



Birchwood School
of Hawken

Parent & Student Handbook

Rules, Regulations
&
Policies

2017-2018

HANDBOOK TABLE OF CONTENTS

| | |
|---|-----------|
| Mission Statement | 3 |
| Stakeholders | 3 |
| Hawken School Three Ps | 4 |
| Admissions, Withdrawal & Refund Policies | 5 |
| Non-Discrimination Policy | 6 |
| General Behavior Policy & School Discipline | 6 |
| Care of School Property | 7 |
| Parent-Teacher Cooperation | 7 |
| Homework Policy | 8 |
| General Guidelines for Homework | 9 |
| Academic Reporting Policies | 9 |
| Attendance | 10 |
| Dress Code | 14 |
| Use of Electronic & Mobile Devices | 17 |
| School Hours, Before and After Care & Pick-Up and Drop-Off | 17 |
| Student Safety: Drills, Medication & Other Policies | 19 |
| Special Occasions | 20 |
| Teacher Certification & Qualifications | 21 |
| Early Childhood Addendum | 22 |

BIRCHWOOD SCHOOL OF HAWKEN MISSION STATEMENT

Our Mission is to equip children to lead a life of becoming—growing, thriving, flourishing—through the development of intellect and character.

Pillar 1: We provide academic opportunities that will challenge all learners and academic expectations that will help all students reach their highest level of achievements.

Pillar 2: We create an experiential framework for achievement that enables children to forge good work habits, productive attitudes, and healthy relationships.

Pillar 3: We promote home-school collaboration that ensures student achievement and growth.

Pillar 4: We urge everyone associated with Birchwood School of Hawken to assume personal responsibility for the welfare of the Birchwood community at large.

STAKEHOLDERS

We identify our stakeholders as those people who have a vested interest in the success of Birchwood School of Hawken. It is these people with whom we consult in the design and implementation of the curricula and related academic programs.

These stakeholders include, but are not limited to the: 1) Birchwood School of Hawken administration, 2) Birchwood School of Hawken teaching staff, 3) Birchwood School of Hawken advisory members, 4) parents of current Birchwood School of Hawken students, 5) parents of former Birchwood School of Hawken students, and 6) individuals from the community who have taken an active interest in our establishment, growth, and development.



OUR PURPOSE

Forward-focused preparation for the real world through the development of character and intellect

OUR PROMISE

Hawken School prepares students to navigate a complex and dynamic world with self-confidence and determination; embrace challenges with disciplined analysis and creativity; and engage others with empathy and integrity.

OUR PRINCIPLES

1. We truly know our students as learners and individuals.
2. We pay purposeful attention to the development of character through the cultivation of virtue, helping students understand Hawken's motto of "fair play," and its founder's call to find their "better selves."
3. We consider developing the intellect to be a critical part of developing character and, as such, we expect the highest levels of academic excellence and work ethic from our students.
4. We orient our program with a primacy toward the development of essential skills beyond the acquisition of specific knowledge.
5. We use classroom methods that place the student at the center of learning. We teach children to make choices, manage their time, think critically and creatively, and develop ownership for their learning.
6. We believe students find energy and passion through engagement, and we expect them to participate and contribute meaningfully in an array of activities outside of the classroom.
7. We believe in the power of community, and foster connections through teamwork, partnerships, and shared experiences.
8. We appreciate difference and individuality, and embrace diversity in our community.
9. We believe students need authentic experience in the real world to make meaning from knowledge. Nature, Cleveland, and the global community are extensions of our classrooms.
10. We believe that to provide the most relevant education possible, our faculty and administrators must be learning continually about educational best practices, advances in technology, and developments in the world.

Approved by the Hawken School Board of Trustees, January 17, 2017

ADMISSIONS POLICY

Admission Procedures for Pupils Currently Enrolled

1. Final registration for the following year is due at the end of January.
2. Last date to withdraw from the enrollment agreement is May 1.

Admission Procedures for New Pupils

1. Parents interview with the director, submit student's academic records, and complete an application.
2. Student will visit the school for one day.
3. Student is assessed in math, reading and writing.
4. Notice of admission is given after the completion of the application process.
5. Parents sign the enrollment agreement.
6. Parents submit the following non-refundable fees with the enrollment agreement:
 - a. \$150 new student fee
 - b. Registration fees

General Admission Policies

1. The school must have copies of the student's academic and medical records.
2. All pupils are accepted on a probationary basis. Continuance in the school is determined by the child's academic and behavioral performance, and upon the ability of the school to serve the student.

International Admissions

Birchwood School of Hawken is licensed to enroll international students. The process is similar to that of regular students, but does require immigration and I-20 status. Please contact the Admissions Department for more information.

Please note that the international student application fee is \$100 and tuition.

WITHDRAWAL POLICY

At the time of student withdrawal, all student records will be forwarded to the receiving school upon payment of all obligations.

REFUND POLICY

Our refund policy applies only to students attending Birchwood School of Hawken by means of a voucher from the Cleveland Scholarship Program. When such a voucher student leaves Birchwood School of Hawken within the academic year, we will prorate the year's tuition by the day the child was in school, and we will reimburse all remaining funds.

NON-DISCRIMINATION POLICY

Birchwood School of Hawken recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Birchwood School of Hawken will not discriminate on the basis of race, color or ethnic origin in the hiring of its certified or non-certified personnel.

GENERAL BEHAVIOR POLICY

It is our goal to create a culture of achievement at Birchwood School of Hawken. An important part of this culture is a school environment that celebrates, honors and supports academic achievement. Guidelines for school behavior support this environment.

Adherence to our school regulations and rules pertains to both the letter of the rules and the spirit. We believe that a positive attitude is just as important as good behavior. Individual and/or group attitudes can significantly enhance or inhibit the learning environment. Therefore, we reserve the right to discipline any inappropriate attitudes as determined by our teachers and the administration.

