

# Seabury School



## Parent Handbook 2011 - 2012

This Parent Handbook presents an overview of the Seabury School program and answers some of the questions related to student life at school. Please read the handbook carefully and familiarize yourself with its contents.

The staff and Board of Trustees sincerely hope that your child has a great experience at Seabury School. We are committed to providing each child with an appropriately challenging education in a positive, supportive environment. It is our goal to make Seabury School a place where your child loves to learn.

**We welcome your participation in our school community.**

Sincerely,



Sandi Wollum  
Head of School

### Important Telephone Numbers

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| Lower School Office/ Joslyn Kearns   | (253) 952-3111                    |
| Middle School Office/ Halley Griffin | (253) 604-0042                    |
| Business Office/ Janice Spika        | (253) 925-0878                    |
| Development Director/ Karen Perry    | (253) 952-5944                    |
| Marketing Director / Halley Griffin  | (253) 604-0042                    |
| Fax                                  | (253) 952-1758                    |
| Extended Care                        | (253) 952-3111<br>(After 3:00 PM) |

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## **Mission Statement**

**Seabury School challenges gifted children in a community that cherishes each individual and fosters a love of learning, discovery and creativity.**

## **Guiding Principles**

At Seabury School, we...

- Nurture the whole child, including each child's intellectual, social, and emotional needs
- Provide a safe learning environment that respects individual differences
- Foster an atmosphere of mutual respect, individual responsibility, and compassion for others
- Urge acceptance of individual and cultural differences
- Offer an integrated, thematic, holistic, and appropriately challenging curriculum
- Emphasize critical, analytical, and creative thinking
- Celebrate inquisitiveness
- Cultivate passion for learning
- Maintain small classes
- Measure and maintain high standards for academic achievement
- Provide access to a wide range of learning resources and technology, including highly qualified, caring teachers

# Seabury School Parent Covenant

## **By enrolling my child in the Seabury School, I agree to:**

- Familiarize myself with and support the school's mission, policies and procedures, contained in this Parent Handbook.
- Provide a home environment that supports the development of positive learning attitudes and habits consistent with those of the school.
- Work with the staff of Seabury School to foster good communication and a positive, constructive partnership between school and home.
- Respect the school's responsibility to do what is best for the entire community, while recognizing the needs of my individual student.
- Involve myself in the life of the school, through volunteerism and other means, to promote the best interest of my child and the whole Seabury community.
- Share with the school any religious, cultural, medical, or personal information that the school may need to be aware of in order to best serve my child and the school community.
- Resolve problems and secure information through appropriate channels. Classroom issues go to the teacher before going to the Head of School.
- Treat all members of the Seabury community with respect and maintain a problem solving, rather than an adversarial tone, in the face of the inevitable conflicts and challenges.
- Acknowledge that my payment of tuition is an investment in my child's education and future.
- Conscientiously consider contributing to the Annual Fund, auction and other fundraisers, recognizing that tuition receipts cover only 80% of the cost of my child's education.

# Parent / School Partnership

## *Communication*

Good communication with parents is a priority at Seabury. Regular communication from the school includes “Friday folders,” email announcements, and the [www.myseabury.org](http://www.myseabury.org) website.

Students’ academic progress is communicated formally through parent-teacher conferences and report cards. In addition to formal communication, the school encourages informal, direct communication between parents and teachers. Email, phone calls, and parent-teacher conferences allow for early intervention when problems arise, as well as the celebration of student successes. Feel free to call and leave a voice mail message or e-mail the school, teachers or staff members at any time. We will attempt to return calls and e-mails within 48 hours.

### **Parent-Teacher Conferences**

Seabury schedules two formal parent-teacher conferences, one in the fall and one in the spring. Lower school students may be invited to take part in conferences to promote individual responsibility and communication with parents and teachers. Middle school students will be participating in and, in some cases, leading parent-teacher conferences. During conferences, teachers share information about student progress, but will also seek information from parents so they can work together to best meet each student’s individual needs.

Parent / teacher conferences can also be scheduled on an informal basis as needed throughout the year. Conferences can include in-person or telephone conferences. Parents are encouraged to use email to set up conferences, ask simple questions such as clarifying field trip dates, and share good news with teachers. Conferencing about student progress or classroom concerns via email is discouraged as it can lead to misunderstandings. Telephone calls and in-person conversations are the best ways to conference about more complex issues related to a student’s experience in the classroom. Conferences can be initiated by parents or teachers and are an excellent way for parents and teachers to work together to address student concerns. The Head of School also welcomes parental input, but encourages parents to address student concerns with teachers or other appropriate staff members first.

