Student-Parent Handbook

2025-2026

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ST. ALBANS COUNTRY DAY SCHOOL
2312 Vernon Street
Roseville, CA 95678
Office: (916) 782-3557 Day Care: (916) 782-6304
Fax: (916) 782-3505
Office Hours: 7:30 a.m.-4:00 p.m.
Grades Pre-k through 8
Founded 1963

Accredited by the Western Association of
Schools and Colleges

STUDENT-PARENT HANDBOOK
2025-2026

SCHOOL COLORS: *NAVY AND GOLD*

SCHOOL MASCOT: *THE HAWK*

Mission Statement

The mission of St. Albans Country Day School
Is to offer an
Academically challenging and
Personally enriching
Educational program.
The school provides a safe,
Nurturing environment where
Ethical values and good citizenship
Are emphasized.

ST. ALBANS COUNTRY DAY SCHOOL PHILOSOPHY

St. Albans Country Day School offers students a challenging academic curriculum in a safe and caring environment where ethical conduct is emphasized. The faculty, staff, and parents work cooperatively to prepare our students for success in high school as well as in life.

Small classes, high expectations, and progressive instruction help create an atmosphere where students acquire a broad foundation of knowledge and skills. Individual talents, teamwork, and an appreciation of diversity are fostered through a variety of enrichment programs. Continuity, structure, and discipline are valued from grade to grade while exploration and creativity are encouraged.

We believe that character and intellect are of equal importance. The school promotes integrity, empathy, and a concern for the welfare of others. Students are expected to make good decisions, which contribute to a positive learning environment.

St. Albans provides students with guidance and many of the tools necessary for future success. Students acquire skills that encourage leadership roles, innovative thinking, and positive involvement in their community. Graduates
leave St. Albans prepared to make a significant personal contribution to society.

EXPECTED SCHOOLWIDE LEARNING RESULTS

Students will:

1. **Communicate Effectively.**

   Students will learn to communicate effectively through reading, writing, listening, and speaking.

2. **Solve Problems.**

   Students will become effective problem solvers by using creative and critical thinking skills.

3. **Work Cooperatively.**

   Students will work together to show that they can effectively collaborate to achieve learning outcomes.

4. **Learn Independently.**

   Students will become independent learners by developing skills to help them gather information, perform tasks, and solve problems.

5. **Experience Enrichment Activities.**

   Students will participate in a variety of activities that will broaden their experiences at school.

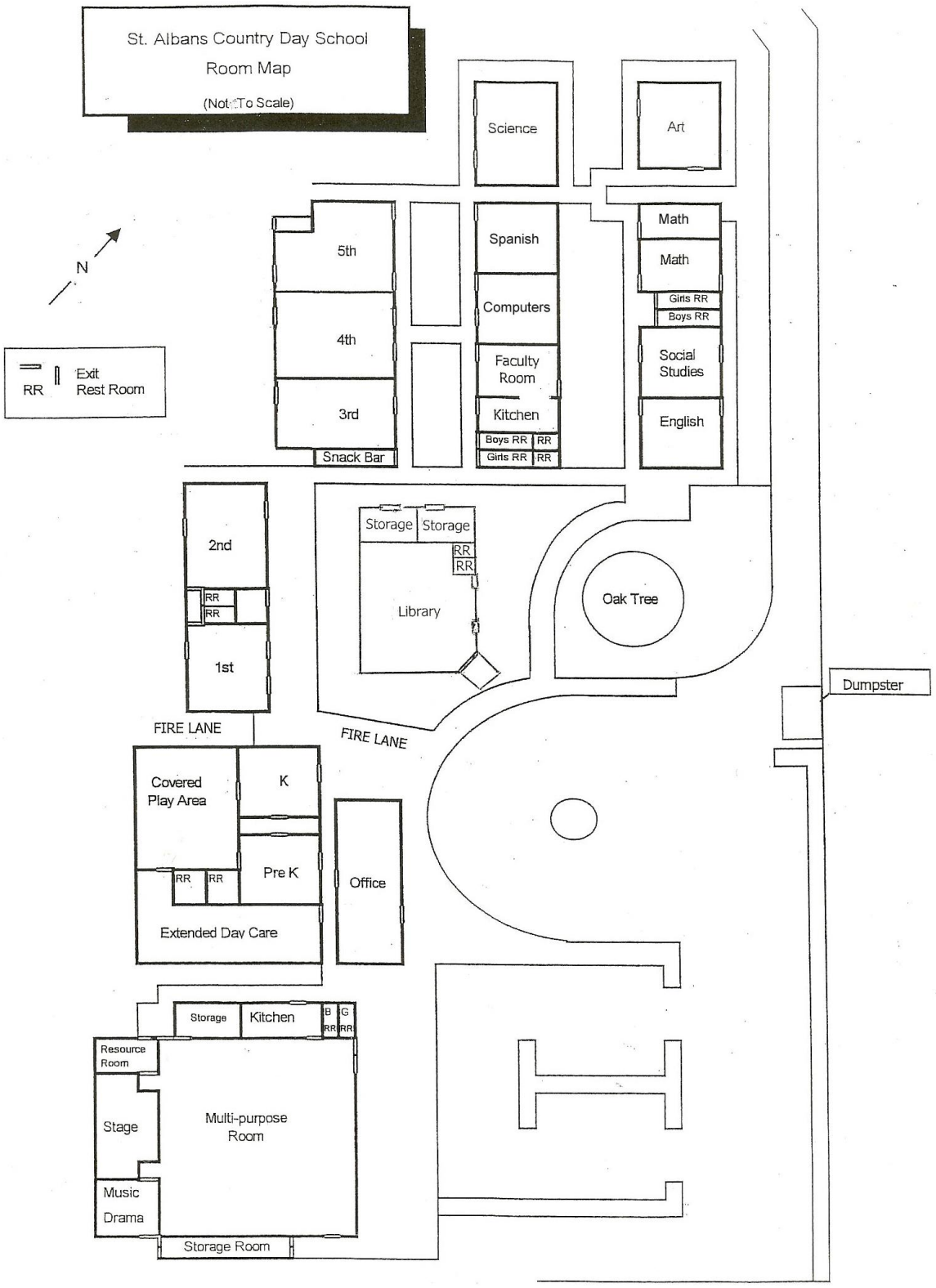
6. **Demonstrate Respect for Self and Others.**

   Students will treat all people with respect, demonstrating integrity and acting with kindness towards others in words and actions.

FACULTY & STAFF

Mrs. Laura Bernauer	Head of School
Mrs. Angie Tennison	Assistant Head of School
Ms. Mindy Sakoi	Administrative Assistant, Registrar
Miss Olivia Salazar	Secretary
Mrs. Emily Stabbert	Development Director
Mrs. Rita Thornton	Bookkeeper
Mrs. Kim Homma	Prekindergarten
Ms. Debbie Silvers	Prekindergarten – Fourth Grade Aide
Mrs. Destiny Jackson	Pre-Kindergarten Aide
Mrs. Alyssa Parietti	Kindergarten
Ms. Elizabeth Ginda	Kindergarten Aide
Mr. John George	First Grade
Mrs. Ashley Gern	Second Grade
Mrs. Kelly Still	Third Grade
Mr. Rich Doran	Fourth Grade
Miss Alyssa Wallace	Fifth Grade
Miss Michelle Maher	English, Grades 6-8, Sixth Grade Homeroom, Student Council Advisor
Mr. Greg Bobo	History, Grade 5, Social Studies, Grades 6-8, Seventh Grade Homeroom
Mr. Bryan Gast	Science, Grades 5-8, Eighth Grade Homeroom, Family Life Instructor, Grades 5-8
Mr. Neal Carpenter	Math, Grades 6-8 and Math Club
Mrs. Laura Doran	Math, Grades 6-8
Mrs. Kristin Sordi	Computers/Technology, Grades K-8.
Mrs. Susan Irish	Spanish, Grades 5-8
Ms. Rebeca Ferreira	Spanish, Grades Pre-k-4, Extended Day Care
Mrs. Susan Frank	Art, Grades K-8
Ms. Isabella Mars	Art Aide
Mr. Christopher Cook	Music and Drama, Grades Pre-k-8 & Band
Mrs. Nancy Shiro	P.E., Grades Pre-k-8, Athletic Director
Mr. Elliott Grogan	Reading Support Specialist
Ms. Katie Lall	Library Director, Character Counts
Mrs. Susan Drake	Extended Day Care Supervisor
Mrs. Marit Fulk	Extended Day Care
Mrs. Angela Rusfeldt	Extended Day Care, Yard Supervisor
Ms. Carolyn Robinson	Extended Day Care, Classroom Aide
Ms. Joanna McNutt	Maintenance/Custodian, Yard Supervisor
Mrs. Jeni Newman	Snack Bar, Yard Supervisor
Mrs. Anne Gast	IT Administrator

SCHOOL MAP


St. Albans Country Day School
Room Map
(Not To Scale)
N
RR Exit Rest Room
Science
Art
5th
4th
3rd
Snack Bar
Spanish
Computers
Faculty Room
Kitchen
Boys RR
RR
Girls RR
RR
Math
Math
Girls RR
Boys RR
Social Studies
English
2nd
RR
RR
1st
Storage
Storage
RR
RR
Library
Oak Tree
Dumpster
FIRE LANE
FIRE LANE
Covered Play Area
K
Pre K
RR
RR
Extended Day Care
Office
Storage
Kitchen
B
RR
G
RR
Resource Room
Stage
Multi-purpose Room
Music
Drama
Storage Room

ST. ALBANS COUNTRY DAY SCHOOL BOARD OF DIRECTORS

EXECUTIVE BOARD OF DIRECTORS

Cory Irish	President
Reza Sepehrdad	Vice President
Randy Ow	Secretary
Patrick Cronican	Treasurer
Margaret Leung	Director

SAPA BOARD OF DIRECTORS

Steve Peery	President
Taylor Magaziner	Vice President
Livia Wijono-McClymont	Treasurer
Hiba Alam & Linda Iway	Secretary
Margaret Leung-Hsu	Raise Right
Baha Winger	Points Assessment
Stacey Stephenson & Lexie Lyons	Room Parent Coordinators
Mindy Sakoi	New Family Mentor

THE SCHOOL COMMUNITY

The St. Albans Executive Board functions as the governing body of the school. This responsibility embraces all phases of school activity, most of which is delegated to the Head of School, who reports directly to the Executive Board.

No other person or group will supersede the authority of the Executive Board. Practically stated, this means that individual parents or groups of parents do not make policy decisions, select books, determine curriculum, or select and dismiss teachers as this is the job of the Head of School. Parent participation is in the role of the helping arm of the school.

St. Albans expects its families to support the school's philosophy and operations. Students are asked to do their best and show consideration for other members of the school community. Likewise, parents are also asked to act responsibly.

St. Albans is a family school, and all parents and students are encouraged to act and speak with discretion. Concerns or grievances concerning a teacher or class should be expressed appropriately to the teacher in private. Any breach of such etiquette, which undermines the school's philosophy, operations, or professional staff, is cause for dismissal of the family from the school.

Parents are expected to demonstrate respect and courtesy in all written and verbal communications with teachers. This expectation fosters a positive and collaborative environment, crucial for the educational success and well-being of students. Respectful interactions include addressing teachers with appropriate titles, using polite language, and engaging in constructive dialogue. By maintaining a tone of mutual respect, parents and teachers can work together effectively to support students' learning and development. Additionally, respectful communication sets a positive example for students, emphasizing the importance of civility and cooperation in all relationships.

THE EXECUTIVE BOARD

The primary responsibility of the Executive Board is to oversee the fiduciary integrity of the school. This includes such areas as setting tuition, fees, and salaries; approval of the annual budget, capital purchases, major repairs, and determining long-term goals. Additionally, but no less important, the Board provides vision in the development and implementation of the school's master building plan. The Executive Board does not participate in grievances or the daily functions of the school.

The board is comprised of seven directors, which can include an alumni member. Board members are expected to serve a minimum of three years. The Head of School and the Assistant Head of School are non-voting members of the board. Terms are rotated to ensure continuity. When needed, the board elects new members at the end of the school year or when deemed necessary. The new board tenure typically begins at the beginning of the following school year.

CONFIDENTIALITY

To maintain a supportive, congenial working relationship between parents, teachers, and students, parents as well as students, are asked to refrain from discussing teachers, students, and other parents in any manner that would be interpreted as gossip. If continued discussion about any issue is desired, it is the responsibility of the interested party to speak directly with the person or persons involved and seek to resolve any differences or misunderstandings. **Airing negative opinions and remarks with others is often hurtful and/or damaging to those parties being discussed and may result in a family being dismissed from the school.**

NONDENOMINATIONAL AND NONPARTISAN POLICY

All religious, spiritual, and political beliefs will be respected. No religious dogma will be taught. No group will be allowed to further a partisan political cause or an extremist position through a speaker, meeting, literature, or in any other way. All guest speakers and the subjects discussed must have prior approval by the Head of School before the speakers are allowed to give any presentation to the students.

NONCOMMERCIAL POLICY

Solicitations for any business will not be made from or through the school except for official fundraising events or projects. As a service to our families, **parent lists** for all classes are available in the office. Parent lists will **NOT** be made available for any commercial reason, however, and parents may not share these lists with anyone outside of the St. Albans school community.

Any St. Albans faculty/staff member, private, and/or public entity that offers services to St. Albans students or other students for monetary gain, such as tutoring services, are not allowed to advertise or perform said services on the St. Albans campus. Enrichment services conducted by St. Albans faculty/staff members for St. Albans students shall be exempt from this policy, as long as said services occur before or after school, on weekends, or during holiday periods. Enrichment services are limited to music, band, art, computers, and athletic activities. The staff member must notify the administration that they will be on campus and the service being provided may not conflict with any other staff/faculty responsibility or activity at St. Albans.

GIFT ACCEPTANCE POLICY

St. Albans will accept gifts of cash or marketable securities for Annual Giving or other fundraising endeavors, such as a capital campaign, that are not special events (e.g., "SAPA Online Auction") which have their own acceptance policies. Donors may give "gifts in kind" to Annual Giving that have been previously identified and approved by the Head of School as meeting specific needs of the school. Examples of "gifts in kind" that the school has accepted are new technology equipment from Hewlett-Packard and the gate at the entrance to the school. Final decisions regarding the acceptability of "gifts in kind" will rest with the school's Executive Board of Directors.

In order to avoid the appearance of impropriety and to support our longstanding admissions policies, St. Albans will not accept gifts to Annual Giving and other fundraising endeavors such as capital campaigns from families of children who are on the waiting list unless those families have another relationship to the school such as current or alumni parents, alumni, or grandparents. Sponsorship, ticket purchases, and purchase of auction items at "SAPA Online Auction," the purchase of gift wrap, magazines, or participation in the SCRIP program from the St. Albans Parents Association (SAPA) are excluded from this prohibition.

CHILD CUSTODY/SUPPORT/DIVORCE DISPUTES

It is St. Albans' policy that under no circumstances are parents or relatives of St. Albans students or any individuals acting on their behalf other than court appointed officials, to contact, either directly or in writing, St. Albans administration, faculty or staff in connection with any issues related to child custody or support disputes for the reason of furthering their legal cause.

In divorce and custody situations, it is extremely important for parents to communicate with administration, teachers, and staff members concerning a child, but administration, faculty and other staff members will not sign grievances, memos, or other written documents prepared by one party to support his or her custody wishes. St. Albans employees will cooperate with, talk to, and meet with, court-appointed mediators and counselors, with signed permission from the parents.

CAMPUS VISITATION POLICY

The campus and classroom visitation policy is primarily for the safety and well- being of the students.

- The Head of School must approve all visits from persons not directly associated with the school.
- Parents wishing to visit a class must make arrangements with the office. A date and time for the visit will be arranged with the teacher.
- All persons on the school campus must first check in with the office before going to any room or other campus locations unless they are regular helpers in classroom centers, attending meetings, or having a parent-teacher conference.
- Campus visitors are given a visitor's badge to wear when they sign in at the office.
- Parents are not to walk into classrooms while classes are in session.
- Guest speakers, resource persons, or visitors who will participate in any type of classroom presentation must be approved by the Head of School and check in first with the office upon arrival.
- Classes visiting from other schools will be expected to abide by the same rules as St. Albans students.
- Parents and students are to immediately report to the office the presence of any person who gives cause to be suspect in any way.

PARENT VOLUNTEERS AND LIVE SCAN REQUIREMENTS

All parents wishing to volunteer at the school in any capacity must complete a Live Scan. Live Scan is a fingerprinting method run by the California Department of Justice (DOJ) that looks at fingerprints and palm prints electronically, for the purpose of running a criminal background check.

If you have been Live Scanned by another organization, you still need to be Live Scanned through St. Albans Country Day School, as the DOJ does not share results between organizations.
Once a prospective volunteer has completed the fingerprinting process at a Live Scan location (using the form provided by St. Albans), the California DOJ will send the results to St. Albans. This normally takes between 24-48 hours, but can take up to thirty (30) days or more, depending on how busy they are. When notification from the DOJ is received by St. Albans, the school will send an email to the prospective volunteer regarding whether he/she has been approved for volunteer service. If a prospective volunteer has not received an email from the school within thirty (30) days of completing the fingerprinting process, prospective volunteers may provide a photocopy of the Live Scan form to the School office so that the School may attempt to contact the DOJ on the prospective volunteer's behalf.

The Head of School will review any Live Scan reported convictions and the school has sole and absolute discretion to determine the volunteer's prospective status or participation as a volunteer. Additionally, all prospective volunteers will be checked against Megan's Law website and no person listed on the Megan's Law website will be approved as a volunteer.

Prospective volunteers may only begin volunteer service after receiving approval via email notification from St. Albans. Live Scan updates the school indefinitely with any future status updates/convictions, so volunteers will not have to repeat the Live Scan process for St. Albans. Finally, any and all costs associated with fulfilling the criminal background check shall be the responsibility of the volunteer.

DROPPING OFF AND PICKING UP STUDENTS

Parents are asked to carefully observe the following morning drop-off and afternoon pickup procedures that are in place for your safety and the safety of our students and your passengers:

ALL drivers are expected to go through the drive-through circle when dropping off or picking up children. Carpool drivers and parents that need to park because of an appointment, business in the office, or day care are the ONLY exceptions.