Using inspirational openings and a school-wide training that fosters respectful behavior, we take anti-bullying programs beyond mere prevention. We also teach children how to build respectful and productive relationships with peers, younger students, and older students. Our aspiration is to be proactive in the development of strong social understanding and social relationships.

SCHOOL DISCIPLINE

A positive attitude toward school, work, and personal growth is the best antidote to misbehavior. But children are children and we expect periodic misbehavior that we address through instruction guided problem solving, and discipline. In general, there are three levels of discipline.

1. Typical classroom misbehavior that requires disciplinary measures commensurate with the offense and followed by instruction that guides the child toward appropriate behavior. For example, if a child is repeatedly talking out of turn during a class discussion, he may be told he cannot participate in the discussion for the remainder of the period. Afterwards the teacher will explain the effects of this misbehavior: how it affects the teacher, the others in the class, and the misbehaving child.

2. Persistent misbehavior that is adversely affecting the learning environment. At this point parents will be contacted and a meeting will be set up to discuss intervention strategies that can address the behavior problem.
3. Misbehavior that has not responded to step #2. At this point the school and the parents will need to consider whether or not Birchwood is the best fit for the child. There may be underlying problems beyond the school's expertise.
4. Birchwood School of Hawken reserves the right to forego all of the above steps and suspend a student immediately if we believe student behavior warrants a severe response. The administration shall determine when such circumstances exist.

CARE OF SCHOOL PROPERTY

If students have a part in the care and appearance of the school they will also take pride in their school and have a sense of ownership. To this end, students will have cleaning assignments at the end of each school day. Seventh and eighth grade students will help in the oversight of the students' work.

Students and their parents are responsible for any vandalism or misuse of school property and will be required to repair or replace any item which has been defaced, damaged, or destroyed by malice or misuse. Costs of repair or replacement will be determined by Birchwood School of Hawken.

PARENT-TEACHER COOPERATION

Research and our experience show that pupil success and parental involvement go hand-in-hand. Therefore, we strive to maintain a close working relationship with parents to ensure each child's success.

Birchwood School of Hawken values a strong, positive partnership with parents. That relationship is important to achieve our mission. To that end, the school reserves the right not to continue enrollment, or not to re-enroll a student, if the school concludes that the actions of a parent are inconsistent with such a relationship or seriously interfere with the school's accomplishment of its educational purposes.

THE SCHOOL'S RESPONSIBILITY

It is the school's responsibility to provide the best education possible. This requires four factors. First, we attempt to keep each student at an instructional level in all subject areas. Second, we help our staff remain abreast of the best time-tested and research-based teaching methods and strategies in each subject. Third, we work to maintain educational standards that are as high, if not higher,

than the best educational programs in Northeast Ohio. Finally, we invite parents to maintain an on-going dialogue with teachers concerning their child's progress and development.

THE PARENTS' RESPONSIBILITY

Parents are the primary determinant of a child's attitude and success in school. Before children reach their teen years, it is the parents who determine the development of habits and attitudes toward school, schoolwork, and relationships at school. In our practice, we hope that parents will assume the major responsibility for the behavior, attitude, and work habits of their children.

PARENT SERVICE/VOLUNTEER WORK

With a view to maintain and strengthen the school's sense of family and mutuality, Birchwood School of Hawken requests that parents participate in school service projects.

We recommend five to ten hours of school service work during the school year. However, Birchwood School of Hawken requires five service hours per family every academic year. Service and service projects for the upcoming school year are outlined by the Birchwood School of Hawken Parent Committee during the previous spring. Sign-up for volunteer work begins in May of the preceding school year.

The Birchwood School of Hawken Parent Committee has valued volunteer hours at \$50 per hour. If a family is unable to commit to doing five hours for an academic year, they may donate \$250 in lieu of those hours.

HOMEWORK POLICY

History and research confirm the vital role that homework plays in a child's education. We believe a good homework policy will:

1. Develop good study habits, including organization and time management.
2. Increase time-on-task, which results in greater understanding of
3. content and automaticity in skill work.
4. Provide time for acceleration.
5. Provide time for remediation.

Parents can play an important role in helping children build study habits through homework assignments:

1. Review your child's homework notebook nightly. Check off assignments as they are finished.
2. Provide your child with a definite place to study where (s)he can keep supplies for work.

3. Help your child manage time by making daily and weekly schedules.
4. Keep in mind the time guidelines for homework in each subject. If your child is working too long or is completing homework too quickly, contact the respective teachers in order to make adjustments to the work load.

GENERAL GUIDELINES FOR HOMEWORK

First and Second Grade

Twenty minutes each for reading, language arts and mathematics.

Third Grade

Twenty minutes for language arts, reading, and mathematics and 15 minutes for either science or social studies.

Fourth Grade

Twenty-five minutes for reading, mathematics, and language arts and 15 minutes for either science or social studies.

Fifth Grade

Twenty-five minutes for language arts, reading, and mathematics and 15 minutes for science and social studies.

Sixth Grade

Thirty minutes each for reading, mathematics, language arts, and either science or social studies.

Seventh and Eighth Grade

Thirty minutes each for reading, mathematics, language arts, science, and social studies.

Parents of high ability students should be aware of these guidelines because frequently high ability students will finish typical homework assignments quickly. This will not be helpful to the development of their work habits if this persists. High ability students may need adjustments to the complexity or volume of their homework so that they will learn the same habits of hard work, intellectual stamina, and perseverance. These qualities empower students to develop their potential.

ACADEMIC REPORTING POLICIES

Parents will receive report cards four times per year following each grading period. There will be a parent-teacher conference for all students in kindergarten through seventh grade. Eighth grade parent-teacher-student conferences will be held in September as a part of the Ben Franklin Initiative.