**Please keep in mind that just before the start of class in the morning, teachers are greeting students and preparing for the day. This is not a good time for parent conferences.** It is better to set up a conference time with the teacher or staff member so there will be adequate time to address questions or concerns in private.

## **Academic Concerns:**

Seabury's staff is committed to student success. When academic difficulties arise, teachers intervene and team with parents and other staff members to develop strategies for addressing areas of concern. Depending on the type of difficulty, parents may be asked to seek outside professional support to assist with assessing and/or supporting their child's particular learning needs.

## **Other Issues / Concerns:**

For matters large and small, the proper channel to raise an issue or register a complaint is to go to the most direct level first: i.e. to the teacher or staff member most closely related to the issue and capable of addressing it. Direct communication allows problems to be addressed at the source, and can keep small issues from escalating into larger problems. If a parent is unable to reach a satisfactory solution to the problem with the staff member directly involved, the parent can bring the issue to the attention of the Head of School who will work with those involved to seek resolution to the problem.

If a parent has a concern about a serious issue regarding the safety of students at school, s/he is encouraged to report the concern immediately to the appropriate staff member or the Head of School. Seabury vigorously investigates all such reports. While confidentiality requirements may not allow staff to communicate specific interventions or results of an investigation with the rest of the school community, action will be taken as necessary to ensure Seabury remains a safe, secure, and welcoming environment.

## **Board of Trustees**

As an independent school, Seabury is governed by a Board of Trustees whose job it is to secure the future of the school. It does so by undertaking strategic planning and leading in financial support of the school. The Board entrusts the daily operations of Seabury to the Head of School, who oversees all programs, hires and evaluates all staff, and is the final arbiter of any disputes that may arise, including parent issues or student disciplinary issues. The Board does not sit in review of administrative decisions.

## **Use of Seabury Materials and Property**

**Seabury resources are to be used only for school purposes, unless prior administrative approval is given.** In particular, no school resources should be used for commercial purposes or other purposes that are contrary to the school's interest. Seabury resources include, but are not limited to, parent, student and staff names, addresses and phone numbers; other parent, student and staff information collected by the school; school buildings; school name and logo; and school supplies and equipment. This policy applies to all members of the Seabury community, including parents, students, staff, volunteers and board members.

# ***Financing Your Child's Education at Seabury***

## **Tuition**

Seabury School depends on parents' prompt payment of their obligations. Tuition is billed according to student contracts and statements are sent monthly. Incidental costs, including special extra-curricular activities, milk, and Extended Care, will appear on your statements. In addition, orders for things like school t-shirts or other items may be billed if requested.

Seabury's enrollment contract calls for an enrollment deposit of 10% of the total tuition cost. Families may choose to pay the balance of tuition in full or be billed for remaining tuition in ten equal payments beginning in July. Parents wishing to make other payment arrangements are required to contact the business office in advance to discuss options. Other payment options are at the discretion of the school and require a written agreement between the family and the school.

Seabury's tuition is set at an annual rate – it is not a monthly fee for education services like a parent would find at a daycare or similar program. Tuition payments are weighted toward the beginning of the year because expenses are concentrated at that time. Budgeted expenses such as supplies and equipment for the coming year, building improvement and maintenance, and salaries all require expenditures early in the year.

The Business Manager is prepared to answer your questions regarding billing statements, contractual obligations, etc. Please contact Janice Spika at [businessoffice@seabury.org](mailto:businessoffice@seabury.org) or at (253) 925-0878, immediately if anything on your statement is unclear to you, if you believe a mistake has been made, or if you need special consideration concerning your account.

## **Development**

Seabury relies on contributed funds for a percentage of each year's operating budget as well as program enhancements. In independent schools like Seabury, contributions to development efforts primarily come from current families, with additional support from alumni families and community members. Foundations and other granting organizations typically look for a high level of internal support for an organization before considering grant requests for program or facility enhancements.

Seabury's annual development events are the Annual Fund Drive, held in the fall, and the STAR Auction, held in the early spring. Parents are asked to participate in these fundraising efforts to the degree that their finances, time, and talents permit. As a community, Seabury parents have historically shown tremendous support for the school, and have allowed Seabury to continue to enhance the quality of the program offered to students and their families.