- When dropping off or picking up passengers, drive slowly into the driveway and continue around the drive circle, staying close to the right-hand curb.
- Use of hand held cell phones, according to state law, is prohibited while driving, and this includes our drop-off and pickup circle.
- Do not stop at the oak tree or anywhere else on the circle if there are spaces in front of you. Always move your vehicle to the most forward position on the drive circle so that the cars behind you can follow suit, thereby allowing a greater number of vehicles to drop off or pick up passengers. Children must always exit and enter vehicles on the curbside.
- It is very troublesome to have the drivers of one or two cars stop at the first opportunity they have when arriving at the oak tree rather than continuing around the circle. Vehicles then become backed up, causing a major stoppage in the flow of traffic in our driveway and on Vernon Street.
- **CARS WITHOUT DISPLAYED HANDICAPPED PLACARDS MAY NOT PARK IN HANDICAPPED SPACES AT ANY TIME.**

- If parking in the gravel parking lot, parents must get out of the car to pick up their children. Students are not permitted to wait next to or walk through this lot unattended.
- Students may not walk unaccompanied by an adult though either the blacktop or gravel parking lots.
- Children must wait on the sidewalk around the drive circle for their rides. **They are not allowed to wait in front of the MP room**.
- Parents of prekindergarten or kindergarten children, who wish to walk their child to class in the morning or pick up a child at the classroom, must park in designated parking spots. Never leave an unattended vehicle parked in the circle during drop-off and pickup times.
- If you have a before school or after school appointment with a teacher, have business in the office, or are picking up a child at day care, always park in a parking spot.
- When cars are in the circle and you are in the circle line after your passengers have been dropped off or picked up, you may proceed slowly and carefully and pull out around a vehicle that is stopped. Continue slowly down the driveway to Vernon Street.
- Always be extremely watchful and careful when you enter St. Albans property, and be especially careful when you pull out around another vehicle.
- Be mindful of our neighbors when driving on Vernon Street. In the morning there are children waiting at bus stops, some crossing the street, and it's important that our parents drive slowly, carefully, and are also mindful of cars backing out of driveways.

ADMISSIONS POLICY

St. Albans Country Day School adheres to a non-discrimination policy, and the school will not reject the application of any student based on sex, race, creed, color, religion, nationality, or ethnic origin.

Parents of applicants are asked to fill out a wait list application online through the FACTS website and pay a non-refundable $30 fee for the wait list as an act of good faith. This will establish a place for the student on the wait list. Our office will reach out annually to confirm continued interest of remaining on our waitlist. When an opening occurs, parents will be notified, and the student will be evaluated. If admissions criteria are met, the student will be accepted.

Immunization for First Admission

For unconditional first admission to school in California, documentary evidence that a student has been properly immunized must be presented to the school. Adequate immunization is considered to be four doses of polio, five doses of diphtheria, pertussis, and tetanus (DPT), two vaccines for measles, rubella and mumps (MMR), three hepatitis B shots and two vaccines for chickenpox. 7th-8th admission will also require the initial doses with the Tdap. Please contact the school Secretary for more details on immunization requirements. Your child may be exempted from immunizations by a doctor because of a medical condition. Medical exemptions issued using the California Immunization Registry-Medical Exemption website (CAIR-ME) are the only medical exemptions schools and prekindergarten facilities can accept from students entering a new grade span in 2021 and beyond. Medical exemptions issued starting January 1, 2021 are subject to CDPH review and may be revoked. Schools and pre-kindergarten facilities will be notified of permanently revoked medical exemptions. All health forms and immunization records are kept by the school office.

Prekindergarten Admissions
Prekindergarten applicants must be **four years old** by September 1 of the school year in which they are applying to be eligible for admission to the program. However, families of children with birthdays between September 1 and September 30 may request a screening to determine if their child has the academic and social skills necessary to be accepted into a Pre-K program that functions as a traditional kindergarten. Enrollment may be offered to children with September birthdays even through their age falls after the deadline for admissions if they demonstrate readiness. Age requirements are strictly adhered to and exceptions beyond September 30 will not be made.

Pre-k applicants and parents will be asked to visit the pre-k class and meet with the teacher. Prospective pre-k students are not formally tested, but they will be evaluated by the pre-k teachers. The decision to admit a student to the pre-k program rests with the prekindergarten teachers and the Head of School. **It cannot be assumed that all students in the prekindergarten program will automatically be admitted to the St. Albans kindergarten program.** It is a big jump for some students to go from pre-k to kindergarten, and it is a disservice to the child, the parents, and the teachers to automatically send children on who clearly are not ready.

In the case of a child not being ready to make this transition, a place in the following school year's prekindergarten class will be offered first to this child before others on the wait list. It is the school's observation that students who repeat prekindergarten at St. Albans do extremely well when they move on to kindergarten. Experience shows that these children who are given additional time to mature and develop their social and academic skills are not socially hindered in any way. In fact, it is the professional opinion of all of the teachers involved that these children feel a sense of relief and comfort by having the opportunity to move and develop at a slower pace. They frequently excel in an already-known, familiar environment. Intelligence is not the issue, but rather the acquired social and academic skills that are demonstrated at a particular timeframe in the child's early development. Some extremely bright young children have repeated prekindergarten, which has proved to be a very beneficial decision for the child.

Children enrolled in Pre-Kindergarten **must be toilet trained before attending St. Albans.** This is important because when an adult is busy changing a child's soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class. We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

Kindergarten Admissions
Kindergarten candidates must be **FIVE YEARS OLD by September 1** (unless they have attended the St. Albans Pre-Kindergarten) of the year applying to be admitted to the kindergarten program. They must also demonstrate the skill level and maturity of the incoming kindergarten class as a whole. All applicants will be given a kindergarten readiness assessment, and they will be evaluated by the pre-k and/or kindergarten teachers prior to acceptance.

Admissions First-Eighth Grades
Applicants for grades one through eight are required to meet general admissions requirements that are based on a combination of the following criteria: scoring in the average to above average stanine range in total reading, total math, and total language on the Stanford Achievement test; previous academic performance; conduct; writing sample; and class visitation. Admissions in grades one through eight is a two-step process that includes a visitation and assessment. Depending on the grade level, the order of the steps may vary.

Visitation: As openings occur, students on the wait list are invited to visit their prospective class for a day. Parents are asked to bring copies of past report cards (2 years) and standardized tests (if applicable) on the day of visitation or submit them electronically to the registrar. While visiting, students fully participate in all classes, they complete the assigned work, and teachers administer skill based screenings. After the visitation is complete, teachers give feedback, including observations about their interactions with others, work habits, and willingness to participate in classes. The visitation is also an opportunity for each prospective student to gain a sense of what it would be like to be a member of the particular St. Albans class.

Assessment: The Stanford 10 Achievement test is administered on a separate day from classroom visitation and the testing time varies by grade level. Potential students will complete the basic battery of the Stanford 10 Achievement test (grades 1-8). Students will also be asked to complete a short writing sample. The writing sample may occur on the assessment day or during the student's visitation day. If a prospective student has taken the Stanford Achievement test within three months of being considered for entrance, the school will not retest the student. In this case, the parents must submit a copy of the test results to the school.
Applicants in grades 1-8 will be required to pay a $100 assessment fee prior to attending a visitation day or completing a screening assessment. If enrollment is offered and the family chooses to enroll or if St. Albans declines to offer enrollment, the $100 assessment fee will be refunded. Assessment fees will not be refunded if a student is offered enrollment and the family declines.
Because the right fit is paramount to all future academic success, these pre-screening steps are an important part of the admissions process for all potential students in grades one through eight. Careful consideration will be given to the prospective student's Stanford scores in relation to the class average of the grade he or she will be entering. If the prospective student's scores are below the class average, it may be in the best interest of the child not to admit him or her at this time. The Head of School will make the final decision as to whether or not a student is accepted.

A Note About Upper Grade Admissions
Careful consideration is given before accepting students in grades five through eight because of the difficulty in adjusting to the school's enriched curriculum at these grade levels. Even though the state curriculum framework is followed, it is enriched in all subject areas. Fifth, sixth, seventh, and eighth grade candidates will most likely need to test in the above average range and be ranked above average in the other criteria areas in order to be competitive with the current fifth through eighth grade students' skills. Upper grade students' social development is also given thoughtful consideration.

NEW STUDENTS

All new students will be admitted on a probationary status for their first year, and their academic achievement and behavior will be evaluated when formal evaluations are given. Thoughtful consideration will be given to new students who are having difficulty in adjusting academically, socially, or behaviorally. Faculty and staff members will make an effort to determine the cause of any concerns and offer help to the student and the parents. It is the expectation that parents and faculty will work as a team to support a student's acclimation to St. Albans both academically and behaviorally.

PRIORITY FOR TESTING AND ADMISSION

Priority for testing for admission is based on the earliest entry date on the wait list, in the following order:

1. **Children of current teachers and staff members**
2. **Children who have siblings currently enrolled**
3. **Children of alumni families**
4. **Children of new families**

Screening will begin in January, and it will be done during the school day during regular school hours whenever possible. All students must meet the same admissions criteria regardless of when or how the student is placed on the wait list. Each child is evaluated individually, and a child receiving sibling status or being a child of a teacher or staff member does not ensure automatic acceptance.

When possible, an attempt will be made to keep a balance of girls and boys in each class. This may affect the position of some children on the wait list. **Families who decline to accept a class opening, but who wish their child to remain on the list, will be issued a new entry date.** The new entry date will be the date of refusal, and the child's name will again be placed on the wait list.

If the school makes the decision not to place the child for the upcoming school year for any reason, the child will not lose his or her place on the wait list, and placement will be considered for the following year.

Parents will not be given the exact number of the place that their child is on the wait list. There are too many factors that influence this numerical standing such as boy/girl balance in classes, and siblings and alumni being added to the list throughout the year.

TUITION AND FEES POLICY

The Executive Board sets tuition and fees, and the tuition and fee schedule for the following school year is sent home in January. The schedule also includes current information about enrollment dates and the registration fees for previously enrolled and newly enrolled students. All fees are billed through FACTS. This includes tuition, fees, assessments, and day care.

DEVELOPMENT AND THE ANNUAL GIVING FUND

The Development Office, under the direction of the Director of Development, oversees fundraising and assists with the administration of the Annual Giving Fund. The Development Office maintains contact with the greater St. Albans community of current and past parents, grandparents, alumni, and special friends through the St. Albans *Newsletter* and other outreach efforts. Contributions to the Annual Giving Fund help finance the day-to-day operations of the school, as well as enhance the academic, enrichment, athletic programs, and facilities. In addition, contributions ensure the best education possible while keeping tuition at a reasonable level to maintain economic diversity in the school population.

DELINQUENT ACCOUNTS

A late charge of **$25.00** will be assessed if monthly tuition, fees, assessments, and day care payments are not paid by the 18th of the month. If an account is still delinquent after the 18th of the following month, without arrangements having been made with the bookkeeper or the Head of School, the family will be informed that the total amount (including current charges) must be paid before the 18th of the following month. If this condition is not met, the school reserves the right to not allow the student to attend class until the amount owed is paid in full, and the bill may be turned over to a collection agency.

GRADUATING EIGHTH GRADE STUDENTS

All tuition and any other billed assessments of eighth grade students must be **paid in full by January 18** of the graduation year. If all indebtedness to the school by this date has not been resolved, the student will not be allowed to participate in the graduation exercises. Day care and other charges that could be incurred after this date must be paid in full after the final billing.

ALL OTHER STUDENTS

All current tuition, fees, assessments, day care charges, and late charges of all other students must be **paid in full before a student is allowed to register for the following school year**.

TERMS OF WITHDRAWAL AND REFUND POLICY

Parents are required to sign a registration agreement in February, which must accompany the registration fee. The first tuition payment for the following school year, along with the contract service fee, will be due in May. **The registration fee, first tuition payment, and the contract service fee are nonrefundable**. When students are accepted at St. Albans it is expected that they will remain enrolled through the entire academic year.

If a student leaves the school for any reason prior to the last day of school of the current school year, after the parents have signed the contract for the following year, the parents must notify the Head of School in writing that the student will not be returning to school. **However, if the school is notified after the contracted date, which is usually in March, the parents are responsible, as per the registration agreement, to pay the entire year's tuition.** If this situation occurs, the school would suffer monetary and other damages and the contract will be enforced.

In the event a great hardship would result to a family who withdraws their child from the school, requests for refund, reduction, or allowance may be made to the Executive Board, setting forth an explanation of the hardship in a letter. The Executive Board shall have the discretion to accept or to reject the request.

TUITION DISCOUNT FOR MULTIPLE CHILDREN

Families with multiple students attending St. Albans will receive a tuition discount for each additional child after the first child, in grades one through eight. Rates can be seen on the Tuition and Fee schedule. The 1st child tuition rate is applied to the oldest student, and each subsequent child is charged the discounted rate. It is important to note that this is not applicable to students in Pre-k and Kindergarten.

REFERRAL INCENTIVE

Current families may receive a tuition discount for referring new students to our school who are offered admission and enroll. Details are as follow:

1. Refer a student for an opening in Pre-kindergarten – eighth grade. Make sure to have them let us know that your family referred them.
2. That student will visit St. Albans and participate in grade-appropriate testing.
3. If the student is offered a spot AND the family accepts, the student may enroll.
4. You receive $2,000 off of tuition for one child for one school year.

If the referred family chooses not to enroll after admission is offered, the current St. Albans family will not receive a tuition discount.

FINANCIAL ASSISTANCE/SCHOLARSHIPS

Financial aid is designed to assist families that find themselves in situations that are of a more temporary nature rather than for a student's entire tenure at St. Albans. Loss of employment, a family's reduced income due to illness or accident, job changes, and other extenuating family circumstances are some of the reasons families apply for and are given assistance.

A family desiring financial or scholarship assistance must have been at the school for at least one year and submit an application form, which is available in the bookkeeper's office. A copy of the family's most recent, complete tax return must also be included. Names of scholarship or financial aid applicants and recipients will remain confidential; only the Head of School and bookkeeper will have knowledge of this information.

PARENT WORKDAYS

There are two scheduled Parent Workdays in the school year—one before school begins and one in the spring. Participation in a Parent Workday or doing jobs throughout the year that are workday-type jobs (weeding, planting, washing windows, etc.) earns the parent two **(2)** Parent Participation Points per hour worked. A list of these ongoing jobs, when necessary, will be posted on *Sign Up*. **Children, other relatives, or individuals employed by a family are not allowed to participate in workdays. The workdays are reserved for parents only.**

Parent Workdays begin at **8:00 a.m.** and end at **12:00 p.m.**, and parents may work all or any part of the workdays. Reservations to participate must be made in advance by registering for the event on the Sign Up link. In order to more efficiently match the jobs with the right amount of workers, there may be a limit to the number of participants. If this is the case, parents will be signed up on a first-come first-served basis.

Parents must sign in for particular jobs at a table in front of the office upon arrival at a Parent Workday and sign out when finished working. Participation in Parent Workdays is not required in fulfilling the Parent Participation Points. No parent participation credit will be given if the parent does not sign in. Each spouse must sign for themselves. No exceptions will be made!

ROOM PARENT PROGRAM

The room parent program is designed to assist teachers in many areas such as giving class parties, planning and arranging field trips, and processing Scholastic or other book orders. Room parents are responsible for planning and providing for four parties each year: Halloween party (refreshments provided by the school for all classes), Winter Holiday party, Valentine's party, and end-of-the-year party. In addition, room parents are responsible for organizing and implementing the Class Credit Assignment.

Applications to be a room parent are made available in the spring in *Tuesday News.* The teachers select their room parents from those who fill out and return the applications. Consideration is given to parents who have not previously had the room parent opportunity. Room parents will not be determined by who gets their application turned in first, and teachers will not promise a room parent position to any parent.

The room parents oversee the purchasing of any teacher gifts. Participation is optional, but all families should be given the opportunity to contribute. When class projects need to be done the opportunity to take part will be offered to every parent in the class rather than just a select few.

EXTENDED DAY CARE (EDC)

Extended day care is available on scheduled school days to all St. Albans students from **7:00 a.m.** to **8:00 a.m.** and from **12:15 p.m.** to **6:00 p.m.** and **1:30 p.m.** to **6:00 p.m.** when the kindergarten extended schedule begins the first of January. EDC will **not** be provided during school vacations or any days such as staff development days when students are not required to be in school. It is the intent of the school to provide a high quality environment, which is safe and nurturing for our children. The EDC program will provide nutritious snacks as well as games, activities, and crafts that are age-appropriate.

There will be a quiet, supervised study time for students of all ages so that homework may be started or completed before students are picked up at a later time.

Prekindergarten and kindergarten children who stay on a regular basis may purchase hot lunch, or students may bring lunch from home. Children who use EDC on a last-minute basis and do not have a lunch with them will be provided with an emergency lunch. The cost of the lunch will be added to the monthly daycare bill.

To ensure greater accounting accuracy, a computer software program is used when children check in day care and parents check children out of day care.

In the past there has been a potentially unsafe situation in the mornings with children dropped off at school before 8:00 a.m. and left unsupervised on the playground. The time before 8:00 a.m. is teacher preparation time, and classrooms are not open. Therefore, all children who arrive **before 8:00 a.m.** will be considered to be EDC students. They **MUST** join the EDC group for supervision.

When a parent has not picked up a child within **15 minutes** of the **12:15 p.m.**, **1:30 p.m.**, and **3:00 p.m.** dismissal times, the child is sent to EDC for supervision. Effectively, this means that at **12:30 p.m., 1:45 p.m.**, and at **3:15 p.m.** on a regular schedule day, children will be sent to EDC if they have not been picked up. This policy is for the children's safety and benefit. We understand that parents are sometimes unavoidably detained and that they would not want to leave their child unsupervised until they arrive. **Once the 15 minute time limit has passed and a child has been checked into daycare, a parent will be charged for a full hour**. After the first hour, billing changes to a per minute charge. Additionally, for the purposes of daycare billing, the youngest child is considered the first child and any older children will be the ones to receive a sibling discount rate.

On early **12:00 Noon** or **1:30 p.m. dismissal days** such as the first Friday of the month, students must be picked up by **12:15 p.m**. or **1:45 p.m.** After this time, students will be sent to EDC for supervision.

If a student stays after school for any after-school assistance from a teacher, to participate in a club, or a class assignment activity, the teacher or advisor in charge will notify the day care staff of the student's whereabouts.

When students are tutored, attending a club meeting, or participating in after-school activities, they must check in with the day care staff if they do not leave with a parent immediately after the activity. It is important that the school knows where students are at all times and when they have left the campus.

Students will not be charged for day care if they're receiving help after school, participating in a school musical or play, sports, or clubs, or taking part in a class assignment. **If students have not been picked up when their activity is over, however, they must always go to day care until a parent arrives.** The teacher or advisor will communicate this information to the day care staff. There will not be a day care charge if the student remains in day care for 15 minutes or less after checking in. However, a snack charge will be incurred if they take a snack during this time.

Students must also go to day care if the activity in which they're participating begins at a time later on in the day. In these situations, there will be a charge for day care. Students who participate in a play or any other activity and drop in for snacks in day care will be charged a snack fee.

Day care charges will be billed for students who use the day care facility during the scheduled parent-teacher conferences that are held during the week before Thanksgiving in November.

If a student attends EDC on a 12:00 noon dismissal day and does not have a lunch from home or a lunch pre-purchased through the hot lunch vendor, the parent will be billed **$7.00** for food provided by EDC.

If someone other than a parent picks up a child from day care, a note from the parent stating the name of the person who will be picking up must be given to the day care staff.