In addition, if a child is having any academic problems at school, we will notify parents through a progress report which is issued mid-quarter. Please note that students who are progressing successfully will **not** receive this report. If parents receive this report, it is their responsibility to send the report back to school signed. Parents and teachers can then discuss strategies to help the student.

Fees

Families with outstanding school fees of any kind will not receive report cards until those fees are paid in full.

ATTENDANCE

Absences & Tardiness

Students are expected to attend school daily. Birchwood School of Hawken considers the time spent in class essential to the learning process. Broadly speaking, excused absences are considered: personal illness, emergency medical or dental appointments, religious holidays or special family circumstances. If an absence does not fall clearly under a category, it will be considered on a case by case basis. The school prefers that doctor and dental appointments be made during non-school hours whenever possible.

If a child will not be in school, it is important to report that information to the school office by 8:30 am. **by phone**. Homework may be requested at that time. If parental notification is not received by 9 am, the school secretary will attempt to call parent(s) **one time**. If no one is reached and parental notification is not provided by school day's end, the student will be considered truant. In the event of an emergency in which the school needs to contact the family of a student, only a member of the Birchwood faculty or staff will make this contact. It is also of critical importance that the school has the telephone number of the caregiver when parents are out-of-town or otherwise unavailable.

Illness & Other Excused Absences

As noted earlier, an excused absence at Birchwood School of Hawken falls into one of the following categories: illness, death in the family, or other emergencies. If an absence does not fall clearly into one of these categories, it will be considered on a case by case basis.

If a child has an excused absence for any period of time, parents may obtain assignments from the child's teachers so that the work may be done at home. If a child's absence is excused, the child will be allowed to make up work with no deduction in grade.

It is the school's policy that a child should **not** come to school or **return to school** (if they were sent home due to illness) if (s)he:

1. Has had a fever over the past 24 hours.
2. Is coughing a lot or has a very deep cough.
3. Has vomited or had diarrhea in the past 24 hours.

4. Has a rash.
5. Has been on medication less than 24 hours.

If your child becomes ill during the school day and needs to go home, (s)he will be sent to the Main Office. The school secretary will contact the parent(s) and facilitate departure. A student will **not** be permitted to remain at school or attend any school-sponsored activities (either on- or off-site) if they have any of the above illnesses (including fever or vomiting), or in the event of any other circumstances which necessitate a child to be sent home. The child **must** be picked up from school within one hour of the parent(s) being contacted. Once a child has been dismissed from school due to illness, the child is **not** permitted to return to school until they have gone 24 hours without a fever, vomiting, diarrhea, or other severe symptoms, or have been on medication for 24 hours.

If you think your child may be coming down with an illness, please do not send your child to school with the idea that we can send them home later if they are not well. The child should stay at home and come to school later if (s)he is well. We also request that you do not give your child medication for fever or body aches before (s)he comes to school. The medicine may help a child feel better, but if a fever is present, the virus can still spread to other children.

If a child has a chronic medical condition which might exempt them from these policies, the school requires a doctor's note from the child's pediatrician stating the condition and the approved exemptions. Please note, this documentation cannot come from a physician related to the child.

Any medical absence or illness of **three days** or greater requires a doctor's note be presented to the school. Finally, if a child must leave school before the end of the scheduled day, the only homework that can be provided will be that from classes that occur prior to the student's departure. Parents are welcome to return at the end of the school day or make other arrangements to collect homework for the classes not attended.

In cases of unexcused absences (i.e. vacations) or extended absences, teachers **will not** prepare homework. Families must coordinate with other students to obtain the work, and families should be prepared to work with their students after an unexcused absence to make up any missed work or assignments.

Absences-Cleveland Scholarship Students

As required by the State of Ohio, Birchwood School of Hawken reports attendance for students on tuition vouchers. Cleveland Scholarship students must comport with state law as regards absences and tardies. Parents of such students are required to acquaint themselves with those laws.

Vacation

Birchwood School of Hawken offers a generous vacation schedule. Parents are expected to honor the academic calendar. Families should not plan vacations that interfere with a student's attendance at school or participation in other school obligations such as parent-teacher conferences. We request that parents schedule family vacations during the summer, winter, or spring breaks. If parents plan vacations at times other than on Birchwood's schedule, students often miss classroom work that cannot be made up; we discourage this practice. On the other hand, we understand that due to the international nature of our parent population, and due to the professional schedules of our parents, sometimes family vacation schedules conflict with the school schedule. Nevertheless, if parents choose to take their children out of school for a family vacation during scheduled school days, teachers will not be required to prepare makeup classwork or homework. Rather, families must coordinate with other students and families within the student's homeroom to gather any makeup work for missed days. Teachers will do their best to make the transition back into the classroom as smooth as possible, but parents should be prepared to designate extra time to complete missed work. Furthermore, parents should avoid making any vacation plans during testing for the Iowa Tests of Basic Skills and during the weeks preceding major performances or competitions. Finally, if parents schedule vacations during the parent-conferences, those conferences will not be rescheduled.

Tardiness

Students should arrive at school between 8 am and 8:10 am. They should be seated in their classroom by 8:15 am after which time they will be marked tardy. A student who arrives after 8:15 am should enter through the main doors, accompanied by an adult who will sign their child into school at the Main Office.

It is important for children to build the habit of being prompt. It teaches them responsibility and respect to people and institutions. Promptness is also important because the school schedule is designed to maximize the learning experience.

- Between 8 am and 8:15 am students prepare themselves for the day, hanging up their coats, putting away boots, emptying book bags, turning in notes from home, and sharpening pencils. Tardiness impacts student success and classroom management.
- At 8:15 am instruction begins with the daily opening time of inspiration. When a student walks into class late, it disrupts the inspirational atmosphere and conveys disrespect to everyone present.

Excessive tardiness is defined by four tardy marks in one quarter. Upon the fifth time of tardiness in one quarter, students will not be permitted to join their first period class on the day they are tardy. They will receive an unexcused absence for this class.