## **Cancellation of a Contract / Withdrawal from School**

Seabury's enrollment contract (Section 4) stipulates a family's obligation to the school in the event that a child is withdrawn from the school prior to the end of a school year. Questions regarding withdrawal of a student should be referred to the Head of School or the Business Office.

Seabury School believes that a positive and constructive working relationship between the school and each student's parents or guardians is essential to the fulfillment of the school's mission. Therefore, the school reserves the right to discontinue enrollment or to decline to re-enroll a student if the school reasonably concludes that placement at Seabury is detrimental to the student, if the actions of a parent or guardian make a positive and constructive school/family relationship impossible, or if the child's enrollment seriously interferes with the school's ability to fulfill its mission for all enrolled students. The decision of the school in these regards shall be final. In the event that a student is required to withdraw, the parent/guardian shall be liable for fees, tuition and expenses as set forth in Section 8, Schedule B of the Seabury School Enrollment Contract.

# ***Parent Involvement***

Seabury encourages parents to be involved in their child's education and life at school. Education is most successful when there is a strong collaboration between home and school, and when parents are involved and supportive of their child's education. In addition, Seabury parents enjoy meeting each other and sharing both the joys and challenges of raising gifted children. Seabury seeks to give parents opportunities to support their child in the classroom and to connect with other parents.

There are many ways to become involved as a Seabury parent. You can volunteer in your child's classroom or for a school project such as field day. You can volunteer to serve on one of several committees that involve parents in the growth and development of the school. You can help with fundraising efforts (a minimum of 5 volunteer hours for each family is required to be dedicated to the auction). And, you can participate in family fun activities and parent learning opportunities.

## **Volunteering at Seabury**

Your child's enrollment contract states that each family (ie parents, teenagers, grandparents, nannies, etc.) is required to donate a minimum of 20 volunteer hours per year to the school. A minimum of 5 of those hours are required to be dedicated to auction-related projects. A "Volunteer" notebook is kept at the front on each campus and is used to record each family's volunteer hours. At the end of the year, all families are gratefully recognized for their active support. Those families who do not fulfill their volunteer hours will be billed at a rate of \$30.00 per hour.

Classroom teachers will go over Seabury's Volunteer Guidelines with the volunteer before starting work in the classroom or accompanying children on a field trip. The guidelines provide information about student confidentiality, emergency procedures, student supervision and the basics of working with Seabury's students. Criminal History Background checks are required for all volunteers working in an environment around children. Forms can be picked up in the school office.

## **Get Involved!**

Seabury is a small school with a small administrative team that works hard to keep the school running smoothly for parents and children. Parents serve an important role on a number of committees that support the school. Perhaps one or more of these committees is calling your name?!

- **Recruitment Committee:** Parents, board members and staff members come together approximately once a month to help promote Seabury in the community. Helping Seabury parents know how to talk to prospective families, developing ways to increase Seabury's reach in the community, and helping Seabury man event booths and open houses on both campuses, have been part of the committee's work in the past. If you are interested in helping to share the news that Seabury is a place where gifted children thrive, this might be the committee for you!
- **Facilities Committee:** Seabury maintains two campuses, including two lower school buildings owned by the school and a leased space for the middle school campus. The facilities committee, formed in July 2011, made up of parents and staff members, has been charged with taking a comprehensive look at both the aesthetic and structural needs of all

Seabury's facilities, creating a maintenance / repair schedule, and assisting the administrative staff and board with setting priorities for facilities work in the short and long term. The facilities committee will be working closely with the development committee, who will be working to secure funding for projects.

- **Development Committee:** Seabury's development committee, made up of parents, staff members and board members, is responsible for working with the Director of Development and the Board of Trustees to raise funds for Seabury's day-to-day operations, as well as for special projects. Tuition and fees cover approximately 80% of the cost of operating Seabury. Annual fundraising efforts such as the annual fund and auction make up the rest of the school's operating budget. Special fundraising campaigns are also run periodically to support specific initiatives such as facilities or program enhancements. Starting in 2011-2012, the development committee will be working with room parents to plan social events for Seabury, to bring families together for fun and celebrations throughout the year.
- **Room Parents:** Seabury's room parents are taking on a new and important role in the 2011-2012 school year. Each classroom will need a room parent or room parent team. Room parents will help organize and provide communication for parents in each classroom, and will work together as a committee to coordinate parent involvement for school-wide activities and events. For example, at auction time, a room parent might work with his/her classroom teacher to rally volunteers to help with the class auction project. He/She might coordinate with parents from the classroom to fill a class table at the auction together. Room parents will help with communication about upcoming events, volunteer needs, and projects such as Teacher Appreciation Week. School-wide events, such as skating parties or refreshments after the science fair, will be coordinated by room parents.