DAY CARE USE POLICY

A student will not be allowed to attend day care if the day care bill is 30 or more days overdue in being paid. The office will notify the parents when a student's day care privileges are in jeopardy. Also, students receiving more than 5 behavior citations may be suspended from daycare; the number of days can vary depending on what is appropriate.

DAY CARE LATE CHARGES

If a child is picked up from day care after the closing hour of 6:00 p.m., a late charge of $1.00 per minute per child will be incurred. We understand that all parents have busy schedules however, families are expected to pick their child/children up by closing time. Families who repeatedly pick their child/children up after 6:00 pm may be asked to find alternate child care arrangements. We appreciate everyone adhering to this policy.

MISSING/DAMAGED BOOKS/MATERIALS CHARGE

When a book is missing during the time it is checked out to a specific student, the parents will be billed for the cost of purchasing a new book. If the book is found at a later date after a new book has already been received, there will not be a refund for the cost of the new book. Likewise, if school materials or tools are lost or damaged by a student, the parents will be billed for the replacement items.

The condition of textbooks is noted at the time the books are issued to a student at the beginning of the school year. When the books are turned in at the end of the school year, the teacher evaluates the condition of each book. If the book exhibits damage that was not evident when the book was issued, the parents will be billed for a replacement book.

ATTENDANCE

Regular attendance is essential to successful school performance, and except for illness or an emergency, students are expected to be at school each day. The number of absences may affect a student's grade. **When a student is absent it is the responsibility of the parent to call the office by 9:00 a.m. and report that their child is absent and the reason for the absence.** If the office does not receive a call by 9:00 a.m. an office staff member will call the home or parent's place of business to verify the absence. Upon returning to school after an absence, the student **must** bring a note signed by a parent stating the reason for the absence to the office. The student will then be given an absence admit slip, which is given to the student's teacher.

It is considered to be an unexcused absence when parents choose to take their child out of school for a vacation or trip. The only absences that are excused are absences due to illness, medical/dental appointments, death in the family, funerals, family emergency or crisis, an accident, car problems, or unexpected traffic detour difficulties.

If families wish to go on an extended trip of more than 1 week, parents need to contact the classroom teacher **AND** the office. Although we understand there are family circumstances that cannot be avoided, removing students for long periods of time causes both difficulty to the students and to the teachers as valuable learning occurs within the school day that cannot be taught at a later time. When students have an unexcused absence, make-up work and make-up test are up to the dicretion of the classroom teacher. Parents will be responsible for teaching all concepts missed and remediation will not be provided by the school. Finally, families taking sabbaticals forfeit their child's spot; we cannot "hold" a spot for a student who has been out of school for an extended period of time; an extended period of time is defined as 4 or more weeks.

Parents should make every effort not to schedule activities or outings on school nights that would prevent a child from getting enough sleep. This has an impact on attendance, and when students have been up late the night before a school day they are frequently tardy or even absent the following day. Not getting enough sleep has serious effects on a child's academic performance and behavior.

ILLNESS POLICY

When a child is ill with a fever, diarrhea, and/or vomiting, do not send the child to school until he or she has been fever/diarrhea/vomiting free for at least 24 hours without the use of fever reducing medications (Tylenol, Motrin, etc.). If a child is sent home from school exhibiting any of these symptoms, the same policy applies. In consideration of other children and teachers in our small school environment, we strongly urge parents to use sound judgment in allowing children to return to school when they are not completely recovered.

HOMEWORK WHEN ABSENT DUE TO ILLNESS

When a student is absent and the parent requests work, the request must be made to the office by **9:00 a.m.** The teacher(s) will be notified, and the homework will be sent to the office. In cases where the student has several teachers (upper grades), each teacher will bring work to the office or some teachers may post it on google classroom. **MAKEUP WORK OR HOMEWORK MAY BE PICKED UP IN THE OFFICE AFTER 3:00 p.m.** Parents should not email or leave phone requests for work to the teachers because many teachers are unable to access their email or phone messages until after school. Upper Grade students need to check Google Classroom for each teacher as many will post assignments for absent students online in lieu of sending assignments to the office. Every effort will be made to accommodate the family when homework is requested. Students will have **1 day per each day of illness** to complete and submit the work. In the event of a long- term illness, surgery, etc., teachers will coordinate with families regarding make-up work due dates.

Emailed, scanned or faxed homework will not be accepted, and students will not be allowed to call home for forgotten homework during the school day.

ABSENCES DUE TO PERFORMING/COMPETING OUTSIDE OF THE SCHOOL VENUE

A student who is absent from school, for not more than five days per school year, because he or she is participating in a not-for-profit performing arts organization, performing for a public school audience, or competing in an athletic event will be allowed *excused* absence status as designated by the California Education Code. The student's parent must provide a written note explaining the reason for the student's absence. The student will be permitted to complete all assignments and tests missed during the absence, without penalty of grade that can be reasonably provided by the teacher or teachers. The teacher(s) will determine the period of time given for makeup work or tests.

MAKE-UP WORK DUE TO VACATION OR UNEXCUSED ABSCENCES

Teachers will not be required to provide pre-assigned school work for a student taking a vacation during school time or for other unexcused absences. At the teacher's discretion, work may be provided to students prior to a vacation (or after). Parents will be responsible for contacting the teacher to make arrangements. Out of respect for the large amount of extra work this creates for the teachers, parents should notify the teachers at least as many days ahead of time as the child will miss. For example, if your child will miss one week of school, notify the teacher at least one week prior to your departure. Parents are responsible for teaching their child the concepts and skills that were introduced during an **unexcused** absence. IF WORK HAS BEEN PROVIDED AHEAD OF TIME, ALL WORK MUST BE TURNED IN THE DAY A STUDENT RETURNS FROM AN UNEXCUSED ABSENCE. If work was not provided ahead of time, all work must be turned in two days after a student has returned to school.

MAKE-UP TESTS

Students who are absent from class may be required to make up any tests in a time determined by the teacher, **but they should be prepared to take the make-up test on the day they return to school unless other arrangements have been made with the teacher prior to their absence.** Students who have been absent for several days due to an illness may not be required to take a make-up test immediately upon his or her return but must do so within two days of returning to school. Teachers will make an effort to administer make-up tests, but they are not obligated to administer make-up tests during the course of the school day.

In the case of repeated absences on test days or on days when presentations are due, it will be up to the teacher whether or not the student will be allowed to make up the assignment for credit. Sometimes, in the case of group presentations or cooperative learning projects, assignments are impossible to make up. If it is determined that a student will not be allowed to make up an assignment due to an unexcused absence, the grade may be affected.

It is highly recommended that parents not schedule any family vacations or trips during school time since this absence not only affects the student's grades but also interferes with the learning process. It also places an added burden upon the teachers when a class is ready to move on and a student who has been absent has fallen behind.

If a child must be absent for regularly scheduled appointments, such as with an orthodontist, these appointments should not be scheduled during the time of a class that meets only once a week. When a student misses the same class at the same time on a regular basis, his or her grade may be adversely affected. When a child needs to have appointments scheduled on a regular basis, an effort should be made to see that the appointment times vary so that the student will not miss the same period or the same subject for every appointment.

Long term assignments such as research papers and projects will be marked down if they are not turned in on the required date. If a student is absent on the due date, it is his/her responsibility to make arrangements for the assignment to be turned in. In the case of prolonged absence due to illness, the teacher/student/parents will decide on an appropriate course of action regarding the missing work.

LATE ARRIVALS/TARDINESS

It is extremely important that students arrive at school on time every day. Excessive tardiness has a detrimental effect on students' learning, interrupts the learning of other children, and is inconsiderate to the teacher who has planned materials for a specific period of time. **School begins at 8:15 a.m. for all grades, prekindergarten through eighth grade. Students are expected to be in their classrooms, seated, and ready to begin their class work when the 8:15 a.m. tardy bell rings.**

TARDY PROCEDURES

The acceptable reasons for an **EXCUSED** tardy are as follows:

- **Illness prior to or en route to school**
- **Family emergency**
- **Medical/dental appointment**
- **Automobile accident/car problems**

- **Unexpected, unannounced detour due to an accident, road construction, or other unforeseeable causes. (Arriving late because of "heavy" routine traffic is not an excused tardy.)**

1. **All students** with an **EXCUSED** tardy must report to the office accompanied by a parent or a note of explanation before going to class.
2. **All students** less than ten (10) minutes late without an acceptable excuse as listed under Tardy Procedures, will go directly to their classrooms and will be marked **"UNEXCUSED"** tardy (**before 8:25 a.m.**).
3. **All students** more than ten (10) minutes late **must** report to the office before going to class (**after 8:25 a.m.**).

EXCESSIVE TARDY POLICY

If a student has a pattern of unexcused tardies in any trimester, the parents will receive notification of the tardies from the teacher. **If the student continues to arrive late to school, the student is in jeopardy of having his or her deportment grade lowered on the trimester's report card.**

Students who have patterns of unexcused tardiness may forfeit their right to receive credit or grades for that particular subject or class. Five or more tardies in a trimester will result in a lowered deportment grade on the trimester report card. After being notified that a student has a pattern of tardies in the trimester and the tardies continue, a conference with the teacher, Head of School, and parents of the student will be held.

It is not fair to the teacher beginning a class and giving directions to have to repeat the entire process for the late student. It is also not fair to those students who do arrive on time to have other students' tardiness infringe on their learning time.

APPOINTMENTS/EARLY DISMISSALS

Any student leaving school early for an appointment or other reason must bring a note to the office before school from the parent requesting the dismissal. An office worker will issue a Student Release Form to the student. The student must present the teacher with the early release form before being allowed to leave the classroom, and the student will remain in the classroom until notified by the office that the parent has arrived. Since students in PE are sometimes not in an area where the teacher can be readily reached, they may come directly to the office at the time noted on the release form. Parents are not to go to a classroom for the purpose of picking up their child.

PARENTS MUST COME TO THE OFFICE AND SIGN THE LEDGER WHEN TAKING A STUDENT OUT OF SCHOOL FOR ANY REASON.

UPON RETURNING TO SCHOOL FOLLOWING AN APPOINTMENT OR FOR OTHER REASONS, THE STUDENT MUST CHECK INTO THE OFFICE AND GET AN ADMIT SLIP BEFORE GOING TO CLASS, AND THE PARENT MUST SIGN HIM OR HER IN ON THE LEDGER.

GENERAL INFORMATION

FORGOTTEN LUNCHES

If your child arrives at school without a lunch, ***parents must notify the office in person or by a phone call that their child will need an emergency lunch,*** and the cost of the lunch will be $7.00. If a parent brings a forgotten lunch to school the student will be notified, and they may retrieve the lunch at their lunch hour from the front office counter.

Please refrain from planned late lunch drop offs, as frequent interruptions to the class affect instruction. Delivery Services such as DoorDash should be a last resort, as they often arrive late or with confusion on who the order pertains to.

MEDICATION

All medicine must be taken to the office where it is kept in a locked medicine cabinet or the refrigerator until it is time for the student to take it. A note with a parent signature must be sent along with the medicine giving instructions for the dosage and times. A student may carry medicine only with a doctor's written permission. Tylenol is kept in the office and, with signed parental permission, students may receive this medication for headaches, etc. A ledger is kept of all administered medications.

The administration staff and nearly all teachers and staff members are CPR certified. The administrative staff and several teachers and staff members are also first aid certified, and in the event of **ANY** medical crisis, a 911 call is placed immediately.

If a student has known allergic reactions of any kind and needs immediate attention and medication, a note of explanation **AND A COMPLETED ALLERGY PLAN** must be kept along with the medicine in the office. This information must also appear on the emergency and medical forms. If a student requires an Epi-pen, please provide 2 (if possible) so that one can be kept in the office and one in the classroom. It is the parent's responsibility to notify the school about a potential health problem. All teachers and staff members are made aware of students who have high-risk medical conditions, allergies, or illnesses.

STUDENT PHOTOS AND VIDEO IMAGES

St. Albans may at times use photographs, audio, and/or video recordings of students and employees for the purposes of parent communication, event and activity promotion, and student recruitment on behalf of the school.

Images of students and student work may be used in the St. Albans Annual Yearbook; St. Albans Annual "Online Auction" video; St. Albans Digital Newsletters; Advertising (with special permission); St. Albans webpage; or St. Albans Facebook page. Please note that student names do not accompany photos posted on the Web.

Parental photo consent for students is assumed unless St. Albans receives a completed Photo-Opt-Out form prior to the first day of school. To request a Photo-Opt-Out Form, email Emily Stabbert, Development Director, at Emilys@stalbans.org.

CELL PHONES AND SMART WATCHES

The use of cell phones OR smart watches are not permitted while students are on campus or on a fieldtrip. If students have a cell phone or a smart watch (as defined below) with them, all phones and smart watches must remain in their backpacks or lockers and be **TURNED OFF** at all times. Smart Watches are defined as any watch that can access the internet or receive email or text messages. Additionally, these devices may not be used at Daycare or during after school clubs. Below is an excerpt from the cell phone/smart watch policy that will be enforced across all grade levels:

It is the position of St. Albans Country Day School that having a cell phone or smart watch at school is a convenience and privilege but not a right. As such, students bringing cell phones or smart watches to school may only do so if they (and their caregivers) agree to the following conditions regarding use while on campus and fieldtrips.

- During the instructional day, cell phones and smart watches must remain out of sight in the student's backpack and powered off or in silent mode.
- Cell phones and smart watches may be used to communicate with caregivers regarding transportation, etc. during the last five minutes of school in the classroom with their homeroom teacher. Other than that, cell phone and smart watch use is prohibited anywhere on campus unless explicitly allowed by a staff member. Cell phones and smart watches are **not** to be pulled out to communicate with friends, check social media, etc.
- If students need to place a call during the day, they should request to go to the main office to use an office phone.
- Students will be subject to disciplinary action if the use of their cell phone and/or smart watch does not comply with the conditions stated above.
- The school and its staff are not responsible for any damage to or theft of a student's cell phone and/or smart watch. Students must properly secure and take care of their own devices.
- Students and their caregivers must read the *Cell Phone and Smart Watch Policy* and return a signed copy to the office at the beginning of the school year. Signing the policy acknowledges acceptance. Students will not be permitted to have their devices at school until the signed policy is returned.

Please see the appendix for the entire cell phone and smart watch policy as well as the consequences for violating this policy.

CYBERBULLYING

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

When a student is reported to be engaging in bullying off campus, the Head of School or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. Students may be disciplined for off campus digital communications in the form of Cyberbullying which impacts other students or school personnel. The Head of School will determine if any disciplinary action is necessary; these actions may include, but are not limited to, a written warning, detention, suspension or expulsion from school.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the Head of School, or other employee so that the matter may be investigated.

LIVESCAN

All parents who attend fieldtrips, class parties or any party affiliated with the school, coach, or volunteer at the school in any capacity must have a cleared Livescan on file in the school office. Livescan only needs to be completed once and when completed for St. Albans, remains on file until a student leaves or graduates.

ROLLING BACKPACKS

Students may use rolling backpacks to lessen the weight of books and materials carried in a conventional backpack. They may be used at morning drop-off and afternoon dismissal to carry books and other belongings to and from their homerooms. To reduce classroom clutter and ensure the safety of students and teachers, **the backpacks should be of a size that can fit into a classroom cubby**, and the larger rolling suitcases, such as Zuca backpacks, may not be used.

Students in grades five through eight are encouraged to use their cubbies/lockers for books and other items. **The upper grade classrooms are all in close proximity, and students should take only the necessary materials to each class rather than carrying several books around throughout the day. Outside hooks are now available for backpacks to hang on during class time to reduce the clutter on the sidewalks and in the classroom.**

PE EXCUSES

Any student with a physical condition that prevents him or her from participating in physical education classes may be excused for three (3) days with a note from a parent. On the fourth day, a **physician's written statement indicating the reason for the nonparticipation must be submitted to the office.**
Arrangements will be made for students who are excused from PE and if the nature of the illness or injury permits, the student will stay in PE to observe the lesson or game being played. However, if the student cannot be outside, they will bring schoolwork or reading materials to a designated place where they will spend their PE class time under the supervision of a staff member.

THE SCHOOL LIBRARY

In addition to specific weekly library times for classes, students may use the library on some days, Monday through Friday during the primary and upper grade morning and lunchtime recesses. Books may be checked out during this time, or students may come into the library to quietly read or use the computers for school work. The Library hosts periodic reading incentive activities for students in prekindergarten through eighth grade and all students are encouraged to participate in this program. The rules of the activity are included with *Tuesday News* and/or are handed out during the class's library time and, at the completion of the contest, students receive recognition for their efforts. The Library also sends out monthly newsletters in an effort to keep families informed about Library activities.

All books are due back to the library by the first day of inventory. Inventory takes place the last full week of May, beginning on Monday. Books not returned by that Monday will be subject to a fine of $1.00 a day until the book is returned. The replacement cost for books not returned by the last day of school will be added to the bill sent to parents in June.

LIBRARY USE AFTER SCHOOL

After first checking in at day care, students in fourth through eighth grades may have access to the library for studying, research, and other subject related activities. The library will remain open until 4:00 p.m. Monday through Thursday. Upper grade students interested in working on long-term group or other projects may make special arrangements with Library Director Ms. Katie Lall to reserve library space after school for their project work.

LOST AND FOUND

If property has been found it is turned into the office where it will be kept in a "Lost and Found" rack located in front of daycare. Students may check the rack during recess times or before and after school. Parents may check the rack at any time. It is also a good idea to check the day care room if the child participates in this program and Taber Center, especially during basketball season. At the end of the year all unclaimed items become the property of the school, and any non-uniform items will be given to charity. Unmarked and unclaimed uniform items will be kept as inventory for the used uniform sale the following school year. Make sure that names are in all articles of clothing.

THE SNACK BAR

The snack bar that is located at the east end of the third–fifth grade wing is open Tuesday-Friday during primary and upper grade recess times. For a small price students can purchase crackers, pretzels, nuts, granola bars, juice, hot chocolate, and similar items. It's up to the prekindergarten and kindergarten teachers if and when children in these classes can visit the snack bar.

MESSAGES

If a parent needs to get a message to a student, the office must be called as early in the day as possible to ensure that the message will be delivered to the student in a timely manner. Unless it is an emergency, classes will not be disrupted. **Parents should refrain from calling or texting their child's cell phone during the day, as this could cause the phone to be confiscated.** Parents who want to speak with a teacher are to call the school's number and leave a message in the teacher's voice mailbox. The teacher will return the call at a convenient time. Please keep in mind that the office is very busy at the end of the day, and it sometimes becomes difficult to deliver messages at that time, especially right at dismissal time.

BIRTHDAYS AND PARTIES

Invitations to birthdays and other parties may be passed out at school **ONLY** if each child in the class receives an invitation or if they are for **all** boys or **all** girls. If the intent of the invitation is to be more selective, then they may **not** be passed out at school, but rather should be mailed from the home.