Excessive Absences and/or Tardiness

Students are expected to attend school daily. Birchwood School of Hawken considers the time spent in class essential to the learning process. A large part of a student's success at Birchwood depends on active participation in class discussions, demonstrations, and small group instruction. Excessive absences can have a detrimental effect on this learning. If the school becomes concerned that absences are compromising academic success, a meeting will be scheduled for the family and director to discuss how we can support the student and family moving forward. If this avenue proves to be unproductive the school will solicit the support of juvenile authorities on behalf of the student.

Birchwood School Dress Code – Kindergarten – 8th Grade*

The Birchwood School dress code reflects our desire to maintain an academic atmosphere and does not reflect personal or administrative opinions about dress or style. Our dress code is intended to minimize personal and social distractions often connected with young people’s preoccupation with fashion and help students focus on academic responsibilities. We ask parents to understand the intention and purpose of our dress code and help us head off problems before the school must exercise discipline.

*Preschool students do not have an assigned dress code. See page 3 for information regarding preschool dress.

| ITEM | TYPE | STYLE | COLORS | VIOLATIONS |
|---|---|---|--|--|
| SHIRTS | SHORT SLEEVED LONG SLEEVED | Polo Collared Turtleneck | Solid Colors Navy Blue (visible Forest Green layers must White be dress Red code colors) | Tank Tops Sleeveless T-shirts Midriff revealing Logos other than Hawken or Birchwood |
| PANTS | LONG PANTS CAPRIS for girls | Dress | Khaki Navy Blue Black | Leggings worn as pants Cargo/leg pockets Midriff revealing Excessively baggy Bell Bottoms Jeans Gym Pants |
| SHORTS | LONG SHORTS (no shorter than 2 inches above the top of the knee) | Dress | Khaki Navy Blue Black | Midriff revealing Excessively baggy Cargo/leg pockets Jeans |
| SWEATERS | SHORT SLEEVED LONG SLEEVED VEST | Pull-over or Cardigan (with buttons or zippers) | Solid Colors Navy Blue, Forest Green, White, Black, Grey, Red | Logos other than Hawken or Birchwood |
| SWEATSHIRTS (During winter months) | LONG SLEEVED | Pull-over, Hoodie, or Fleece | (same as SWEATER colors above) | Logos other than Hawken or Birchwood Not wearing an appropriate polo, collared, or turtleneck shirt underneath |
| SHOES* *Pre-K and K must wear athletic shoes with rubber soles – if possible Velcro or slip-on | ATHLETIC or DRESS | Flat soles (no heels) Rubber soles | Athletic Prominent Color: White, Black, Grey, Navy; moderate markings Shoelaces: White, black, grey Dress Black or brown (non-marking) | Fluorescent colors on shoes or shoelaces Boots Open toe shoes, sandals Crocs, clogs, slippers, moccasins Decorations (sparkles, etc.) Student writing |

Revised 6-9-2017

| ITEM | TYPE | STYLE | COLORS | VIOLATIONS |
|----------------------|---|---|---|--|
| SKIRTS for girls | SKIRTS/SKORTS (no shorter than 2 inches above the top of the knee) | Dress | Solid Colors Khaki Navy Blue Black | Jean |
| JUMPERS for girls | (no shorter than 2 inches above the top of the knee) | Dress | Khaki, Navy Blue, Black Plaid: See Below Acceptable Lands' End: 1) Classic Navy/Evergreen Plaid Acceptable Schoolbelles: Schoolbelles #121 | Jean |
| BELTS (if worn) | | Dress | Black or Brown | |
| HAIR - Boys | SHORT | Clean-cut, off the ear, off the collar, out of the eyes | | |
| HAIR - Girls | | Neat and off the face | Hair clips and bands must be school colors | Any decorative item such as beads, flowers, streaks of color, etc. |
| SOCKS, TIGHTS | DRESS | | Solid Colors Navy Blue, Forest Green, White, Grey, Brown, Tan, Black | Colors outside of ones listed Prints, Patterns, or Stripes |
| LEGGINGS | | Can only be worn under skirts, jumpers, skorts, or shorts | Same as sock colors | Leggings worn as pants |
| GYM SHIRTS | SHORT or LONG SLEEVED | T-shirt | Solid Colors Grey, White, or colored BW t- shirt or BW competition t-shirt | Logos other than Hawken or Birchwood Sleeveless |
| GYM SHORTS | No shorter than 2 inches above knee | Athletic | Navy Blue Black Grey | |
| GYM PANTS | LONG (or capris for girls) | Sweat, Athletic | Navy Blue, Black, Grey | Stripes or holes Leggings Yoga pants |
| GYM SWEATSHIRTS | LONG SLEEVED | Pull-over or Hoodie | Solid Colors Navy Blue, Forest Green, White, Black, Grey | Logos other than Hawken or Birchwood |

Revised 6-9-2017

Other Violations

- Hats and hoods are not to be worn in the school building.
- Only one piece of modest-sized, non-distracting jewelry is allowed.
- No dangling earrings
- No make-up
- No nail polishes
- No backpacks, purses, or decorative bags are allowed in classes.
- Rolling backpacks are not permitted as they damage floors and do not fit in most lockers.

Dress Down Days

- The first school day of each month beginning in October is a reward for students who comply with the school dress code daily.
- Reading days each month for students in grades 3-8 for comfort during sustained silent reading. (Lower grade students may also dress down.)
- Spirit Day, the first Friday of each month. Students can dress down if they have a shirt or pants that say Birchwood School or Birchwood School of Hawken.
- Children may wear clothing of their choice with the exception of sleeveless shirts, clothes with holes, or inappropriate logos or graphics. Shoes must have a closed toe and heel.
- Leggings cannot be worn as pants.
- Skirts, shorts, and dresses should be no shorter than 2 inches above the top of the knee.

