considered "out of uniform")
- Green coat with school emblem

PE uniform: any part to be worn only on designated PE days

- THS white tee
- Grey gym shorts or grey gym sweat pants
- Grey THS sweatshirt (no names are to be put on the back of sweatshirts)
- White socks which must be visible
- Athletic shoes

Shirts should fit properly and not be baggy or stained. The school pants or shorts are grey. Pants should fit properly at the waist. Baggy pants or pants which show undergarments are not permitted. Skorts are plaid and should fit properly with the hem falling no shorter than in the area just above the knee. Belts are not mandatory.

School shoes must be athletic shoes with velcro or lace ties, and must be secured so as to allow for rigorous activity and remain on the foot.

### **Grooming Standard**

Hair for both boys and girls must be clean, neatly groomed and out of the eyes of the student. Streaks or hair colors that are not a student's natural color are not allowed.

Nails should be clean and neat. Only clear nail polish is allowed. 8<sup>th</sup> grade students may be given privileges regarding make-up, jewelry, and nail polish colors as determined by the Head of School.

Jewelry should be modest and not create a distraction in the classroom. Earrings may be worn but should not create a hazard or distraction. No other body piercings are allowed.

### Free Dress

Certain days are designated "free dress" days. On such days students must wear neat, clean clothing that is consistent with the intent of the uniform and appropriate for The Healdsburg School campus. Torn jeans, baggy pants, short-shorts tank tops, and bare midriffs do not meet school expectations. Party dresses, open-toed sandals, and non-rubber soled shoes are not suitable for students. Tee shirts will not be allowed. Shirts must have sleeves.

### EXTRAS NOT COVERED BY TUITION

At THS, there are many items or activities not covered by tuition. These items may include but are not limited to:

- Lunch program.
- Band or musical instruments.
- Selected literature books
- On occasion, an opportunity arises for the students to activity participate in an activity that would be of great benefit to them. Activities such as a self-defense class or CPR course may be offered. Families are advised of the courses offered and the cost.
- After School Academy has activities and classes which are not part of the school day. Information regarding these activities is provided via e-mail to the families.
- Graduation events.
- Worldstrides trips to Washington D.C. or other locations.
- Camps or field trips.
- School uniforms, which are purchased from Bancroft Uniforms.
- Student supplies are purchased by the family. The supply list is provided by the school prior to the start of school.
- SSAT

### WITHDRAWAL FROM SCHOOL

If a child is withdrawn from school, it is mandatory that the School be notified in writing. All financial obligations must be met before any transcripts or records will be sent to another school.