Be mindful that in a small school environment such as ours, it is very hurtful for children to be left out of an activity or a party when only a select few are invited. Certainly, each family handles parties differently, but being sensitive to the feelings of the children should always be of prime consideration. If special transportation is being provided, such as a limousine, arrangements must be made for pickup at least 30 minutes after dismissal. These arrangements must also abide by the same whole or same sex rule. Any questions regarding what is appropriate in the way of invitations and parties should be directed to the classroom teacher or the Head of School.

If a child is planning to attend a birthday party after school, arrangements need to be made so that a gift is not brought to the classroom unless all children or only boys or only girls have been invited. When a select few students have been invited and the gifts are kept in the classroom until after school, this places those not invited in an uncomfortable, frequently hurtful situation.
Thank-you notes from a birthday party are not to be handed out at school unless everyone (or those of the same sex) receives one.

Flowers, balloons, or other gifts brought to school to celebrate a special occasion must be left in the office. The item may be picked up by the student after school.

BOOKS/ASSIGNMENTS LEFT IN THE CLASSROOM

Students will **NOT** be allowed back into a **classroom to retrieve forgotten homework or other belongings after 3:30 p.m.** unless prior arrangements are made with the teacher. The custodian, office, EDC, teachers, and all staff members abide by this policy. Students and parents will also not be allowed in any classroom or the library in the morning before the teacher arrives.

TABER CENTER AFTER DISMISSAL TIME

Students are not allowed in or around the Taber Center after the 3:00 p.m. dismissal time unless they are being supervised in an activity. During basketball season or play practice, students cannot be in this building without a coach, teacher, or staff member. Students may wait the gravel parking lot if staff supervision is present. Students MAY NOT wait in front of Taber Center.

EVALUATIONS, REPORT CARDS AND GRADING

MID-TRIMESTER EVALUATIONS FOR GRADES 1-8

Mid-trimester evaluations will be sent home on the designated calendar dates, and a form requiring a parent signature stating that the evaluation has been seen must be returned to the homeroom teacher. Check the school calendar for dates of evaluations and report cards.

TRIMESTER REPORTING PERIODS FOR GRADES 1-8

The school year is divided into trimester reporting periods. Using a trimester system gives greater validity to the grading in that students will have more grades to be averaged at reporting time. The increased amount of time during a reporting period will benefit the student. Also, if a student is not doing well at the mid-trimester evaluation, the trimester allows the student more time to work on improving the grade.

The first trimester report card will be given at the fall parent conference; the second will be sent home on the designated calendar date, and the third will be mailed the following Tuesday after the last day of school in June.

PREKINDERGARTEN/KINDERGARTEN GRADING

Prekindergarten students will be given trimester evaluations. Parent conferencing will be done in the fall and as needed throughout the year.
Kindergarten students will be given trimester evaluations using the **"E"** through **"N"** letters. Parent conferencing will also be done in the fall and as needed throughout the year.

The school's interpretation of the "E" through "N" grades is:

"E" indicates excellent achievement

"G" indicates good achievement

"S" indicates satisfactory achievement

"N" indicates a need for improvement

An E+ is not given, however, and the teacher may recognize such exceptional achievement in other ways.

GRADING IN FIRST and SECOND GRADES

Students in first and second grade will be graded using **"E," "G," "S,"** and **"N"** marks in all academic areas. First and second grades will be graded using these marks the entire school year. The subjects of art, music/drama, computers, and PE will be also be graded using the **"E," "G," "S,"** and **"N"** marks. Computer and library grades will be given in deportment only.

INTERPRETATION OF ACADEMIC GRADES (3-8)

"A" indicates superior proficiency and achievement.

"B" indicates above average proficiency and achievement.

"C" indicates achievement of average proficiency and achievement.

"D" indicates below average proficiency and achievement.

"F" indicates unacceptable, failing work.

An Incomplete (**"I"**) grade is an option when a student has not completed the work due to a prolonged or chronic illness or serious family problem, which affects the student's ability to compete academically. An "Incomplete" grade must be made up in a time period set by the teacher, but no later than the mid-trimester evaluation of the following trimester. If the work is not made up within the specified time, the "Incomplete" becomes an **"F."**

GRADING IN THIRD AND FOURTH GRADES

Students in third and fourth grade will be graded using **"A"** through **"I"** marks in all academic subjects. **No minus or plus marks are given in deportment and/or ethical conduct.** An A+ is not given, however, and the teacher may recognize such exceptional achievement in other ways.

In **Third Grade** **"E"** (excellent), **"G"** (good), **"S"** (satisfactory), **"N"** (needs improvement), and **"U"** (unsatisfactory) marks will be used in art, Spanish, music/drama, computer, and PE. The computer and library grades will be for deportment only.

In **Fourth Grade** **"E"** (excellent), **"G"** (good), **"S"** (satisfactory), **"N"** (needs improvement), and **"U"** (unsatisfactory) marks will be used for art, music/drama, computer, and PE. Fourth grade students will receive **"A"** - **"I"** marks in Spanish. A deportment grade will be given in library.

GRADING IN FIFTH THROUGH EIGHTH GRADES

St. Albans uses **"A"** through **"I"** grades for all academic courses in grades five through eight and students' grades are not rounded up. Grades five through eight will also be graded with the **"A"** through **"I"** marks in art, computer, PE, and Music/Drama.
An A+ is not given, however, if a student truly exhibits such exceptional achievement, the individual teacher may recognize that student's superior accomplishment by commenting on the report card or other means of recognition. Fifth grade students will receive a deportment grade in library.

SPANISH GRADES FOR IN-COMING STUDENTS

Students entering St. Albans who have not previously had foreign language classes will not receive a grade for the first two trimesters in Spanish. Extra help will be offered either during lunch or after school in an effort to remediate their lack of exposure to the subject matter. Following that, students will receive a letter grade on their mid-trimester evaluation and subsequent report card.

INTERPRETATION OF MARKS IN DEPORTMENT & ETHICAL CONDUCT

Grades 1-8:

"E" indicates excellent achievement

"G" indicates good achievement

"S" indicates satisfactory achievement

"N" indicates a need for improvement

"U" indicates unsatisfactory achievement (fourth grade)

HONOR ROLL GRADES 6-8

Grades of all academic classes are computed along with the **average** of art, computers, PE, and Music/Drama in determining honor roll status. **To qualify for honor roll recognition a student may not receive a "D" or "F" grade in any subject.** Any combination of two deportment or ethical conduct grades of an **"N"** or one **"U"** in any subject(s) **in any one trimester** automatically disqualifies a student from being an honor roll candidate.

ACADEMIC GRADES
Grades 5-8

A	**93-100**
A-	**90-92**
B+	**87-89**
B	**83-86**
B-	**80-82**
C+	**77-79**
C	**73-76**
C-	**70-72**
D+	**67-69**
D	**63-66**
D-	**60-62**
F	**0-59**

NON-ACADEMIC, ETHICAL CONDUCT & DEPORTMENT

E	**Excellent**	**N**	**Needs improvement**
G	**Good**	**U**	**Unsatisfactory**
S	**Satisfactory**		

Students may qualify for **Honors** or **High Honors** recognition by achieving the following grade point averages:

NUMERICAL VALUE OF GRADES/ CALCULATION OF GRADE POINT AVERAGE

A	**4.0 (A+ is not given)**
A-	**3.7**
B+	**3.3**
B	**3.0**
B-	**2.7**
C+	**2.3**
C	**2.0**
C-	**1.7**
D+	**1.3**
D	**1.0**
D-	**0.7**
F	**0.0**

Honors:	**3.3 – 3.69 (not to be rounded up)**
High Honors:	**3.7 – 4.000**

Note: Six grades are used to calculate the grade point average: English, mathematics, science, social studies, Spanish, and the average of the art, computers, PE, and music/drama grades.

In calculating highest academic achievement for end-of-the-year awards, the report card GPA is the first consideration. Because the school is so academically competitive and many students receive excellent grades, percentage points rounded to the nearest thousandth may need to be used to determine highest academic achievement.

To qualify for permanent academic HIGH HONORS recognition at the end-of-the-year awards, a student must achieve high honor status in all three trimester grading periods. To qualify for permanent academic HONOR ROLL recognition, a student must have received honor roll status in all three trimester grading periods or a combination of honors or high honors in all three trimesters.

F.L.A.S.H. (Family Life and Sexual Health) & All About Life

All F.L.A.S.H. (grades five through eight) and Character Counts and All About Life (first through fourth grade) curriculum will be presented to the students after parents have been given an opportunity to preview the material and sign a note giving permission. Participation in the family life program is not mandatory, but because of the need for increasing awareness, it is hoped that parents thinking of opting out of the program for their child will preview the materials before making a decision. Alternative curriculum will be provided to students not participating in the F.L.A.S.H. program. Students who opt out of the family life program will not be allowed to do homework during the time that they are out of the class. Students choosing not to participate will be given an alternative activity. Grades are not given, however, for the family life classes or the alternate activity.

COUNSELING/TESTING/TUTORING/INTERVENTION RESOURCES

Throughout the course of a student's tenure at St. Albans it may be necessary to recommend testing, counseling, or outside tutoring if the scope of a situation is beyond what the teachers and staff feel they can adequately address onsite. St. Albans has an excellent relationship with counselors and other qualified professionals in their specific fields. A list of child psychologists, psychiatrists, testing services, tutors, and counselors is available upon request. These references can be picked up in the office or they can be mailed to your home.

When a child is tested for a possible learning difficulty or if a student has emotional or psychological problems, it is recommended that the parents stay in close touch with the school. It is important that parents share professional evaluations and pertinent information with the homeroom teacher so that an action plan can be implemented that will benefit the child. With parent permission, counselors, therapists, etc., are agreeable to speak directly with the classroom teacher in order to facilitate a recommended course of action.

PARENT INFORMATION PROGRAMS/CONFERENCES

BACK-TO-SCHOOL NIGHT

Back-to-School Night is scheduled at the start of the new school year. There is usually a general parent meeting in Taber Center followed by visits to the classrooms. In the general parent meeting new programs are addressed, and an update is given on development and the state of the school.

The classroom presentations that are given by the teachers familiarize parents with areas such as curriculum, expectations and accountability, grading, homework, absences, and other issues that are specific to a particular class. Parents of students in grades five through eight visit each of their child's core classes. Back-to-School Night is an informational evening for parents only.

FALL PARENT CONFERENCES

Parent conferences will be held at the end of the first trimester grading period at which time the first trimester report card will be issued. Parents or guardians are expected to meet with the homeroom teacher at this time. Half days will be set aside for conferencing, and both parents are urged to be part of this important process. In all grades the auxiliary teachers of music/drama, art, Spanish, computers, library, and PE will be available, upon request, for conferencing, as well as upper grade math.

OPEN HOUSE

Open House is held in the late spring of the school year. Current families and students are encouraged to attend the evening's events along with families that are on the wait list, including children of all ages. Relatives and friends are also invited to visit the campus. All of the classrooms are open, and the teachers and staff display student work that is indicative of the specific courses of study of their classes. Open House offers an excellent opportunity for parents to see what lies ahead for students in future years, and it gives the visitors a chance to view our school's environment.

In addition to the homeroom classes, primary Spanish work is displayed in the classrooms, and upper grade Spanish and upper grade math welcome guests. The art room is the site of our yearly art show, which highlights student work from kindergarten through eighth grade. Another room not to miss is the computer lab where projects can be seen and students are eager to demonstrate their computer literacy. The music/drama and PE teachers visit classrooms throughout the evening. The day care room highlights activities that our day care students have engaged in throughout the year, and the library welcomes all visitors to see the wonderful library opportunities afforded our students.

BEFORE AND AFTER-SCHOOL PARENT CONFERENCES

If a parent comes to school before 8:00 a.m. or after 3:00 p.m. for a parent conference and the student is not participating in the conference, the student must go to day care. There will be no charge for EDC in the event of a parent conference before or after school during a regular school day. There will be a day care charge, however, for students during the all-school scheduled parent-teacher conference days in November if the student uses the day care services.

COMMUNICATION AND PROBLEM SOLVING

- ***STUDENT/TEACHER PROBLEMS***

Whenever a student has a problem or concern with a teacher, the student should speak with the teacher **first** and seek a resolution. If the concern or problem is not resolved, then the Head of School will meet with the student and the teacher, and if necessary, the parents, until a resolution is reached.
If a student questions or disputes a grade that he or she has received and wants further clarification, or if the grade is not reconciled, the student is urged to conference with the teacher as soon as possible after the grade is received.

- ***PARENT/TEACHER PROBLEMS***

Whenever a parent has a concern about his or her child, a faculty member, the curriculum, or anything that relates to a specific class, the parent should go **first** to the teacher. If a parent feels that he or she cannot communicate with a particular teacher or staff member, then the parent will be asked to meet with that teacher or staff member and the Head of School so that each person involved will hear the same words at the same time. Parents may schedule an appointment with a teacher by calling the office and leaving a voicemail message as to available days and times. The teacher will then return the call and set up a convenient conference time.

- ***STUDENT/STUDENT PROBLEMS***

Teachers and/or staff members will do their best to assist the students to resolve a conflict as soon as possible.

HOMEWORK POLICY

Academic success depends on work done both in school and at home, and homework times will vary between grades and between children. The amount of homework assigned shall be age appropriate from grade to grade. Students who use class time efficiently generally have far less work to do at home. The following are general, *approximate* homework guidelines:

Kindergarten	Up to 20 minutes per night (including reading time)
First Grade	Up to 30 minutes per night (including reading time)
Second Grade	Up to 40 minutes per night (including reading time)
Third & Fourth Grades	Up to 60 minutes per night (including Spanish and reading time)
Fifth through Eighth Grades	A maximum of two hours total of all subjects

Reminder: Forgotten homework or homework done at home when a student is absent cannot be faxed to the school. Students are not allowed to call home for forgotten homework or backpacks.

Homework is not assigned on Friday for the following Monday. However, long-term assignments may require additional work over a weekend. Teachers are also considerate in keeping homework assignments to a minimum on days where there are exceptional school-related activities such as Back-to-School Night and drama productions. Major long-term assignments given by all teachers will generally not be due immediately after vacations such as the December winter break and spring break.

Late/ Incomplete Work

Late/Incomplete Homework Policy Grades 3-4

- ***HOMEWORK PASSES***

Each student is given one "Free Homework Pass" each trimester. This pass is good for one homework assignment (under 50 points), and it must be submitted in place of the missing assignment when the assignments are collected. Students are strongly encouraged to save this pass for a "rainy day" and not just because they didn't feel like doing their homework.

- ***LATE WORK***

If homework is not turned in on time or if a homework assignment is incomplete, a **Late/Incomplete Homework Notice** will be signed by the student, teacher, and parent. The homework must be completed that day at morning recess and that night if necessary; however, late assignments are worth 50% of the value that the student would have received if the assignment had been turned in on time. If the assignment and **Late/Incomplete Homework Notice** is not returned by the following day, the student receives a second notice, a first recess detention, and zero points for that assignment.

Late/Incomplete Assignment/Homework Policy Grades 5-8

- ***LATE WORK***

English, Science, Social Studies, Math & Spanish

Assignments turned in after the due date will be graded down at a rate of 50% on the first day late and will not receive any credit after that.

Long-term assignments, as deemed by the teacher, such as research papers and projects, will receive a severe markdown or no credit at all if they are not turned in on the required date.

If a student is absent on the due date, it is his/her responsibility to make arrangements for the assignment to be turned in on time so there will be no penalty.

Art, Computers, and Music

Assignments and/or projects turned in after the due date will be graded but students will not receive full credit. All work must be submitted within two weeks of the missed due date. If a student is absent, it is his/her responsibility to find out what assignments are missing. All assignments and missed tests are required to be made up regardless of whether the absence was excused or unexcused.

UPPER GRADE TESTS

Upper grade teachers post test dates for their classes along with long-term assignment due dates in the faculty room to better coordinate student workload. Tests will not be given on Mondays; however, classes that meet once a week on Mondays are the exception.

MAKE-UP WORK WHEN ABSENT DUE TO ILLNESS

When a student is absent and the parent requests work, the request must be made to the office by **9:00 a.m.** The teacher(s) will be notified, and the homework will be sent to the office. In cases where the student has several teachers (upper grades), each teacher will bring work to the office or some teachers may post it on google classroom. **MAKEUP WORK OR HOMEWORK MAY BE PICKED UP IN THE OFFICE AFTER 3:00 p.m.** Parents should not email or leave phone requests for work to the teachers because many teachers are unable to access their email or phone messages until after school. **Upper Grade students need to check Google Classroom for each teacher as many will post assignments for absent students online in lieu of sending assignments to the office.** Every effort will be made to accommodate the family when homework is requested. Students will have **1 day per each day of illness** to complete and submit the work. In the event of a long- term illness, surgery, etc., teachers will coordinate with families regarding make-up work due dates.

MAKE-UP WORK DUE TO VACATION OR UNEXCUSED ABSCENCES

Teachers will not be required to provide pre-assigned school work for a student taking a vacation during school time or for other unexcused absences. At the teacher's discretion, work may be provided to students prior to a vacation (or after). Parents will be responsible for contacting the teacher to make arrangements. Out of respect for the large amount of extra work this creates for the teachers, parents should notify the teachers at least as many days ahead of time as the child will miss. For example, if your child will miss one week of school, notify the teacher at least one week prior to your departure. Parents are responsible for teaching their child the concepts and skills that were introduced during an **unexcused** absence. IF WORK HAS BEEN PROVIDED AHEAD OF TIME, ALL WORK MUST BE TURNED IN THE DAY A STUDENT RETURNS FROM AN UNEXCUSED ABSENCE. If work was not provided ahead of time, all work must be turned in Two days after a student has returned to school.

MAKE-UP TESTS

Students who are absent from class may be required to make up any tests in a time determined by the teacher, **but they should be prepared to take the make-up test on the day they return to school unless other arrangements have been made with the teacher prior to their absence.** Students who have been absent for several days due to an illness may not be required to take a make-up test immediately upon his or her return but must do so within two days of returning to school. Teachers will make an effort to administer make-up tests, but they are not obligated to administer make-up tests during the course of the school day.

In the case of repeated absences on test days or on days when presentations are due, it will be up to the teacher whether or not the student will be allowed to make up the assignment for credit. Sometimes, in the case of group presentations or cooperative learning projects, assignments are impossible to make up. If it is determined that a student will not be allowed to make up an assignment due to an unexcused absence, the grade may be affected.

It is highly recommended that parents not schedule any family vacations or trips during school time since this absence not only affects the student's grades but also interferes with the learning process. It also places an added burden upon the teachers when a class is ready to move on and a student who has been absent has fallen behind.

If a child must be absent for regularly scheduled appointments, such as with an orthodontist, these appointments should not be scheduled during the time of a class that meets only once a week. When a student misses the same class at the same time on a regular basis, his or her grade may be adversely affected. When a child needs to have appointments scheduled on a regular basis, an effort should be made to see that the appointment times vary so that the student will not miss the same period or the same subject for every appointment.