Field Trips

- School dress code should be followed unless otherwise indicated on field trip form. This includes shoes.
- When asked to dress up, students are not allowed to wear jeans, shorts, or t-shirts.
- When allowed to dress down, **students should follow the dress down day policy.**

Consequences for Dress Code Violations

First Warning: Verbal reminder to student

Second Warning: Written reminder sent home requiring parent signature

Third Warning: Student will not be allowed in class until violation is corrected

Preschool Dress Code

Preschool students do not have an assigned dress code, but they are required to wear athletic shoes with rubber soles (if possible, Velcro or slip-on).

Students will be participating in hands-on art activities during which they may get their clothes dirty.

- Parents are asked to dress their children accordingly in order for the children to explore all aspects of the preschool curriculum with the freedom they desire.
- Appropriate attire includes outdoor gear which will adequately protect the children as they enjoy nature, rain or shine.

USE OF ELECTRONIC & MOBILE DEVICES

Electronic equipment and games such as personal audio/video equipment (i.e. iPads) are not permitted during the school day. Cell or smartphone use is prohibited during the school day except when parents have made special arrangements with the school regarding extenuating circumstances. Parents should note that these items will be collected and returned to students at the end of the day if they are used inappropriately. Subsequent violations may result in a parent needing to collect the item from the Main Office.

Individual teachers **may** permit limited usage of such technology during field trips or off-site excursions. Any use must be pre-approved and is up to each teacher's individual discretion.

Mobile technology like Apple watches or other wearable technology that can access the internet, phone lines, or permit texting is not permitted during the school day.

Other Toys

No toys or trading cards are allowed in school, including during recess time.

SCHOOL HOURS, BEFORE AND AFTER CARE & PICK-UP AND DROP-OFF

Before School Care

For the safety and security of Birchwood students, the school has established a Before School Care program. **This is the only forum set up to provide safe monitoring of students. Outside of this program, staff does not have the capacity to watch or monitor students.** The program is available from 7 am to 8 am. Students must be accompanied by a parent to the main entrance in order to gain access during these hours.

Please note all other school doors open at 8 am. Parents should not drop their children off at school before this time unless arrangements have been made with the Before School Care Program.

Drop-off Procedures—Arriving at School at 8 am.

A teacher or class aide will greet students arriving in the car line. Students should be in their seats, ready for class work at 8:15 am. Otherwise they will be

marked tardy. If a child is tardy, (s)he must be escorted to the Main Office by a parent or guardian and be signed in.

Please note that there is no Before School or After School Care the first day of school.

Pick-up Procedures—Dismissal from School at 3:20 pm

Students will be dismissed from class at 3:20 pm. Their transportation should be waiting in the car line unless other arrangements have been made directly with the Main Office. Teachers will remain with students in the pick-up area until 3:30 pm at which time the remaining children will be escorted to the After School Care program.

Parents **must** provide dismissal instructions by 2 pm to the Main Office if there is a change to the regular dismissal arrangements.

Please note a few important guidelines for afternoon pick up: the parking lot will be opened by 3 pm daily. School officials are the only people permitted to move the orange cones and/or open the back gate.

Importantly, students in preschool to grade 8 use the pick-up line. It is a hectic place with small children. **For our students' safety and for the safety of other drivers, the pick-up line, near where students are standing, is a mobile-free zone.**

Staff will ask any drivers using mobile devices to disconnect. After the first offense, drivers will receive a written reminder. A third offense will result in a meeting with the Head of School. Offenses beyond the third will result in monetary fines for the drivers to be determined at the school's discretion on an increasing scale.

After School Care

For the safety and security of Birchwood Students, the school has established an After School Care program. This is the only forum set up to provide safe monitoring of students. Outside of this program, staff does not have the capacity to watch or monitor students.

Therefore, those students not picked up by parents, guardians, or other responsible parties by 3:30 pm **must** report to After School Care. Under **no** circumstances should parents, guardians, or other responsible parties instruct children to wait anywhere other than After School Care.

Special Dismissal Arrangements

To make special dismissal arrangements, parents must send a signed letter with the student to school. Parents can also call the Main Office directly. All such

arrangements must be made by 2 pm daily. After that time, the school may be unable to accommodate special requests.

If a family is running more than 10 minutes late for a requested pick-up time, and has not contacted the Main Office, the student will be returned to class.

STUDENT SAFETY

Drills

Fire, tornado, rapid dismissals, and safety/lock-down drills are conducted throughout the year. Students should move through the drill silently and obey the direction of the adults in charge.

First Aid

First aid will be administered for minor scrapes and cuts. In the event of a serious emergency requiring professional attention parents will be notified immediately. For this reason, parents must maintain up-to-date emergency information at the school. In case of illness or injury, the school will care for the child until parents arrive or make other arrangements for prompt care.

Medication

If a child requires medication during school hours, the school must receive a revised medication form, completed and signed by parent and physician, for all students who require medication during school hours. In order for your child to receive any medication at school, the following must be followed:

1. A written request must be obtained from the physician and/or the parent/guardian before any medication may be administered by school personnel. The request must include instructions as to the name of the medication, dosage, time and duration, and possible side effects.
2. The medication must be in its original container and have an affixed label including the student's name, name of medication, dosage, method of administration, and time of administration. Any expired medication will be returned to parents and will not be administered to students. **Parents are responsible for ensuring that their child's medication is NOT expired.**
 - a. No expired medication will be administered. Instead, the school reserves the right to contact emergency services.
 - b. Also, medications will only be administered to the child whose name is on the original, affixed label.
3. New request forms must be submitted each school year and when a medication order changes. If your child is taken off the medication or will no longer receive it at school, please send a dated note for our files.
4. The medication and signed permission forms must be brought to the school by the parent/guardian.

Chronic and/or Ongoing Medical Issues

If your child has an allergy requiring medication or on-site treatment, a medical directive/action plan must be on file in the Main Office.

A medication form, completed and signed by parent and physician, must be received by the school for all students who require medication during school hours. All students carrying inhalers or any other medication must also comply with this rule and must present a new form at the beginning of each school year.

Students with chronic illnesses, allergies, and/or other conditions that require ongoing maintenance or that could require medical intervention by staff, are required to submit a Medical Action Plan to the Main Office every year their child is enrolled at Birchwood School of Hawken. This plan must be approved by the parents, Birchwood staff, and the child's doctor.

Student Forms Online, Medication Forms, and Medical Action Plans must be completed, submitted, and approved **before classes begin in August**.

No child will be permitted to attend classes, extracurricular activities, or in any way participate in the life of Birchwood School of Hawken until all medical documents are completed and approved.

Searches of School Property

All property of the school, including students' desks and lockers as well as their contents, may be searched or inspected at any time without notice. School personnel have an unrestricted right to search these structures as well as any containers, book bags, purses, or articles of clothing that are left unattended on school property.

Searches of Student's Person and Personal Property

The search of a student's person or handbag currently carried is permissible when there is any suspicion that the student may be carrying contraband. Contraband, for purposes here, shall include but is not limited to any weapon, illegal drug, drug paraphernalia, or other item, the possession of which is prohibited by law or by school policy.

SPECIAL OCCASIONS

Birthdays & Other Occasions Involving Food

Each teacher has preferences for celebrating special occasions, therefore the first priority for planning is to coordinate with the homeroom teacher. In general, classroom treats should be provided as an individual serving for each child such as cupcakes, muffins or individually packaged items. Remember, some children have food allergies so it's best to check with your student's teacher to see if there are any such limitations. Please do not send a cake or other foods requiring staff distribution or cutting.

When organizing private parties outside of school, we respectfully ask that all invitations for such parties be sent through the mail or handled by email or telephone at home. All transportation arrangements must be managed outside of school as well in order to minimize hurt feelings and classroom disruptions.

Classroom Lunches

On occasion, parents enjoy treating their child's class to lunch. Special arrangements for a class lunch should be made in advance with your child's homeroom teacher. Students will eat in their homeroom. An adult other than Birchwood staff should be available for set-up, serving, and clean up.

Holidays

It is Birchwood policy to observe only federal holidays within the school. We ask that families limit any celebration of other holidays to non-school venues and events. Importantly, please do not send food, gifts, cards, or any other "holiday" items for classroom celebration.

TEACHER CERTIFICATION & QUALIFICATIONS

According to state regulations, teachers in private schools must hold a college degree from a four-year accredited institution. All teaching staff must have either a license to teach or a non-tax certificate issued by the Ohio Department of Education.

Birchwood maintains the following qualifications and accountability measures for teachers:

1. Teachers must learn and adapt to our system of education, learning the rationale and research behind our approach to education.
2. Teachers are held accountable for the quality of education they provide. Teachers must meet pupil performance objectives yearly.
3. Teachers must evidence professional progress. We expect our teachers to visit benchmark schools, maintain membership in their respective professional organizations, stay abreast of current publications in their field, attend workshops and/or complete additional coursework.
4. Teachers are expected to work closely with their colleagues; therefore, they must maintain a professional and personal demeanor which promotes harmony and collaboration.
5. Teachers are expected to model the same character and virtue that we hope to instill in our students.

Also, please note that all school aides and substitutes hold licensure as is required by the State of Ohio.



Birchwood School
of Hawken

Early Childhood Addendum

MISSION

The mission of Birchwood School of Hawken is *to* equip children to lead a life of *becoming*—growing, thriving, flourishing—through the development of intellect and character. At the early childhood level, we believe we enact our mission in developmentally appropriate ways. In a loving, warm atmosphere, our teachers set the tone by modeling how we value each one in our community according to the unique beings we were created to be. By attending to our own growth and respecting and supporting the unique growth of others, we enable the possibility of a compassionate, wise, and just community.

DAILY ROUTINE

In preschool, children are invited into the day through their choice of play or teacher-designed activities. Following this welcome, teachers foster a sense of shared purpose and values in morning community gatherings. The morning and afternoons are designed to allow teachers to observe children’s readiness and interests. Teachers then structure learning opportunities through loose parts, imaginative, outdoor, cooperative, and teacher-led play which nurture children’s individual pace of development. This also means that teachers will create instructional opportunities for children who are reading and cognitively ready for different kinds of learning experiences. Children eat a mid-morning snack, and then they each lunch by 11:30 am. All food is provided from home. Children rest in the afternoon for at least an hour, depending on the needs of the particular age group and/or the make-up of the class. Children who do not sleep will be provided with quiet activities. Children eat another snack following their rest time before they engage in the last experiences of their day. This typically includes another outdoor play time and literacy engagement. Bathroom breaks are taken throughout the day to support children’s developing bodies.

In Kindergarten, children begin their day with sentient learning in literacy, art, computer, and gross motor play depending on the day of the week. A community gathering then sets the direction for learning opportunities for the day. Deep engagement blocks of math and literacy occur before lunch when children receive individual experiential instruction or play as well as independent learning time. Children also play outdoors and eat a snack from home between blocks. Lunch, provided from home, is eaten in the classroom. In the afternoons, teachers read aloud every day and then children rest for 30 minutes. In the afternoon children are offered lengthy periods for exploratory learning and free play. Chinese, music, and movement, as well as experiential literacy, enrich the afternoon as well.

OPEN DOOR POLICY

The preschool and kindergarten staff of Birchwood School of Hawken have an ongoing open-door policy. Parents are welcome to observe how their children are interacting with the environment and their peers in the classroom. The teachers enjoy any feedback that may benefit the students and the program. We ask only that parents contact the teachers ahead of time, whenever possible, to indicate their intent to visit the classroom. When parents are observing in our classroom, they are reminded to come to the teacher or teacher aides if they have a concern with another child's behavior.