Long term assignments such as research papers and projects will be marked down if they are not turned in on the required date. If a student is absent on the due date, it is his/her responsibility to make arrangements for the assignment to be turned in. In the case of prolonged absence due to illness, the teacher/student/parents will decide on an appropriate course of action regarding the missing work.

CHEATING AND PLAGIARISM

All St. Albans students are expected to authentically complete their own homework, class work, projects, papers, and tests. All assignments should be completed by individuals unless a teacher states otherwise.

Cheating includes:

- Copying, texting, taking pictures and transmitting the images, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- Exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- Using any form of memory aid during tests or quizzes without the expressed permission of the teacher
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- Giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- Taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- Accessing an assignment, test or quiz for the purpose of determining the questions in advance of its administration, including looking at answer keys or on-line resources.

Plagiarism includes:

- Taking someone else's assignment or portion of an assignment and submitting it as one's own
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- Presenting the work of tutors, parents, siblings, or friends as one's own
- Submitting purchased papers as one's own
- Submitting papers from the Internet written by someone else as one's own

- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not

Students who engage in either cheating or plagiarism will receive a zero on the assignment, and if deemed necessary by the teacher, could be subject to a Parent/Student/Teacher/Head of School conference and/or detention, suspension, and/or expulsion. Overall class grades and/or deportment grades may also be negatively impacted.

PROHIBITED USE OF AI TOOLS

Below are the prohibited uses of AI tools and the measures we will take to mitigate the associated risks.

Plagiarism and cheating: Students should not copy from any source, including generative AI, without prior approval and adequate documentation. Students should not submit AI-generated work as their original work. Students will be taught how to properly cite or acknowledge the use of AI where applicable. Teachers will be clear about when and how AI tools may be used to complete assignments and restructure assignments to reduce opportunities for plagiarism by requiring personal context, original arguments, or original data collection.

Bullying/harassment: Using AI tools to manipulate media to impersonate others for bullying, harassment, or any form of intimidation is strictly prohibited. All users are expected to employ these tools solely for educational purposes, upholding values of respect, inclusivity, and academic integrity at all times.

Overreliance: Dependence on AI tools can decrease human discretion and oversight. Important nuances and context can be overlooked and accepted. Teachers will clarify if, when, and how AI tools should be used in their classrooms, and teachers and students are expected to review outputs generated by AI before use.

DIGITAL CITIZENSHIP POLICY

Students must follow the six conditions of begin a good digital citizen:

1. **RESPECT YOURSELF** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the personal information and images that I post online. I will NOT be inappropriate. I will not visit sites that are inappropriate.

2. **PROTECT YOURSELF** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any inappropriate behavior directed at me. I will protect passwords, accounts, and resources.

3. **RESPECT OTHERS** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or bother other people. I will show respect for other people in my choice of websites.

4. **PROTECT OTHERS** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.

5. **RESPECT INTELLECTUAL PROPERTY** I will request permission to use resources. I will cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.

6. **PROTECT INTELLECTUAL PROPERTY** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will act with integrity.

*****No student should have any expectation of privacy in any use of St. Albans technology.*****

CONSEQUENCES FOR VIOLATIONS OF THE STUDENT CHROMEBOOK ACCEPTABLE USE POLICY

Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference with teacher and school administrator/principal or other school official
- Removal of unauthorized files and folders
- Restriction of Internet and Chromebook privileges in ALL classes. Restriction time will vary depending on the type of infraction and the history of misuse.
- Detention, suspension, or expulsion

If a violation of the Student Chromebook Acceptable Use Policy violates other rules, consequences appropriate for violation of those rules may also be imposed. If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access the Google Drive offline and will not be permitted to access the Internet without strict teacher supervision.

GOOGLE EDUCATION ACCOUNTS

St. Albans utilizes Google Workspace for Education and manages these accounts. Students will use their Google Workspace for Education accounts to complete assignments and communicate with teachers. Parents who enroll their children at St. Albans understand that St. Albans creates and maintains Google Workspace for Education accounts for students.

MAKER SPACE POLICY

The 3-D printers, 3-D Scanner, and Laser Cutter are for classroom use only. If students wish to print, scan, or cut personal creations, they will need to do so using a third party vendor.

STANFORD ACHIEVEMENT TESTING IN GRADES 1-8

The Stanford 10 Achievement Test (SAT10) will be administered in the spring of the school year to students in grades one through eight. Tutoring or prepping for the test is highly discouraged since the very purpose of the test would then be defeated.

If a student misses any part of or the entire annual Stanford 10 Achievement Test, an effort will be made by the teacher for the student to make up the test. A fee will be charged, however, if special arrangements need to be made for administering or grading the test.

It is very important that students are in attendance during the testing week, and parents are asked not to schedule medical or other appointments during this time that would require a student to leave the campus. Of course, illness is a legitimate reason for missing the weeklong testing period, and the teachers and staff will make every effort to have a student who has been ill make up the tests in a timely manner.

KINDERGARTEN ACHIEVEMENT TESTING

Kindergarten students will not be given the Stanford 10 Achievement Test, but reading inventories and individual assessments will be ongoing throughout the year.

PROBATION (K-8)

When applicable as per grade level, students will be placed on Six-Weeks or Trimester Probation if any of the following occurs:

- The grade point average (GPA) falls **below** a 2.00 (C average)
- Receives two (2) **"D's"** or one (1) **"F"** on the mid-trimester evaluation or the trimester report card in any subject(s)
- Receives two (2) **"N's"** or one **"U"** in any subject(s) or in deportment and/or ethical conduct on the trimester report card
- **Demonstrates unacceptable behavior at any time**

- When the teacher (or teachers) feel that the student is falling seriously behind in any subject area due to lack of effort, unacceptable attitude toward his or her studies, not turning in work on time, or failure to demonstrate progress in keeping up with outlined expectations

The period of probation is for six weeks or the entire trimester. Six Weeks or Trimester Probation may be assigned if grades or behavior are unacceptable at any time. If a student is placed on Six Weeks or Trimester Probation, he or she will not be allowed to participate in extracurricular activities (sports, drama productions, student government, etc., including practices and meetings).

The probation will be accompanied by a signed contract policy informing the student and parents that the student is on academic, ethical conduct, or deportment probation.

If a student is placed on probation with the final report card of the school year the student may be dismissed, or the student may begin the following school year on probation, as determined by the Head of School and the teacher or teachers involved.

If a student begins a school year on probation, the first mid-trimester evaluation will determine whether or not the student may continue at St. Albans. If a student placed on probation at the end of the school year does not meet acceptable standards by the first mid-trimester evaluation of the following school year, he or she may be dismissed from the school at that time.

At the end of the probationary period the teacher or teachers and the Head of School will review the student's probationary status. If the probationary grades and/or behavior/ethical conduct are not improved during the specified probation time of six weeks or the following grading period, the student may be dismissed from St. Albans. If a student does not remain off probation for two consecutive trimesters, he or she may be dismissed from the school.

When a student is placed on probation he or she will not be eligible to participate in the school's sports programs, drama productions, or other extracurricular after-school activities.

GRADUATION EXERCISES

In order for a student to be eligible to participate in graduation exercises, an eighth grade student may not have a grade of "F" or "U"; on his or her final trimester report card; two or more "D"s or "U"s may also disqualify a student from said participation.

If a student is in jeopardy of receiving 2 or more "D"s, an "F", or "U," the student and parent will be notified at least three weeks prior to graduation, and every attempt will be made to help the student remedy the situation so he or she can participate in graduation exercises.

Eighth grade students who are on probation the final trimester of their eighth grade year may not try out for or participate in graduation brunch or the graduation program (speeches, music, etc.) unless the upper grade teachers determine that reasonable progress had been made.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities such as sports, plays, and clubs will require that the student make wise choices concerning the use of his or her time. In making a commitment to any after-school activity it must be understood that the student's academic work must not be sacrificed.

Participation in any extracurricular activity is contingent upon the maintenance of at least a 70% average in every subject, including acceptable behavior in ethical conduct and/or deportment. Homework will also be considered. The faculty will evaluate the status of each student weekly. Students who are at risk of losing eligibility will be informed in writing with a warning, and a parent signature is required.

If a student does not show improvement he or she will be ruled ineligible for the upcoming week, which includes practices and games, and performance rehearsals or the performance itself. A student will be returned to full eligibility as soon as the standards in the eligibility evaluation are met. Additionally, if a student is absent from school the day of a performance, rehearsal, game, or practice, he/she will not be eligible to participate in that activity for the day. No exceptions will be made.

STUDENT GOVERNMENT

Students in grades six through eight are eligible to become St. Albans Student Council officers. Students are elected to the offices of president, vice president, secretary, and treasurer. The presidency and vice presidency are reserved for seventh and eighth graders only, and sixth graders (as well as seventh and eighth graders) may run for the offices of secretary and treasurer.

Once a student has held a Student Council office he or she may not run for the same office again. Elections are held at the beginning of the school year following a week of campaigning. Campaign speeches are given at an assembly with fifth through eighth grade students present.

Three students from each grade, fifth through eighth, are also elected at this time to serve as class representatives for the first half of the school year. Class elections are held again to elect representatives for the second semester.

Student Council representatives, as well as the Student Council officers, must maintain at least a "C" academic average with an "S" average or better in deportment and ethical conduct. Ongoing participation in Student Council activities is contingent upon faculty review and reporting as outlined under Extracurricular Activities.

ST. ALBANS SERVICE CLUB

The students may serve the school community in a variety of ways. The St. Albans Service Club is open to all students in first through eighth grade. Students must sign up in the fall with the day care director to become Service Club members. Service Club members serve the school by volunteering for such tasks as helping set up and take down tables and chairs for school activities and helping maintain the physical appearance of the campus. Service Club members are expected to act as role models and helpers to their fellow students.

YEARBOOK STAFF

Seventh and eighth grade students are eligible to be on the yearbook staff. Using computer software, the students help to produce the yearbook. A staff member serves as advisor to the yearbook staff.

CHESS CLUB

The Chess Club is open to students in second through eighth grade. The club meets twice a month, and the members are coached by a qualified chess player or players. The St. Albans Chess Club is an educational and a social activity that encourages critical and abstract thinking in a social environment where students can have fun at the same time. Members have the opportunity to participate in local and regional chess tournaments.

SPORTS PROGRAMS

St. Albans provides an opportunity for students to participate in after-school sports programs. It is the intent of the school that these activities will help prepare students for participation in athletic activities in high school and later on in life. Sportsmanship and teamwork are emphasized, and conduct on and off the court or playing field is expected to be exemplary.

The school's sports programs offer students a fun and enjoyable arena for developing and improving their athletic skills along with the benefit of learning how to become a cooperative team member.

When students make a commitment to play a team sport it is very important that they show up for all practices and all games on a regular basis. Having a casual attitude about showing up late for practices or games or not showing up at all is demoralizing to teammates, and a disservice to the team and coach. Parents must make every effort to ensure that their children honor their commitment to be a team player.

Grades 5-8

St. Albans is a member of the P.A.L. (Parochial Athletic League), and all fifth through eighth graders may participate in sports such as boys flag football, girls volleyball, boys and girls basketball, boys volleyball, boys and girls track, cross country, and golf, when there are enough students to field the teams. Practices are held after school at various times. Events are held at home and away. Parent participation is required to help run school activities when St. Albans is the host site.

Grades 1-4

Both boys and girls in grades one through four may participate in the Little Hawks recreational basketball program. Practices for Little Hawks basketball are held after school in Taber Center and on the outside basketball courts.
Games are played at home and away.

Fees and Parent Participation

A participation fee is charged for each sport, which will help cover selected uniform items, equipment, tournament fees, referees, and facilities. A late fee of $25.00 will be charged if a student signs up after the deadline. Parents of students who participate in the after-school basketball programs are <u>required</u> to help staff the snack bar during home games as part of their child's participation commitment. If the snack bar, clock, or door obligation is not fulfilled, or if a replacement is not provided, parents will be charged a non-participation fee of $50.

Parents may also be requested to drive to away games, coach, referee, aid in tournament planning, and act as site coordinators for home games. Only parents or staff members may coach athletic teams, and this is not a paid position but does accrue Parent Participation Points. The school's athletic director oversees the operation of all after-school sports programs, but assistance from parents is essential in making the programs run effectively.

MUSIC/DRAMA PRODUCTIONS

St. Albans takes great pride in its music/drama department. Each student in the school has the opportunity to perform on stage several times a year with his or her class. Everyone takes part in the annual **"Halloween Parade & Songfest**," and the **"Holiday Show"** features each class in a performance number.

A play, talent show, readers' theater, recital, or other performance may take place throughout the year. **"Grandparents & Special Friends Day"** is an annual event where grandparents or special friends share a morning together with St. Albans students. Following a tour, each class performs on stage with a number dedicated to our grandparents and special guests.

The music/drama department produces a full-length play/musical (open to students in grades 5-8) during the fall. The rehearsal schedule runs ten to twelve weeks with performance dates on Thursday, Friday, and Saturday nights of a designated week. Families of the performers are invited to an Opening Night Gala presentation on Thursday evening before the show opens to the public. Two additional performances are then presented on Friday and Saturday nights.

The Spring play is open to students in grades 5-8. The rehearsal schedule runs eight to nine weeks with performance dates on Friday, and Saturday nights of a designated week.

Storybook Theater is open to students in grades 2-4 in the late spring. The rehearsal schedule runs seven to eight weeks with performance dates on Friday, and Saturday nights of a designated week.

An assessment fee is charged for participation in the play/musical. This small, but necessary fee helps defray production costs such as royalty fees, rental of special effects equipment, costumes, scenery, and the cast party, to name a few. A play eligibility evaluation is made of each performer prior to and during play rehearsals to determine whether or not a student may remain in the cast. Refer to the standards outlined under Extracurricular Activities.

Parent participation is a requirement for student participation in these productions. Parents are required to complete 5 hours of participation for each student that they have in the production. After the required 5 hours are completed, they may earn extra parent participation points. If a family does not complete their 5 hours of required participation, a $250.00 fee will be assessed.

ST. ALBANS BAND

As part of the fifth grade curriculum, all fifth grade students receive instruction on a musical instrument. Students in sixth through eighth grade are invited to participate in the St. Albans Advanced Band. Students with beginning, intermediate, and advanced skills are encouraged to become band members and participate in an environment where skills are taught and students may experience the joy of developing their talents and sharing with others. Students who have never played an instrument to those who have previously played even more than one instrument will benefit from this enriching musical experience. At an informational parent meeting at the beginning of the school year given by Band Director Mr. Christopher Cook, times for band practice will be announced. Two evening band concerts will be presented during the school year.

FIELD TRIPS

All field trips must be approved, and parents are not to make arrangements, secure dates, make reservations, pay in advance, or schedule any field trip or class activity without permission from the teacher. Field trips must be educational with an academic rationale for taking the trip.

Field trip permission slips must be returned to the teacher organizing the trip no later than the day before the scheduled trip or the date indicated on the permission slip. **There will be no telephone permission granted**, however, a signed fax or email including a signed permission slip may be sent to the school. Even if the parent is a driver, a permission slip for the student must be turned in.

Field trips are an extension of classroom learning, and they are for students and their classmates, not siblings. It is important for all chaperones to give their undivided attention to the students and this is difficult if they are trying to watch other children who are not participating in the event. Parents other than the assigned chaperones are not to follow in cars or assume that they can participate in a field trip. There are situations when additional parents other than the chaperones are invited to accompany a class on a field trip, but **Parent Participation Points are only given to parents that are the designated chaperones**.

All parents who are interested in driving on a fieldtrip should fill out the permission slip indicating their willingness to participate and return it to their child's teacher. Indicating interest in driving does not mean that you will be selected every time. In fact, teachers try to include a parent from each family which means that chaperoning is usually limited to one fieldtrip per family/per year. Also, for the success of the field trips, it's important that parents understand that a specific number of adults is frequently designated by the field trip destination. In the case when admission tickets are required, these may also be limited. Field trips are for the students, and teachers appreciate that our parents understand the important assisting role that they play in conjunction with these activities.

When a field trip has been planned, the teacher will notify the students of the dress code for the trip along with any other pertinent information. A student may not be allowed to attend a field trip that requires physical exertion if that student is exempted from PE for a temporary medical reason. If a student has been absent due to illness prior to an overnight field trip or a day trip, which requires physical exertion, a doctor's permission will be required in order for the student to participate. All students must leave from St. Albans and return back to school after the field trip has concluded. Parents may not leave from the field trip destination and simply go home; everyone must return back to the school. This includes the Pre-Kindergarten and Kindergarten fieldtrip to the Pumpkin Patch.

All students participating in an overnight or extended field trip must have medical insurance. If a student does not have medical insurance, the school is to be notified when the trip is announced so that insurance coverage can be arranged. Any financial responsibilities resulting from a medical problem while on a field trip lies with the parents.

Teachers make car assignments and room assignments (in the case of overnight trips) based on their professional experience and familiarity with each student's interests, personality, and how that student will interact with others. Car and room assignments are given out just prior to a trip, and teachers, not parents or those driving or chaperoning, decide what assignments will be made. In addition to the academic, enrichment value of field trips, field trips also provide a team-building experience for the students. Additionally, parents must provide car sets in accordance with the current laws of California.

If students exhibit unacceptable, unsafe, or illegal behavior at any time on a field trip, whether it is an all-day or an overnight trip, the teacher has the right to call the parents and have the child picked up, regardless of the location, and taken home.

Teachers have the option of requesting that a student remain in school for academic or behavioral reasons in lieu of accompanying the class on a field trip. If this situation occurs, the parents will be notified in advance, and the student will be expected to attend school unless other arrangements are made with the teacher.

If a student is not at school on the day of a field trip and able to leave with his or her class, the student will not be allowed to arrive at a trip destination. This could present a problem of accounting for a student's whereabouts, and it's possible that there would not be an extra seat in any vehicle for the student to return to school. Also, if a child is absent from a field trip, supplemental work may be assigned. The only exception to this is the eighth grade trip to Yosemite because it is an extended one week trip. Furthermore, for overnight fieldtrips, students must remain with their class the entire time (except for medical reasons); scheduling of other activities where students would need to leave early is not permitted. Extended, overnight trips are important for class cohesiveness and learning and participation in its entirety is important.

FIELD TRIP POLICY FOR DRIVERS AND CHAPERONES

Fieldtrips are an extension of classroom learning and are **NOT MEANT TO BE FAMILY OUTINGS**; **grandparents, siblings or other family members are not permitted to attend fieldtrips.** All drivers must fill out and have on file in the office the Vehicle Usage Form, proof of insurance, and a current DMV printout for field trips. By law, this form must be updated at the beginning of every school year, and all drivers and chaperones must have the approval of the Head of School. All parents chaperoning fieldtrips need to have a Livescan on file with the office. The Livescan Paperwork can be picked up in the office and can be done at the Roseville Police Department. The results of Livescan must be available for St. Albans before a volunteer can be eligible to accompany the field trip.

Drivers are expected to arrive at school on time, ready to depart, with sufficient gasoline for the trip. Parents are expected to deliver their students at school on time for field trips since reservations must be kept and time schedules adhered to.

All passengers must be seat-belted and abide by the current California State Vehicle Code laws concerning the use of booster seats and car seats. All parents must leave a booster seat or car seat (if their child requires one) at school on the day of the fieldtrip or their child will not be allowed to go.

Each driver must have a list of the names of the students in his/her car plus a copy of the Field Trip/Emergency Information form. Only hands-free cell phone use is allowed while transporting students.

Drivers are not to stop for treats en route to or from the field trip destination unless this is an agreed upon procedure for the **entire class** and approved by the teacher. Drivers should also not provide treats for the passengers in the car unless by prior arrangement with the teacher.

Drivers and chaperones must not consume any alcoholic beverages at any time prior to, during, or returning from a field trip when St. Albans students are being transported. This policy includes overnight fieldtrips.

THE ST. ALBANS PARENT ASSOCIATION (SAPA)

SAPA is a non-profit parent group whose primary purpose is to act as a support arm for the school's administration, faculty, staff, and the Executive Board through fundraising, service, social functions, and activities. A board of officers is elected every May through an open election.

EVERY PARENT OR LEGAL GUARDIAN OF A ST. ALBANS STUDENT IS A MEMBER OF SAPA.

SAPA will have a minimum of five meetings per school year. Meeting dates are published on the school calendar and in *Tuesday News*. Meetings are usually held at 8:30 a.m. in the day care room. An agenda, along with a reminder of the date and time of the meetings, are announced in *Tuesday News*. These meetings are open to all members of SAPA, and one Parent Participation Point is given for attending each meeting. In addition to its fundraising efforts, SAPA sponsors several events throughout the year.

1. Each family will be billed $400.00 (single parent families $200.00) in support of SAPA fundraising efforts which will be used towards the ticket price to a SAPA fundraising event or in general support of SAPA.

2. Families may be billed $20.00 (per student, per class) for a class project.

4. Each family will earn 35 parent participation points (single parent families 17.5 points) and participate in the mandatory class assignment. In addition to supporting SAPA through the required activities, it is also requested that each family support other fundraisers such as the magazine sale, Hawk Walk, etc.

SAPA fundraising activities are in the following four areas:

SAPA Online Auction/ Spring Fundraising Event is an annual event. This event provides SAPA with its greatest source of funds. Each family contributes to support these fundraising efforts. Each family may also be required to make a $20.00 donation to help offset the cost of each child's class project.

RAISE RIGHT/ SCRIP is a program of gift cards provided by various retailers, restaurants, and other vendors and when purchased, it is then used as if it were cash. Parents may download an app which allows them to carry the cards electronically on their cell phones. All Raise Right/ SCRIP ordering is via the internet and families who participate earn one parent participation point per $200.00 purchased.

A **Giftwrap Drive** may also be held in the fall. The purchase of giftwrap and luxury items provides St. Albans with a percentage of the sales.

Other Fundraisers, such as the **Hawk Walk,** may also be offered in place of the previously listed fundraisers. However, SAPA will never exceed four fundraisers a year.

SAPA also sponsors many service-oriented and social activities throughout the school year which include:

New Parent Mentor Program is designed to help new families make the transition into St. Albans through matching up a new family with an "old" family. Arrangements will be made with the new family so that when questions arise there will be an experienced family, preferably one with a student at the same grade level, who will be available to help.

Opening Day Welcome Coffee is held the first morning of the new school year before and after the Flag-Raising Ceremony. All parents are invited to view the opening day flag ceremony and the introduction of faculty, staff, and classes. The informal get-together allows parents to renew acquaintances and meet new parents.

Fall Family Picnic & Carnival is held the first Friday evening of October after the start of the new school year. This fun-filled event is for the entire family, and it provides an opportunity to visit old friends and make the acquaintance of new parents and students. Food will be provided and there are exciting games and carnival activities for students of all ages.

"Kids Can" is an annual fall canned food drive held in the greater Sacramento area for holiday food baskets, which are given to families in need of assistance. Several days are set aside for students to bring in their contributions to the classrooms. The room parents from each class help organize this gathering of charitable donations from St. Albans families. Participation is voluntary.

"CHiPs for Kids" Toy Drive is a holiday project that encourages families to donate <u>new</u> toys to children who are hospitalized and disadvantaged during the holiday season. This is a service project that the teachers and staff elected to support, and SAPA helps with the collection at school. Participation is voluntary.

Faculty & Staff Holiday Gift List is SAPA's answer to that "What should we get a teacher or staff member for a holiday gift?" question. In late November a list of faculty and staff members is provided by SAPA for each family to designate, <u>voluntarily</u>, any amount of money that they would like to give to specific personnel in lieu of individual gift giving.

The names of contributors, not the amount, are then listed in a greeting card to the designated faculty or staff member with a check that can be used for purchases of their choice. Each teacher or staff member receives only the names of those who have donated to his or her specific fund. A person selected by the SAPA president and the Head of School handle the contributions. Names and amounts are kept in strict confidence, and they are known only to this one designated person, who also writes the checks to the teachers and staff.

The **Faculty & Staff Holiday Luncheon** is hosted by SAPA for every employee of St. Albans. The luncheon is held at a local restaurant following the teacher workday, which takes place the day after the Holiday Show.

Grandparents & Special Friends Day is an annual event that is a special outreach to the grandparents and special friends of our students. It is an opportunity for St. Albans students to honor their grandparents or "stand-ins," which, in the absence of grandparents, may be special friends or relatives. Students give tours to their honored guests followed by a special musical tribute.

Parent Participation Points Program is the school's service program that provides families with many opportunities to show support for the school. Parents are required to earn **35 Parent Participation Points** each year by helping out in a variety of ways. Many of the school's programs, classroom resources, teaching aids, and extracurricular events are made possible through the generous financial contributions of our families. Volunteer donations of time and effort made by each family, however, are of equal importance in providing a quality education for the students.

There are numerous ways to earn points, but if a family chooses not to participate in this program, $100 per point will be assessed in May. Many of the excellent programs offered to students are available because of the generosity of parents in giving of their time, talents, and energy to the school.

It is hoped that even when the maximum points have been earned, parents will continue to support the school by continuing to volunteer and participate in the school's fundraising efforts.

Parents are asked to continue turning in their points even after the 35 points have been completed. Please refer to the **Parent Participation Points Program** in the Appendix for details on how points may be earned.

Single parents are required to earn half (17.5) of the Parent Participation Points. Separated or divorced couples make their own arrangements as to who will be responsible for doing all or any part of the Parent Participation Points. Parent Participation Points are not transferable, and they cannot be carried over to the following school year. Please note that the **Class Credit Assignment** is separate from the Parent Participation Points Program.

Class Credit Assignment

Each class, prekindergarten through eighth grade, is assigned to be in charge of or assist with a specific school event. The room parents will advise the parents of their assignments. If a family elects not to participate in the Class Credit Assignment, the family will be billed $250 following the conclusion of the class credit event. Parents must participate in each child's Class Credit Assignment.

APPENDIX

PARENT PARTICIPATION POINTS and CLASS CREDIT ASSIGNMENT EXPLANATION

There are two requirements to fulfill during the school year before you will be billed for the ones not completed. One of the requirements comes under *PARENT PARTICIPATION POINTS* per family and the other one is the *CLASS CREDIT ASSIGNMENT* per each enrolled child.

PARENT PARTICIPATION POINTS can be earned in many ways. One is in a monetary option by making purchases in the school's fundraisers and earning points for each dollar spent as listed in Section A. Another is in a participatory option by volunteering to help in various school and class functions and activities as listed in Section B. The third way is to participate in one of the school's two workday options scheduled for this school year. These **35 points** can be earned in any combination of any of the items listed in Section A, B or C. For example, you can get all your points by being a SAPA Board Member (Section B), or you can get all your points by buying SCRIP (Section A). Or, what most families do, is combine your points from Section A (such as purchasing Raise Right) with points from Section B (driving on fieldtrips, coaching a basketball team, etc.), and points from Section C (participating in a workday). There are so many ways to get your 35 points that no family will do it in the same manner. Read over the lists and you will see how easy it is.

Divorced parents need to decide between themselves the number of points each will fulfill, and then report to the office. In the case of a divorced parent whose ex-spouse lives out of the area, or in the case of a widow or widower, the parent need only earn 17.5 points.

HOW POINTS ARE REPORTED

Section A: Your points will be reported directly by the fundraiser committee chairperson to the SAPA Assessment Coordinator
Section B: You will be responsible for reporting your points to the Assessment Coordinator by filling out a Report of Points Earned form (available in the office) and leaving it in the school office. Many of the activities in this section require a chairperson's signature.
Section C: Your points will be reported directly to the SAPA Assessment Coordinator by the Administration.

Parent point totals can be viewed in your FACTS Family Portal and are updated once a month. All points must be earned and reported by the end of April. You will be billed $100.00 in May for each Parent Participation Point not earned. Billing amounts will be updated if additional points are earned and submitted after the May billing. Fees assessed from parent point billing are due in June to allow billing to be adjusted for additional earned points. Continue to turn in your points, even after you have satisfied your 35 point requirement. We would like to keep track of parent involvement.

The **CLASS CREDIT ASSIGNMENT** is the activity assigned to the grade your child is in. If you have more than one child, you must participate in EACH child's Class Credit Assignment. You will be billed $250.00 for each child's Class Credit Assignment that is not fulfilled by a parent; no other person, besides a parent, may fulfill Class Credit Assignments. There is no way to make up this credit if you fail to participate in the grade's assignment. The only exception to this rule is for a 7th grade parent who also has an 8th grader in the school, since the 7th grade class puts on graduation for the 8th grade or a 6th grade parent who also has an 8th grader in the school, since the 6th grade class is in charge of the Graduation Brunch. If your family is in this position please ask about this in advance and arrangements will be made for you to help in another grade's activity so that your assignment will be fulfilled.

The Room Parent for each class will be responsible for letting you know what you are responsible for, and it will be reported to the bookkeeper if any family did not participate. The class activities are assigned as follows:

- ✓ Prekindergarten – Help with Graduation Brunch (work a shift)
- ✓ Kindergarten – For Grandparents Day, help with take down of chairs and scenery, sweep gym floor, and take out trash.
- ✓ First Grade – Work a carnival games shift at the Fall Carnival in October. If the Fall Carnival is cancelled, the assignment is to work with the 3rd grade room parents to help with Grandparents Day.
- ✓ Second Grade – Work a carnival games shift at the Family Picnic & Carnival in October. If the Family Picnic & Carnival is cancelled that the assignment will be, help with Graduation in June.
- ✓ Third Grade – "Grandparents & Special Friends Day" in March/April- Set-up chairs, scenery and decorations. Meet and work with Mr. Cook on stage set-up. If needed, work with First grade room parents on what help is needed.
- ✓ Fourth Grade – Take down of chairs and scenery clean-up for Holiday Show in December.
- ✓ Fifth Grade – Set up of chairs, and stage scenery/decorations of the Holiday Show in December.
- ✓ Sixth Grade – Arrange for invitations, setup, food, decorations, and cleanup for Graduation Brunch in June.
- ✓ Seventh Grade – Arrange for invitations, setup, refreshments, decorations, programs, and cleanup for Graduation ceremony in June.
- ✓ Eighth Grade – Haunted House in October and Alumni Day in November.

PARENT PARTICIPATION PROGRAM POINTS

Every St. Albans Family is required to fulfill an obligation of **35 Parent Participation Points** per school year. Only the parents of the student may earn points through participation in school activities, classroom help, attending fieldtrips, Parent Workday hours, etc. The only exception is the RAISE RIGHT/ SCRIP Program; extended family members and friends may purchase SCRIP with credit going to the St. Albans family. This is separate and in addition to the **Class Credit Assignment** per enrolled child. Points are not transferable from family to family, and they cannot be carried over from year to year. Unearned points will be billed at $100.00 per point in the May bill. Unfulfilled class credit assignments will be billed at $250.00.

POINTS SECTION A- Fundraising

SCRIP/RAISE RIGHT PURCHASES

1 point per $200 of SCRIP/RAISE RIGHT

FALL FUNDRAISING DRIVE

1 point for every $25.00 in sales

SECTION B- Volunteer and Service

SAPA ONLINE AUCTION

35 Event Coordinator

35 Live Auction Chairperson or Co-Chairpersons (3)

35 Silent Auction Chairperson or Co-Chairpersons (3)

15 Class Basket Coordinator (10 each for 2)

35 Drawing Chairperson

20 Table Sponsorship Chairperson

20 Business Solicitations Chairperson

35 Decorations Chairperson

25 Take Down and Clean-Up Chairperson (20 each for 2)

35 Accounting Co-Chairpersons

25 Reservations and Registration Chairperson (welcome bags, reservations)

25 Thank You Notes Chairperson

1-15 It is expected that only one person will be the chair of a committee, unless otherwise indicated above, and all who work on these fundraiser committees can earn 1-15 points, depending on the function and nature of the duties. The event chairs will assign the points. During the event you may earn 2 points per hour, and clean-up committee members may earn 4 points per hour. All pre-event duties will earn no more than one point per hour, not to exceed 15 points. The event co-chairs must approve all points earned.

FALL/WINTER FUNDRAISER (Giftwrap/See's Candy etc.)

35 Coordinator/Chairperson (20 each for 2, 10 each for 3)

1 per hr. Committee on collection day (4 people)

HAWK WALK

35 Hawk Walk Chairperson (2 co-chairs 20 points each)

1 pt./hr. Committee Members

FALL FAMILY PICNIC & CARNIVAL

35 Chairperson (s)

1 pt./hr. Helpers other than parents of first and second grade students

MUFFINS WITH MOM & DONUTS WITH DAD EVENT COORDINATOR

20 Chairperson

1 pt/hr. Helpers

BOOK FAIR AND LIBRARY (Fall and Spring)

1 point per hour worked

1 point per hour in support of Library events

MUSIC/DRAMA PRODUCTIONS (Fall Musical, Dinner Theater, Holiday Show, Talent Show, "Grandparents & Special Friends Day," and all othe productions)

25 Fall Musical Coordinator

20 Opening Gala Coordinator

20 Spring Play Coordinator

25 Storybook Theatre Coordinator

1-10 All who help the Music/Drama department and the coordinator (points will be approved by the Music/Drama teacher; one point per hour maximum). **Parents of participants are *required* to participate a minimum of 5 hours before receiving one credit per hour.**

ROOM PARENTS

35 2 Room Parents at each grade level

1-5 Room Parent Helpers (assigned to tasks by Room Parent)

ATHLETIC PROGRAM

20	Snack Bar Coordinator (10 each for 2 and 10 for assistant)
25-30	Head Athletic Coach, grades 5-8
25	Head Athletic Coach, Grades 3-4
20	Head Athletic Coach, Grades 1-2
20	Upper Grade Site Coordinator, Girls/Boys 5-8
15	Assistant Coach grades 3-8
10	Assistant Coach grades 1-2
20	Little Hawks Site Coordinator, Boys/Girls(10 pts. Each for split)
2 pts	All coaches who complete Livescan
1-4 pts. per	Boys/Girls, basketball duties (Door, Clock, Snack Bar)

game/per night/per family

2 pts.	5-8 Grade Boys/Girls Scorekeeper (book)
1 pt./hour	Sport Event Volunteer

ST. ALBANS EXECUTIVE BOARD

35	Member of the St. Albans Executive Board

SAPA BOARD

35	President
35	Vice President
35	Secretary
35	Treasurer
20	Hospitality
35	Assessment Coordinator
35	Room Parent Coordinator(s)- 35 pts each
35	Raise Right Chairperson(s)
1	For each SAPA meeting a non-board member attends

"GRANDPARENTS & SPECIAL FRIENDS DAY"

1pt./hour	Helpers other than assigned classes

PARENT WORKDAYS

30	Workday Coordinator
2 pts./per	Work Hour as defined by Administration

ADDITIONAL SCHOOL SERVICES: 1-35 points depending on the nature and function of the duties; for example:

10	Parent Mentor
35	Used Uniform Coordinators (2 people- 35pts. each)
5-30	Member of Executive Board liaison committees (such as building and finance)
1	Classroom aides and computer lab aides (1 point per session)
1-10	Projects as needed
35	Annual Giving Chairpersons
20	Annual Giving Class Captains
15	Holiday Gift Fund coordinator

CHESS CLUB

35	Parent Coordinator(s)- 35 each

SPEECH AND DEBATE CLUB

30	Chairperson for full year (Sept.-May)
15	Chairperson for ½ year (Sept. Dec. OR Jan.-May)

FIELD TRIPS - For designated chaperones and drivers only

3	Half Day field trip to greater Sacramento area
4	Full Day field trip to greater Sacramento area
5	Full Day field trip outside greater Sacramento area
10	One night overnight field trip
15	Two nights, overnight fieldtrips
25	Extended field trips such as Ashland and Yosemite

7th & 8th GRADE DANCES

1 pt./hour	Chaperone for any St. Albans or other school dance
1 pt./hour	Set-up or clean-up for dance

UNIFORM CODE GUIDELINES

The purpose of the uniform code is to prevent clothes competition and to establish a school-wide standard for acceptable dress. St. Albans reserves the right to discipline any student who fails to comply with these standards. A copy of the uniform code will be sent home at the beginning of the school year, and the student's and a parent's or legal guardian's signature is required.

ALL UNIFORM ITEMS MUST BE FROM LANDS END—NO EXCEPTIONS.

GENERAL INFORMATION

- Prekindergarten children are not required to wear uniforms.
- **Free Dress Day** is the first Friday of every month unless otherwise noted.
- **Please mark all removable clothing with the student's name in permanent ink.**
- Check the lost-and-found closet in the office, day care room, or the MP Room for missing clothing.
- Students are required to be in uniform anywhere on campus during school hours.
- Attention-getting hairstyles, including spiking, haircuts, and inappropriately dyed, tinted, bleached, highlighted, brightly colored or streaked hair are not acceptable. Haircuts of both boys and girls are expected to be neat and above the student's eyes (gels and hair products cannot be used to keep hair out of eyes). The length of a boy's hair must be above the top of the collar. Students may not have partially shaved or completely shaved heads; this includes shaving shapes, lines, letters or numbers into their hair. Boys may not wear headbands or buns of any kind.
- Clothing should be proper fitting and clean.
- Hats may not be worn in the classroom or any building, but are OK in PE and recess.
- Girls cannot roll the waistbands or cuffs of their uniform shorts or on shorts worn on free dress days.
- Girls shorts, jumpers, skirts, and skorts **cannot be worn higher than 2" above the knees.**
- When students wear an undershirt under a polo shirt it must be a **white T-shirt** only—nothing colored or printed with a logo.
- If a student is not in uniform, a note from a parent must be brought to the office explaining the reason for non-compliance. If a note is not sent, the student will be given a first warning. Subsequent offenses will result in the parent being called to bring the correct uniform to school if the non-compliance can't be remedied on campus. Repeated uniform code violations will result in disciplinary action.
- No sweatshirts other than the St. Albans navy logo uniform sweatshirts may be worn on campus.
- ***Cold Weather Options for Jackets:*** During cold weather, students may wear free dress jackets (black, navy blue, khaki or green) outside of the classroom during recess and lunch time. All free dress jackets or coats must **not** have any names, logos, or pictures on them.
- Students are encouraged to "layer" clothing and wear sweatshirts during cool weather.
- No additional embroidery is allowed on school uniforms.
- If socks are worn, they must be **SOLID white or black**; sports socks, knee highs, and anklets.
- NO LEGGINGS OR FOOTLESS TIGHTS of any kind may be worn. Heavier cable- knit tights are the exception as long as they are navy blue, white, or black.
- No sandals or plastic shoes.
- No clogs, Crocs, or flip-flops.
- No shoes or boots with high heels may be worn.