PARENT/TEACHER COMMUNICATION

Birchwood "works" because parents and teachers enjoy intimate and on-going communication regarding the children in their care. The preschool staff welcomes parent-teacher communication throughout the year as well as during scheduled parent-teacher conferences. If parents have any concerns, whether minor or major, regarding their child or any aspect of the preschool program they are encouraged to contact their child's classroom teacher or the Director of Early Childhood programs. The staff at Birchwood School of Hawken feel that when a concern is addressed right away it can be resolved quickly and calmly for the sake of the children.

The first parent-teacher conference will be held within the first six weeks of school, so that parents and teachers can make a clear plan for each child for the year. This is different from the school's schedule for conferences regarding older children. Please check the school and Early Childhood calendars for this school year.

ASSESSMENT

On-going assessment of children's growth is a cornerstone of our work. In order to find each child's unique starting gate and match his or her instructional level, we need to get to know the children as quickly as possible. Both formal and informal tools help us to discover a child's body of knowledge and skills, as well as their temperament and social-emotional development. Through the course of the year, teachers assess children formatively as the children work. Concepts and materials are introduced to children in ascending skill levels, and teachers observe not only a child's comprehension but also the pace at which comprehension comes. Children move through concepts and skills as they are ready and in the timing that suits their development and ability. Four times a year, teachers make more summative and formal assessments of children's developmental growth through written progress reports and parent-teacher conferences. As a baseline benchmark, our program aligns curriculum and instruction to the Ohio State Preschool and Kindergarten Standards. In our

program, however, children often move beyond these standards, so we extend our assessment benchmarks to first through third grade Common Core State Standards to clearly convey children's progress. Supplementing these standards, we note children's progress through national and international resources, including the National Association for the Education of Young Children and academic resources such as the Singapore Math program and the Scott Foresman reading and language arts program.

FIRST WEEK OF SCHOOL

Kindergarten students will follow the schedule of first through eighth grade. The first day of school, Wednesday, is a half day, and the formal, full day schedule will begin the following day, Thursday.

Seedlings and Sprouts will begin on the Thursday of the first week of school. This is a half day, and the formal, full day schedule will begin the following Friday.

More information, including specific dates, will be available to parents through the school calendar and welcome letters sent home during the summer.

DAILY ROUTINE

In kindergarten, the children begin their day journaling with words and art, as they transition into the school environment. They share in the community of the classroom through discussion of their day and calendar activities before beginning a Chinese or Spanish lesson. The children will spend two days in each language per week. The remaining block of morning time is dedicated to math and literacy, with a break for morning recess.

Kindergartners eat their lunch in their rooms with their teachers, and upon completion of the meal, the students play outdoors. The afternoon routine changes daily but includes hands-on literacy based science and social studies activities as well as specials such as music, computer, art, and gym.

The daily preschool schedule provides opportunity for children who are full- and part-time to engage in the diversity of the curriculum. All children will experience the community of their classroom through circle time in the morning, as well as a long period of free play together, both indoors and outdoors. The schedule also includes a morning block specifically devoted to number, problem solving and literacy activities. The morning schedule also includes a class bathroom break.

Alternating between days will be activities that help the children to get to know their world through science, culture, and art play in the morning and afternoon. All preschool students, except half-day Seedlings who leave at 11:15 am, will eat lunch together, play outdoors and rest until 1:30 pm (see Rest Time Procedures).

A block of time will be set aside for children to engage more deeply with activities and skills visited in the morning math and literacy times.

Eighth graders join all of the Early Childhood children to prepare for dismissal. Dismissal will be at 3:20 pm.

OUTDOOR PLAY

The Early Childhood program at Birchwood School of Hawken includes a strong emphasis on outdoor play. In order to nurture a learning spirit, we encourage the children's curiosity in every environment. At this age, observation and engagement are powerful ways children come to understand their world and their own place within it. We believe that the outdoor experiences support the physical, social, emotional, and cognitive development of children as they explore what each season has to offer. Thus, the students will have scheduled outdoor time each day whether it be sunny, lightly raining, or snowing.

We ask that parents dress their children accordingly and have weather appropriate jackets and winter clothing to support their outdoor play experiences. **On the first day of school, please bring a pair of boots and an extra set of mittens and a hat for the children to keep at school.**

EARLY CHILDHOOD DRESS CODE

We consider kindergarten a transition year for the dress code. Kindergarten students follow the same dress code as the first through eighth grade students. There is some lenience exercised as the children adapt to "school" clothes.

The preschool students do not have an assigned dress code. The students will be participating in hands-on art activities during which they may get their clothes dirty. Parents are asked to dress their children accordingly in order for the children to explore all aspects of the preschool curriculum with the freedom they desire. Appropriate attire includes outdoor gear which will adequately protect the children as they enjoy nature, rain or shine.

Kindergarten and preschool children must wear tennis shoes with rubber soles. This is to prevent slipping and falling. If possible, shoes should be Velcro or slip-on, especially for the preschool students.

REST TIME PROCEDURES

In kindergarten, the teachers find a quiet rest time beneficial to the children both in terms of rejuvenation for the rest of the day as well as for building a long-term habit of quieting the mind and body. Kindergarten students rest for 30 minutes in the afternoon. During the first half of the year, this rest time is for sleeping or

quiet reading. In the second half of the year, the activities may extend to puzzles and other quiet activities.

In preschool, children typically still require a nap. Seedlings are given at least 1-½ hours of rest, while Sprouts rest for at least an hour. If children cannot sleep, they are given quiet activities, such as books or puzzles to keep them occupied. The preschool nap time begins around 12:30 pm.