ACCESSORIES

- No makeup (blemish cover-up and non-colored lip gloss are allowed).
- Only clear nail polish is allowed.
- No nail enhancements of any kind are allowed and this includes acrylic, gel, silk overlays, or fake fingernails.
- Stud earrings for girls only, one per ear; simple styles in gold, silver, other metals, pearl, or enameled. No attention-getting or exotic styles.
- No pins may be worn. A single necklace may be worn provided that it is inside the shirt or blouse and does not show. Beads, chokers, puka shells, and other ornamental necklaces are not acceptable. One ring and one bracelet are okay.
- Hairbands, ribbons, bows, and scrunchies in solid navy, white, hunter, or black watch plaid only; plain barrettes or combs in solid uniform colors or colors that blend with the hair color are acceptable. No butterfly clips, beads, or ribbons braided into hair; no other ornamental hair accessories.
- Wristwatches of all types which have telling the time as the primary function are allowed. No smart watches that can access the internet or receive email or texts are allowed or gimmicky toy varieties that would be disruptive in class or calculator watches are permitted.
- Refrain from wearing perfumed products, not including deodorant.
- No tattoos.

FREE DRESS DAYS

Please remember that appropriate clothing within the bounds of good taste is acceptable. All Uniform Code Guidelines apply (with the exception that uniform clothing is not required). The following are NOT acceptable:

- Short shorts, running shorts. Shorts must be **walking shorts length** (extend to fingertip length- a minimum inseam of 5").
- If leggings, yoga, or track pants are worn, a shirt must extend to fingertip length.
- Halter, low cut tank tops (boys or girls), tank tops with spaghetti straps, crop tops, strapless, tube tops, or bare midriffs
- Pajama bottoms
- T-shirts or tops with inappropriate sayings (drugs, alcohol, tobacco, suggestive)
- Makeup
- Nail polish or other nail coloring or adornments or fake fingernails.
- Unsafe or overly conspicuous jewelry or other accessories which would be costly to replace
- Sandals or other shoes not part of the uniform code
- No costumes may be worn

DESIGNATED SPIRIT SHIRT DAYS

There are designated "Spirit Shirt Days" noted on the school calendar (typically 1 per month), on these designated days students may wear **FREE DRESS BOTTOMS if they wear their SPIRIT SHIRT.** Students choosing not to wear a spirit shirt must wear a uniform.

GIRLS UNIFORM CODE - GRADES K-4

DRESS UNIFORM - REQUIRED

Black watch plaid jumper (Jumpers to be worn no shorter than 2" above top of knee)
Navy short or long sleeve polo shirt
White socks or anklets - no logo
Optional: Navy, white, black or hunter tights in cold weather (solid, no patterns)
Optional: Navy cardigan sweater

Other uniform selections (all items are optional)

Short sleeve polo shirt - Navy, hunter, white
Long sleeve polo shirt - Navy, hunter, white
Long sleeve turtleneck - Navy, hunter, white. Turtlenecks to be worn only UNDER other uniform items, not as a single shirt
Twill pleated-front pants - Navy, khaki
Twill pleated-front shorts - Navy, khaki
Shorts to be worn no higher than 2" above top of knees
Flat front pants – Khaki and navy
Pleated skort – Khaki and navy
Navy athletic shorts (optional for under jumper)
Navy St. Albans logo sweatshirt, navy hooded logo sweatshirt
Navy crew-neck sweater
Navy St. Albans logo fleece style jacket, navy nylon logo jacket
Navy St. Albans logo hooded windbreaker with lining
Navy cardigan
Coats, Shoes, and Socks – See General Information under Uniform Code Guidelines.
Hairbands, bows, or scrunchies - Navy, hunter, white, black watch plaid
Barrette and combs - Solid color navy, hunter, white, black watch plaid, tortoise, or solid metal. No ornamentation, including butterfly clips, beads, and ribbons braided into hair.

Dress uniform selections may be worn on any day but must be worn on dress uniform days.

GIRLS UNIFORM CODE – GRADES 5-8

DRESS UNIFORM - REQUIRED

Black watch plaid box-pleated skirt (Skirts to be worn no shorter than 2" above top of knee)
Note: Fifth grade girls may wear skirt or jumper.
Navy short or long sleeve polo shirt
White socks or anklets - no logo
Optional: Navy, white, black, or hunter tights in cold weather (solid, no patterns)
Optional: Navy cardigan sweater

Other uniform selections (all items are optional)

Short sleeve polo shirt - Navy, hunter, white
Long sleeve polo shirt - Navy, hunter, white
Long sleeve turtleneck – Navy, hunter, white. Turtlenecks to be worn only UNDER other uniform items, not as a single shirt
Twill pleated-front pants - Navy, khaki
Twill pleated-front shorts - Navy, khaki
Shorts to be worn no higher than 2" above top of knees
Flat front pants – Khaki and navy
Pleated skort – Khaki, navy, or plaid
Navy athletic shorts (optional for under skirt)
Navy St. Albans logo sweatshirt, navy hooded logo sweatshirt
Navy crew-neck sweater
Navy St. Albans logo fleece style jacket, navy nylon logo jacket
Navy St. Albans logo hooded windbreaker with lining
Coats, Shoes, and Socks - See General Information under Uniform Code Guidelines.
Socks – Black or white anklets or knee socks (solid colors), no logo
Hairbands, bows, or scrunchies - Navy, hunter, white, black watch plaid
Barrette and combs - Solid color navy, hunter, white, black watch plaid, tortoise, or solid metal. No ornamentation, including butterfly clips, beads, and ribbons braided into hair.

Dress uniform selections may be worn on <u>any day</u> but <u>must</u> be worn on required dress uniform days.

BOYS UNIFORM CODE - GRADES K-8

DRESS UNIFORM - REQUIRED

Navy short or long sleeve polo shirt
Khaki pants
White socks - no logo

Other uniform selections (all items are optional)

Short sleeve polo shirt - Navy, hunter, white
Long sleeve polo shirt - Navy, hunter, white
Long sleeve turtleneck - Navy, hunter, white. Turtlenecks to be worn only UNDER other uniform items, not as a single shirt
Twill pleated-front pants - Navy, khaki
Twill pleated-front shorts - Navy, khaki
Shorts to be worn no higher than 2" above top of knees.
Navy St. Albans logo sweatshirt, navy hooded logo sweatshirt
Navy St. Albans logo fleece style jacket, navy nylon logo jacket
Navy St. Albans logo hooded windbreaker with lining
Coat, Shoes, and Socks – See General Information under Uniform Code Guidelines.

Dress uniform selections may be worn on any day but must be worn on required dress uniform days.

BOYS & GIRLS PE UNIFORMS - GRADES 5-8

Shorts – Navy or khaki uniform shorts, long pants, or navy St. Albans logo PE shorts.

Shirts - Any St. Albans polo shirt. A separate one for PE to be kept at school is encouraged.

Sweats – Solid navy or black bottoms with any St. Albans logo sweatshirt; sweats with sports teams or other logos may not be worn.

Shoes - Only court or basketball shoes with non-marking soles will be allowed on the gymnasium floor. **Students in prekindergarten through eighth grade will not be allowed to participate in PE unless they are wearing appropriate shoes with laces or Velcro closures**.

STUDENTS MUST BE IN APPROPRIATE PE WEAR FOR EVERY PE CLASS EXCEPT ON 1:30 P.M. OR OTHER EARLY DISMISSAL DAYS.

If PE is the last period of the day, the students may wear PE shorts at dismissal.

St. Albans Cell Phone and Smart Watch Policy

It is the position of St. Albans Country Day School that having a cell phone and/or smart watch at school is a convenience and privilege but not a right. As such, students bringing cell phones and/or smart watches to school may only do so if they (and their caregivers) agree to the following conditions regarding use while on campus and fieldtrips.

- During the instructional day, cell phones and smart watches must remain out of sight in the student's backpack and powered off or in silent mode.
- Cell phones and smart watches may be used to communicate with caregivers regarding transportation, etc. during the last five minutes of school in the classroom with their homeroom teacher. Other than that, cell phone and smart watch use is prohibited anywhere on campus unless explicitly allowed by a staff member. Cell phones and smart watches are **not** to be pulled out to communicate with friends, check social media, etc.
- If students need to place a call during the day, they should request to go to the main office to use an office phone.
- Students will be subject to disciplinary action if the use of their cell phone and/or smart watch does not comply with the conditions stated above.
- The school and its staff are not responsible for any damage to or theft of a student's cell phone and/or smart watch. Students must properly secure and take care of their own devices.
- Students and their caregivers must read the *Cell Phone and Smart Watch Policy* and return a signed copy to the office at the beginning of the school year. Signing the policy acknowledges acceptance. Students will not be permitted to have their devices at school until the signed policy is returned.

If students violate the school's policy, the following will occur:

- **First offense:** The student's device will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's policy. Students may pick up their device after school.
- **Second offense:** The student's device will be confiscated and held in the main office until the student's parents are able to come to pick it up. The student will receive after-school detention.
- **Third offense:** The student's device will be confiscated and held in the main office until the student's parents are able to come to pick it up. The student will receive after-school detention and a teacher / parent conference will be called.

****The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engaging in bullying or harassment of other students may result in suspension.**

_____	_____	_____
Caregiver Name (print)	**Student (print)**	**Date**
_____	_____	_____
Caregiver Name (signature)	**Student (signature)**	**Date**

CODE OF STUDENT RULES AND RESPONSIBILITIES

All students will conduct themselves in a responsible, polite, safe, and respectful manner.

- Students will be on time and prepared for each class or lesson.
- Students will follow directions.
- Students will show respect for all persons and properties.
- Students will refrain from activities that are disruptive.
- Students will refrain from offensive language including racial slurs, profanity, name calling, harassing statements, or any other inappropriate language.
- Students will refrain from harassing or aggressive physical behavior toward others.
- Students will conduct themselves in a manner that shows regard for the safety of themselves and others at all times.

Special Rules for the Campus

- Always stay in designated areas.
- No playing in the walkways or in the restrooms at any time.
- Walk on the walkways at all times.
- When students arrive at a classroom and are waiting to enter, they must remain outside away from the door. The exiting students must be given ample room to walk out the door and go to their next class.
- **All personal electronic devices such as cell phones, mp3's, Ipods, Ipads, and/or electronic readers, shall remain in the student's backpack or locker and be turned off while students are on campus. They may not be used in daycare.**
- Wristwatches of all types which have telling the time as the primary function are allowed. No smart watches that can access the internet or receive email or texts are allowed or gimmicky toy varieties that would be disruptive in class or calculator watches are permitted.
- No gum chewing.
- Bikes must be walked on campus and parked next to the office.
- Lunch and snacks are to be eaten only in designated areas.
- All trash and garbage must be placed in trash receptacles.
- Students will clean up the area where they have eaten.
- Students should not arrive at school before 8:00 a.m. unless going to day care, and all students arriving before 8:00 a.m. must check in at day care.
- Students who arrive before 8:00 a.m. will be charged for day care.
- Students must go directly to the pickup area at dismissal time.
- If students have not been picked up by 3:15 p.m. or 15 minutes after dismissal on early dismissal days, he/she must go to day care.
- Students may not go back into classrooms after 3:30 p.m. or 30 minutes after an early dismissal unless by arrangement with the teacher.
- Students may leave campus during school hours for appointments or other reasons only after being signed out by a parent/guardian in the office.

Violations of the St. Albans Code of Rules and Responsibilities can lead to a reprimand, detention, suspension, or even expulsion in the case of the most serious infractions.

Detention will be served after school from 3:05 p.m. to 3:50 p.m. on the next scheduled detention day following the day the detention is given, with Tuesday and Thursday being the detention days. A second detention will be assigned if the first detention is not served.

Detention is not a study hall, and a student may not work on homework or other assignments. It is also not a time for students to engage in conversation with the teacher supervising detention.

A work assignment may be substituted for detention if warranted by the specific behavior. This will be determined by the teacher issuing the detention.

Each teacher will decide how many warnings or reprimands, if any, are appropriate before a Student Behavior Report is issued.

When a Student Behavior Report is issued, the student will take home a copy of the report to be signed by a parent/guardian and returned to the homeroom teacher the day following its issue.

LEVELS OF INFRACTIONS - Grades K-4

Level 1:
Disrespectful or rough behavior, inappropriate language or gestures, littering, incomplete class work/homework, possession of prohibited items, excessive talking in class, disruption of learning process may result in one or more of the following consequences:

- Time out or loss of recess
- Written apology note
- Note or phone call home
- Parent conference which may include the Head Of School
- Work-related consequence

Level 2:
Verbal or physical assaults, threats, harassing, theft, cheating, forging parent signature, lying to a teacher or staff member, defacing school property including books may result in the following:

- Parent conference
- Loss of recess
- Work related consequences
- Suspension and/or expulsion

Level 3:
Assault and/or battery; racial slurs; possession, sale or use of tobacco on campus; willful disrespect to any staff member may result in the following:

- Parent/student/teacher/Head of School conference
- Suspension or expulsion

Level 4:
Possession, sale or use of alcohol or drugs on campus; possession of any type of weapon that could be used to inflict bodily harm; serious threats to kill or maim another may result in the following:

- Immediate report to local law enforcement authority
- Suspension or expulsion

LEVELS OF INFRACTIONS - Grades 5-8

Level 1:
Disrespectful or rough behavior; inappropriate language or gestures; restroom abuse, being in unauthorized areas, littering, defacing school property including books ,leaving books and other school property out overnight; incomplete class work/homework; possession of prohibited items; excessive talking in class, disruption of learning process, or failure to return notices may result in one or more of the following consequences:

- Reprimand/detention/work related consequence/note or phone call home.
- Parent conference

Level 2:
Verbal assaults, threats, harassing, racial slurs, theft, vandalism, cheating, forging parent signature, lying to a teacher or staff member, may result in the following:

- Parent/student/teacher/Head of School conference
- Detention and/or suspension and/or expulsion

Level 3:
Assault and/or battery; possession, sale or use of tobacco on campus; willful disrespect to any staff member may result in the following:

- Parent/student/teacher/Head of School conference
- Suspension or expulsion

Level 4:
Possession, sale or use of alcohol or drugs on campus; possession of any type of weapon that could be used to inflict bodily harm; threats to kill or maim another may result in the following:

- Immediate report to local law enforcement authority
- Suspension or expulsion

St. Albans Country Day School

STUDENT BEHAVIOR REPORT

_____/_____/_____/_____

Student's Name **Grade** **Date** **Homeroom Teacher**

PLAYGROUND/CAMPUS/CLASSROOM BEHAVIOR:

_____Rough, unsafe behavior/fighting
_____Disrespect/disobedience, adults
_____Theft
_____Inappropriate gestures
_____Profanity/verbal abuse
_____Threatening or harassing others
_____In an unauthorized/off-limits area
_____Persistent littering
_____Leaving school property out overnight
_____Abuse of restroom facilities
_____Possession of prohibited items

_____ Disruption of learning process
_____ Defacing school property, including books
_____ Inappropriate gestures
_____ Threatening or harassing others
_____ In other people's belongings
_____ Class work, homework incomplete
_____ Failure to return notices
_____ Lying
_____ Cheating
_____ Disruption of out-of-class activities
_____ Out of uniform
_____Other

COMMENTS:_____
_____
_____
_____

TEACHER'S SIGNATURE:

_____

STUDENT'S SIGNATURE:

_____

CONSEQUENCE:

_____Student conference
_____Parent conference
_____Student/Parent conference
_____Work assigned
_____After-school detention assigned

This report must be signed and returned to school with the student on the day following its issue. Student Behavior Reports issued in music/drama, art, PE, computers, Spanish, lunchroom, or playground must be returned to the homeroom teacher.

PARENT/GUARDIAN SIGNATURE: **DATE:**

_____ _____

EXTRACURRICULAR ACTIVITIES POLICY

Extracurricular activities will require that the student make wise choices concerning the use of his or her time. In making a commitment to any after-school activity it must be understood that the student's academic work must not be sacrificed.

Participation in any extracurricular activity is contingent on the maintenance of at least a 70% average in every subject, including acceptable ethical behavior and/or deportment. Completion of homework will also be a participation factor.

The faculty will evaluate the weekly progress of each student. Students who do not meet the eligibility requirements will be immediately informed with a warning notice. After the warning if a student does not meet the prescribed criteria he/she will be ineligible for the upcoming week which includes practices as well as games, and performance practices or the performance itself.

Notification will be sent home for a parent signature. A student will be returned to full eligibility as soon as requirements are met. Once a student has been warned and then spent a week on ineligibility, and still has not met all eligibility requirements, he or she will be ineligible to participate for the remainder of said activity. Additionally, <u>if a student is absent from school the day of a performance, rehearsal, game, or practice, he/she will not be eligible to participate in that activity for the day</u>. No exceptions will be made.

<u>DIGITAL CITIZENSHIP POLICY</u>

Students must follow the six conditions of begin a good digital citizen:

1. **RESPECT YOURSELF** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the personal information and images that I post online. I will NOT be inappropriate. I will not visit sites that are inappropriate.

2. **PROTECT YOURSELF** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any inappropriate behavior directed at me. I will protect passwords, accounts, and resources.

3. **RESPECT OTHERS** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or bother other people. I will show respect for other people in my choice of websites.

4. **PROTECT OTHERS** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.

5. **RESPECT INTELLECTUAL PROPERTY** I will request permission to use resources. I will cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.

6. **PROTECT INTELLECTUAL PROPERTY** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will act with integrity.

*****No student should have any expectation of privacy in any use of St. Albans technology.*****

CONSEQUENCES FOR VIOLATIONS OF THE STUDENT CHROMEBOOK ACCEPTABLE USE POLICY

Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference with teacher and school administrator/principal or other school official
- Removal of unauthorized files and folders
- Restriction of Internet and Chromebook privileges in ALL classes. Restriction time will vary depending on the type of infraction and the history of misuse.
- Detention, suspension, or expulsion

If a violation of the Student Chromebook Acceptable Use Policy violates other rules, consequences appropriate for violation of those rules may also be imposed. If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access the Google Drive offline and will not be permitted to access the Internet without strict teacher supervision.