In terms of rest time procedures, kindergarten and preschool children will use the bathroom before lying down on cots. Cots will be labeled with each child's name so that children will use the same cot every day. Cots will be wiped down with disinfectant regularly and stored in the classroom. **Please provide your child with a blanket/pillow from home, which will be stored in their cubby.** On the last day of the week for each child, the child will bring their blanket home to be laundered and returned when the child comes back to school after the weekend.

EARLY CHILDHOOD BEHAVIOR GUIDANCE

In kindergarten, the teachers work with the children to make wise choices about their behavior and its effect on their classroom community. A multi-light system, similar to a traffic light, is used to communicate children's progress every day. The children all begin on green and may move their marker to other colors which reflect behavior that contributes positively to the classroom or detracts from a harmonious, productive environment. While the class shares universal values for each color, individual plans for behavior guidance are discussed with the children and their parents, if necessary, on a daily basis. Detailed communication about this system will be provided to families at a parent meeting before school begins.

The preschool teachers use a re-direction procedure when a child is causing disruption or is exhibiting behavior that may cause harm to another child. The child will be gently instructed to find another area to work in the classroom or will complete an activity at a table as assigned by his or her teacher. At the end of the day the child's parents will be contacted to 1) discuss what negative behavior was observed, 2) what measures were taken to address the situation, and 3) any concerns or suggestions that the parents may have to support the preschool students optimal engagement inside and outside the classroom.

BEHAVIOR MANAGEMENT POLICY

Behavior management and discipline policies and procedures ensure the safety, and physical and emotional well-being of all individuals on the premises. Our policy applies to all students and is restricted as follows:

1. There shall be no cruel, harsh, corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

2. No discipline shall be delegated to any child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
9. Separation, when used as a discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
10. Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

COMMUNICABLE DISEASE POLICY

Students enrolled in Birchwood School of Hawken's preschool and kindergarten comport with the illness policy delineated in the Parent & Student Handbook. Preschool and kindergarten students and families are also subject to the following communicable disease policy.

Birchwood School of Hawken will immediately notify the parent(s)/guardian(s) of a student's condition when that child has been observed to have signs and symptoms of illness.

A child with any of the following signs or symptoms of illness is immediately isolated and discharged to his/her parent/guardian:

1. Diarrhea
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis
6. Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness.
7. Untreated infected skin patch(es)
8. Unusually dark urine and/or grey or white stool
9. Stiff neck
10. Evidence of lice, scabies, or other parasitic infestation

A child with signs or symptoms of illness is immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the school and the parent or guardian. The child, while isolated, shall be carefully watched for symptoms listed above as well as the following:

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature
4. Vomiting

A child isolated due to suspected communicable disease shall be:

1. Cared for in a room or portion of a room not being used in the preschool or kindergarten program
2. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
3. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
4. Observed carefully for worsening condition
5. Discharged to parent/guardian, or person designated by the parent/guardian as soon as practical.

DISMISSAL PROCEDURES

Pick-up Procedures—Dismissal from School at 3:20 pm

Students will be dismissed from class at 3:20 pm. Their transportation should be waiting in the car line unless other arrangements have been made directly with the Main Office. Teachers will remain with students in the pick-up area until 3:30 pm at which time the remaining children will be escorted to the After School Care Program.

Parents **must** provide dismissal instructions by 2 pm to the Main Office if there is a change to the regular dismissal arrangements.

Please note a few important guidelines for afternoon pick up: the parking lot will be opened by 3 pm daily. School officials are the only people permitted to move the orange cones and/or open the back gate.

Importantly, students in preschool to grade 8 use the pick-up line. It is a hectic place with small children. **For our students' safety and for the safety of other drivers, the pick-up line, near where students are standing, is a mobile-free zone.**

Staff will ask any drivers using mobile devices to disconnect. After the first offense, drivers will receive a written reminder. A third offense will result in a meeting with the Head of School. Offenses beyond the third will result in monetary fines for the drivers to be determined at the school's discretion on an increasing scale.

FIELD TRIP PROCEDURES

Kindergarteners and preschoolers will attend a minimum of three field trip experiences to supplement their learning. Teachers will supply parents with information and permission slips about these field trips in a timely manner.

BIRTHDAYS

Please follow the school handbook policies on birthday celebrations. This is a reminder that, if you choose to bring in a treat for your child's classmates, that the Early Childhood hall is **nut free** and to only bring a small snack. In addition, please do not bring invitations or goodie bags to school.

NUT FREE CLASSROOMS

The preschool and kindergarten classrooms are **nut free** which means that children or parents are not permitted to bring any food containing nuts, nut butters, or traces of nuts into the classrooms.

SPECIAL EVENTS IN EARLY CHILDHOOD

Early Childhood plans and practices all year for our annual Sharing Show. Families are invited to watch the children recite poetry, perform dances, sing songs, and share memorable activities from their classroom experiences. This show is held in March before spring break.

The entire school, including kindergarten and preschool, participates in an artist-in-residence program after Thanksgiving. During this two-week event, professional artists in dance and drama instruct the children in their craft. The experience culminates with a school-wide demonstration of what the children have learned. Families are encouraged to attend.

The Early Childhood program invites grandparents or friends to attend Grandfriends' Day in October. Fathers are welcome to enjoy "Donuts with Dad" in April, and mothers may enjoy "Muffins with Mom" in May. Kindergarten also hosts a Fall Festival, Thanksgiving lunch, and the 100 Days Celebration, among others. Preschool invites families to enjoy both their Thanksgiving brunch and Winter Festival. Exact dates will be included on an Early Childhood calendar distributed at the beginning of the school year.

Please check the school calendar for these other important dates. The Early Childhood program will conduct parent-teacher conferences in September and March. Between conferences, parents may expect written progress reports in January and May. The last week of school involves a special schedule that includes a field trip, and a half day comprised of outdoor activities, end-of-the-year ceremonies and a potluck. Kindergarten and preschool students do not need to attend the eighth-grade graduation ceremony.