Use of Internet Services

The St. Albans Country Day School is committed to providing a wide range of opportunities for students who are using our school's facilities and/or equipment to access electronic media. The responsible use of St. Albans' facilities and/or equipment is the overriding goal of this policy. Access to information through the Internet offers a wide variety of resources for users, and the faculty and staff encourages and supports the use of computers and the Internet to provide appropriate learning opportunities for students. At the same time, the school recognizes that each of the parties listed below has specific responsibilities related to this access.

Local area network and Internet – Terms and Conditions

1. **Acceptable Use** – The purpose of our computer network is to support research and education among faculty, staff, and students by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of our work, education, and research and consistent with the educational objectives of St. Albans. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any state or federal regulation is prohibited. This includes, but is not limited to: copyrighted

material, threatening or obscene material, or material protected by trademark. Use for commercial activities, product advertisement, or political lobbying is also prohibited.

2. **Privileges** – The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The IT admisnistrator and school administrators will deem what is inappropriate use and their decision is final. Also, the IT administrators and school administrators may revoke or restrict privileges at any time as required. The administration and staff of St. Albans Country Day School may also request the system administrator to deny, revoke, or suspend specific user access.

3. St. Albans Country Day School makes no warranties of any kind, either expressed or implied, for the service it is providing. St. Albans Country Day School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence, or your errors or omissions, including any and all viruses. Use of any information obtained via the Internet is at your own risk. St. Albans Country Day School specifically denies any responsibility for the accuracy or quality of information obtained through its system.

4. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a System Administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Local Area Network as a System Administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

5. **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy computers, computer equipment or data of another user, Internet, or any of the above listed agencies or other networks that are connected to our network. This includes, but not limited to, the uploading or creation of computer viruses.

6. **Misuse** – Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language. Misuse can be defined as:
    - Using copyrighted material in reports without permission
    - Using the network to access a file that contains pornographic pictures
    - Using the network to send/receive messages that are racist
    - Using the network to send/receive inflammatory messages
    - Creating a computer virus and placing it on the network
    - Using the network to send/receive a message that is inconsistent with the school's code of conduct
    - Using the network to send/receive messages that are sexist or contain obscenities

COMPUTER LAB USAGE AGREEMENT

Students agree to follow these rules:

1. School computers are for ***class projects*** only.
2. Abide by all posted rules in the computer lab. Stay on task.
3. Visit web sites ***only*** for class-related projects (research, class activities).
4. Protect personal password identification.
5. Access to personal email ***requires*** lab instructor permission.
6. Download of any software ***requires*** lab instructor permission.
7. Document and give credit (citation) for all Internet resources.
8. Memory sticks are for saved student work ***only-- no*** downloaded files.
9. Stay out of chat rooms, IM, message boards, and newsgroups.
10. Only videos that pertain to class assignments may be viewed.
11. Make ***no*** changes to computer settings.
12. Do not unplug any computer cables or connections.
13. Report all workstation, Internet, or network problems to instructor.

PLAYGROUND RULES

1. All students will use the playground equipment and space in the manner in which they are instructed. Students will also comply with any decisions made by the supervising staff member. The playground rules are in effect for all students while on campus. This includes playground use during day care hours.

    - Choosing to comply with this rule will result in a greater degree of safety for all.
    - Choosing not to comply with this rule will result in the student being restricted from use of the playground or other consequences.

2. Students will stay in supervised areas at all times.

    - Students in the multipurpose room must be supervised at all times.
    - Students will stay on the outside of the pond fencing unless accompanied by a staff member.
3. Students will walk to and from the play areas.
4. Students will be polite and wait their turn.
5. Students will be careful at all times.
6. Students will not harass, bully, make fun of, taunt, or verbally demean another student's skills.
7. Students will not exclude or "lock" another student from a game.
8. Students will use the equipment only at morning recess, lunch recess, or at other times when supervised by a staff member.
9. Students will report all accidents immediately to the person on duty.
10. Students will get drinks in a safe, orderly manner; avoid crowding or pushing.
11. All ball and game activities will occur away from the restrooms, patio, and walkways. Organized ball games will be played in the field for which the game is intended. This includes four-square and basketball in their designated areas.
12. Students' play will be respectful. Kicking, hitting, fighting, or taking away another student's ball is unacceptable behavior. Offenders will lose their recess and may be subject to an additional consequence.
13. Students will use the playground equipment safely; no pushing or jumping off the equipment to the ground.
14. Playing or loitering in the restrooms is not allowed.
15. Students may not use day care equipment except during day care time.
16. Running games should be confined to the dirt or grassy areas. Sand and wood chip areas are reserved for playing on the playground equipment.
17. All litter must be placed in trash cans.
18. Students may not play on the slope on the north side of the field.
19. No jumping off concrete retaining walls or walking on retaining walls.

SPECIFIC PLAYGROUND RULES

SLIDES

- Only one student may slide at a time.
- Students are to slide down in a seated position, feet first.
- Students are not to climb up the slide or slide down backwards.
- Students are to keep everything, including sand, dirt, and objects off the slide at all times.
- No jumping off the sides of the slide.

SWINGS

- Only one person may swing at a time.
- Always remain seated while the swing is in motion.
- When swinging, each student waiting for a turn, may count 50 swings (up and back constitutes ONE swing).
- No holding onto adjoining swings.
- Students must wait in line outside of the box area.
- Do not cherry drop or leap off the swing while it's in motion.
- Do not walk in front of or behind a person who is swinging.
- Do not twist the chains.
- Swing straight; do not lean head back.
- Do not kick sand or fling an empty seat while swinging.
- Do not throw any objects at a student who is swinging.

BALL WALL

- No people target games (i.e. "butts up").

HANGING BARS

- Only hang from the bars grasping with your hands
- No "death drops" or gymnast dismounts
- No standing or sitting on top of the bars
- No hanging from the knees or jumping off

PHYSICAL EDUCATION PROGRAM & POLICY

Grades: Prekindergarten-8

The Physical Education Program at St. Albans is designed to teach knowledge and skills so that the student will be able to participate in a variety of physical activities. Physical activity provides opportunities for enjoyment, challenge, self-expression, and social interaction. This program promotes an appreciation for a physically active lifestyle that maintains a health-enhancing level of physical fitness.

Each day PE will include a form of running for the aerobic portion of the program. We focus on the motor skills necessary to demonstrate competency in many movement forms. All grades will have a variety of support games to emphasize specific skills.

The 5th-8th grade students will be participating in the Hawk Fitness Challenge, formally known as the Presidential Physical Fitness Program. It will begin in March and requires the students to participate in five different skill areas: the one-mile run, v-sit and reach, curl-ups or partial curl-ups, shuttle run, and pull-ups or right angle push-ups. Every student participating in the program is eligible for an award.

Physical Education is a "lab" type class. You learn only by being in class and by participating fully each day.

First - Fourth Grade

The students are graded on participation, sportsmanship and effort. The students are evaluated during running, stretching, motor skill, and game participation. A grade is given on a daily basis and an average grade is given at each trimester. A student may receive an E (excellent), G (good), S (satisfactory), N (needs improvement).

Fifth - Eighth Grade

The students are graded based on a percentage of the available points. The grades will be in an A-B-C-D-F format. Proper PE uniform, participation, sportsmanship, homework, and formal evaluations determine each grade.

PE Uniform

Any uniform pants or shorts may be worn. Navy blue or black sweat pants with no logos or uniform PE shorts may be worn. Any **short sleeve polo uniform shirt**, a spare is highly recommended for PE. **Proper athletic shoes** are a must for participation. This is a safety issue and a student will not be allowed to participate with inadequate shoes. A non-marking sole is preferred for use in the multipurpose room.

Participation/Sportsmanship

Active participation and effort is required for all activities. A lack of effort will be reflected in the participation points earned on a daily basis. Sportsmanship is the ability to play a game for the sake of playing and to treat others fairly and with respect. Inappropriate behavior will be reflected in the daily grade.

Homework/Formal Evaluations

Each student will be required to keep track of extra-curricular aerobic activities for a two-week period during each trimester. They will be required to document six days with at least 20 minutes of activity for each day. Failure to turn in a homework card may lower the trimester grade by a full grade. There will be periodic formal assessments to evaluate student knowledge of specific subject areas.

Daily Grade:	**1**	**PE shoes**
	4	**Exercises/Running**
	5	**Sportsmanship/Participation**
	10 points daily	
Homework Cards	**25 Points**	
Formal Evaluations	**5 Points**	

Excuse Policy

A student may be excused from PE due to illness or injury. By state law, a parent note will only excuse a student for three days. If an injury or illness requires multiple days off we must have a note from your doctor. A student who cannot participate in a running activity should try to do what they can, unless a note specifies that you should not participate at all.

Make-ups

Days missed may be made up via homework cards. It is your responsibility to keep track of missed days. Vacation and sick days should be made up as PE is a participation-based class and missed days result in a loss of 10 points. Each day missed requires 20 minutes of aerobic activity outside of school for make-up.

St. Albans Athletic Philosophy and Code of Ethics

The St. Albans athletic program has been developed to provide students with a positive atmosphere to develop into respectable athletes. We encourage good sportsmanship and the ability to compete regardless of the competition that may be faced. Each child shall have the opportunity to develop skills and to play sports at a competitive level. Teams are developed by grade level and will be combined only when numbers deem this necessary. No player will be cut from a team, nor moved up or down. The St. Albans sports program should be used as a place to enhance playing ability, good sportsmanship, and a positive environment for teamwork.

As a St. Albans coach I hereby pledge to live up to the expectations of the St. Albans sports program.

- I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- I will treat each player as an individual, considering the large range of emotional and physical development.
- I will lead by example in demonstrating fair play and sportsmanship to all players.
- I will provide ample practice and game playtime for each individual to ensure participation for each team member.
- I will remember I am a youth sports coach, and the game is for the children and not the adults.
- I will treat players, parents, coaches, and referees with respect and handle all disagreements in an appropriate manner.
- I will refrain from using abusive or inappropriate language during games and practices, and ensure that my team members do the same.

_____ _____

Coach's Signature Date

LIBRARY PROGRAM & POLICY

The following policies have been adopted by the Library Director and Head of School. The library will be open daily, 8:15 a.m. to 4:15 p.m. The library will be open during some morning and lunch recesses.

Prekindergarten through fifth grades will have weekly or bi-weekly scheduled visits to the Library Media Center.

If a student does not follow library rules and procedures while in library class, he/she will be sent back to the classroom teacher who will administer appropriate disciplinary action. The Library Director may also contact parents as needed.

- Books are checked out for two-week periods. Books may be rechecked out at any time during the two-week period. Students in Pre-k-2nd grade must return their books before checking out new ones.
- Each student will be assigned his or her own barcode number.
- Food, drink, and candy are not allowed in the library.
- Students will be permitted to check out the following number of books: prekindergarten through second grade: one book; third through fifth grade: two books; sixth through eighth grade: three books.
- Students are expected to follow all rules set forth by the computer instructor in regards to computer use at St. Albans. Failure to comply with the rules will result in the student not being allowed to use the library computers.
- The library will be open after school to students in grades 3-8.
- If a book is misplaced or damaged, it is the responsibility of the family to pay the replace value of the book.
- At the discretion of the librarian, overdue fines may be charged.
- If an overdue book is not returned by the end of the school year, the student's family will be responsible for paying the replacement cost of the book(s) and a processing fee of **$10** per book.

DAY CARE
Policies and Procedures

HOURS OF OPERATION

Morning day care is open from 7:00 to 8:00 a.m., and afternoon day care is open from 12:15 to 6:00 p.m. Day care is only offered on St. Albans school days; day care is not available on school holidays or when teachers are attending staff development events.

ARRIVAL AND DEPARTURE

Morning day care is open from 7:00 to 8:00 a.m. Parents of prekindergarten and kindergarten children should park their car in the parking lot and escort their children into the day care room. Students in grades 1-8 may enter daycare on their own. In the morning day care staff will sign in each child (7:00-8:00 a.m.).

Any children arriving on campus before 8:00 a.m. MUST REPORT TO DAYCARE. There are no teachers available to supervise students on campus before this time.

When the child leaves in the afternoon the parent must check the child out. A child may not leave day care until he/she has been released to a responsible adult by one of the staff. If the parent is not picking up his or her child, anyone else must have written authorization. If for any reason your child is to go home with another adult, you must send a note giving permission or inform the staff personally. The Day care Supervisor has a copy of all registered carpools.

Please advise the day care staff if your prekindergarten or kindergarten child needs to be dismissed at 3:00 p.m. to go home with an older sibling or carpool. Your child will then be escorted to the dismissal "circle."

Extended day care ends at 6:00 p.m. A charge of **$1.00 PER MINUTE** will be charged for every minute that a parent is late picking up a child. Please call the **day care's direct line, 916-782-6304**, and advise the staff if you are going to be late.

HEALTH AND SAFETY

St. Albans' policy requires that a current immunization record be on file for all students and a physical exam record for all pre-kindergarten through eighth grade students. In addition, we have adopted the following rules for your child's safety and protection.

1. If your child shows any signs of illness, he/she is to remain at home for observation. This will ensure better health protection for all the children.
2. Please inform the staff immediately if your child has a communicable disease.
3. For the first two days of a cold, please keep your child at home.
4. If your child has been running a temperature, do not return the child to school unless the temperature has been normal for 24 hours without medication.
5. If your child has been vomiting, please keep him/her home for 24 hours after the vomiting has stopped.

6. Outdoor activities are part of the daily program, and your child should be dressed accordingly.
7. All emergency information must be kept updated.
8. Biting and other acts of physical aggression will not be tolerated.
9. All medication to be dispensed must be accompanied with a note by the parent or doctor giving complete instructions.

DISCIPLINE

Discipline will be administered through the use of logical consequences with attention paid to individual feelings and respect for others. An appropriate consequence would include a "time out."

FAIR PLAY RULES

Fair play rules will be enforced. All children are required to play together in age-appropriate games and free play. The children are also required to share games and toys. Consistent with classroom policy, children may not bring toys to school.

HOMEWORK

Kindergarten students will do their homework from 1:00-1:30 (after a 12:15 dismissal) or 2:00-2:30 pm (after a 1:30 dismissal). The students are supervised and helped in a quiet setting. The students will have a short break before they begin their homework after class.

Homework time for grades 1-8 will begin at 3:20 p.m. Students in grades 4-8 will go to the library, and students in first through third grade will complete their homework in the day care room under supervision. If students in grades 1-4 have extracurricular activities during their scheduled homework time in daycare, their homework WILL NOT be completed in daycare as it causes a supervision issue.

LUNCH

Each child attending the 12:15 p.m. session may have a hot lunch (ordered online), or bring a sack lunch. If your child has forgotten his/her lunch or is attending day care at the last minute, an emergency lunch of snacks will be provided for your child, and the parents will be billed $7.00.

Healthy snacks are also provided between 3:00 and 4:00 p.m.

TYPICAL AFTERNOON ACTIVITIES

Extended day care offers a broad range of activities that will appeal to all students. Some of these activities include: board games, puzzles, arts and crafts, pool, jump rope, ping pong, hula hoops, and bikes.

FRIDAYS

Since no homework is assigned on Fridays, suitable movies are selected for the various age groups, and they are viewed in the study rooms.

Children in grades pre-k through fourth will view "G" movies and students in grades 5-8 will view "PG" movies.

BIRTHDAYS

Birthdays are typically celebrated once a month. Children whose birthdays fall in a given month will have "Happy Birthday" sung to them and the birthday cake will be shared by all attending day care.

SERVICE CLUB

All St. Albans students may elect to serve in the Service Club. Attendance in day care affords many opportunities to be of service; for example, setting up chairs for an assembly, picking up litter on the playground, tutoring a younger child, and performing duties as requested by a teacher or staff member. The day care staff will keep a sign-in sheet with each student's service points.

CLOTHING

Please LABEL ALL CLOTHING! The lost and found closets both in day care and in the office are always full. When articles of clothing and other items have name labels, these items are returned to the owner.

In case of an accident, spill, or fall, the school has extra items of clothing, underwear, and socks. If your child comes home with borrowed clothes, please wash and return them as soon as possible.

PARENT/STAFF RELATIONSHIP

Good communication between parents and day care staff is essential. St. Albans wants your child to have a safe, nurturing, and positive experience at school. Our goal is to promote positive social and emotional growth, responsibility, camaraderie among all students, and good study habits.

It is very important for parents to inform us if anything upsetting or unusual happens in the home so that the staff will be better prepared to help your child in day care. In turn, parents will be contacted if any signs of unusual behavior or changes occur at school.

BILLING

The hourly cost of day care is $7.50 per student and $7.00 per hour for each additional sibling.

Day care charges will be billed through our FACTS management system at the beginning of the month for the previous month's daycare use. The charges incurred and the time-frame of the billing will be noted (i.e. 9/1/24 - 9/30/24).

When a parent has not picked up a child within **15 minutes** of the **12:15 p.m.**, **1:30 p.m.**, and **3:00 p.m.** dismissal times, the child is sent to EDC for supervision. Effectively, this means that at **12:30 p.m., 1:45 p.m.**, and at **3:15 p.m.** on a regular schedule day, children will be sent to EDC if they have not been picked up. This policy is for the children's safety and benefit. We understand that parents are sometimes unavoidably detained and that they would not want to leave their child unsupervised until they arrive. **Once the 15 minute time limit has passed and a child has been checked into daycare, a parent will be charged for a full hour**. After the first hour, billing changes to a per minute charge. Additionally, for the purposes of daycare billing, the youngest child is considered the first child and any older children will be the ones to receive a sibling discount rate.

If day care charges are more than 30 days late, a letter will be sent notifying you that your child may not use day care until your day care charges are paid.

SCHEDULE

7:00 a.m.	Doors open, sign in
7:00-8:00	Child-directed activities – puzzles, games, coloring, pool, and light snacks At 7:45 a.m. all food and drinks will be put away. There will be a $3.00 charge for snacks *after* 7:45 a.m.
8:00	Dismissal to class
12:15 p.m.	Doors open, sign in
12:35-1:00	Lunch is served to prekindergarten and kindergarten
1:00-2:15	Free play
2:00-2:30	Outside Play Time
2:30-2:45	Snack Time
2:45-3:00	Clean Up and story time.
3:00	Pre-k and K children leaving daycare will be escorted to the dismissal circle
3:00-3:15	Greet Grades 1-8, check in, snacks are served
3:20-4:15	Homework, Grades 4-8 in Library, Grades 1-3 in day care room
3:30	Snacks are put away
4:15-6:00	*Daily activity (it will be on the Day Care monthly activity calendar) and free play, clean up

Graduation Dress Requirements

GIRLS (under the gown)**:**

- Dressy dress or skirt and top
- Low-heeled pumps, flats, or casual sandals with back straps (no flip flops)
- Any jewelry should be simple and in good taste

BOYS (under the gown)**:**

- Solid colored or white collared dress shirt
- Dress slacks
- Dress shoes and socks