## **Volunteers and Visitors Check-In Procedure**

### **Visitors:**

Visitors need to check in at the office upon arriving at school and before leaving. This includes parents visiting their child's classroom during the school day. This allows us to monitor who is in the building and account for people in case of an emergency.

### **Volunteers:**

Volunteers need to check in and sign the Volunteer logbook in the office. Make an entry in the book each time you volunteer. The office staff is not able to keep track of your volunteer hours for you.

# **Seabury Code of Conduct**

In order for Seabury to be a place of learning and growth for its students, it is important for all members of the Seabury community to agree to a code of conduct which engenders mutual respect and teamwork. Therefore, all members of the Seabury community, including students, parents and staff, are expected to abide by the following code of conduct:

- **Show respect for each member of the Seabury community, including students, parents and staff.**
- **Protect the rights, feelings, safety and property of others.**
- **Support and strengthen the community through both actions and words.**

## ***Seabury Student Discipline Policy***

### **Goals of the Discipline Policy**

Seabury School is committed to the overall development of its students. This includes the development of skills for decision-making, self-control, personal responsibility and getting along with others. Parents and staff must work together with students to help students develop these skills, and must be an example for them by demonstrating mutual respect for one another.

Student discipline at Seabury is a partnership between students, parents and staff. When student behavior becomes an issue, it is vital that staff members and parents work together to address the issue and support each other in any action deemed necessary. Student discipline is handled in a developmentally appropriate manner. With young children, the focus is on redirection and re-engagement, and on modeling appropriate behavior. As students become older, expectations for student behavior and self-discipline increase. Individual student needs are always taken into account in determining appropriate interventions for students of all ages.

### **Discipline is a Partnership**

The staff at Seabury is committed to working in partnership with parents and students to meet the goals for student discipline. This is accomplished by setting reasonable, developmentally appropriate expectations for students, clearly communicating those expectations and the consequences of not meeting expectations to both students and parents, and then holding students accountable. When behavioral intervention is necessary, the staff is committed to using a leveled consequence system that takes into account developmental readiness and the needs of individual children. The staff will follow the Seabury Discipline Procedures in determining the degree of parent and administrative involvement needed in a particular incident. The goal is to help the student understand the natural consequences of his/her actions, determine the other choices s/he could have made, and assist the child in making a different choice next time by assigning additional consequences as necessary to reinforce the need for changing the behavior.

The student's role in disciplinary interventions is to make an honest assessment of his/her behavioral choices, work with staff members and parents to understand the consequences of the behavior, and make an effort to make a better choice next time. Staff members are committed, when possible and

appropriate, to involving students in their own discipline and the development of appropriate consequences.

The role of the parent in this partnership is to be aware of the expectations for his/her child, and to support the staff in holding the child accountable for meeting those expectations. Clear communication between staff members and parents is necessary in order that the individual needs of the child can be taken into account in disciplinary matters. In the event of the need for behavioral intervention, parents are expected to work with the child's teacher, and the Head when necessary, to help the child take responsibility for his/her actions and learn from his/her mistakes.

In the event that a parent finds that s/he cannot support the discipline policy of the school or the interventions by the staff, the parent is expected to first try to resolve the issue directly with the staff member involved. If that does not result in a satisfactory solution of the problem, the parent should take the concern to the Head. If the parent finds that s/he is still unable to work in partnership with the school, the parent should consider withdrawing his/her child from Seabury and finding a school that better meets the parent's expectations for his/her child.

## **Student Behavior Guidelines**

Rules at school serve two major purposes:

1. To promote a positive learning environment for all students
2. To ensure the safety and health of all members of the Seabury community

Students at Seabury are expected to follow Seabury's **Star Contract**:

1. Safety
2. Integrity
3. Respect
4. Responsibility
5. Cooperation

Each classroom teacher will work with his/her students to create classroom rules along with consequences for inappropriate behavior. These rules will be posted in the classroom when appropriate and communicated to parents. Rules for specialists and the playground will also be communicated to students during the first week of school, and specialists will post rules in their classrooms.

In addition to specific classroom rules, the following are general school rules:

1. **Students are expected to show respect for others, both within and outside the Seabury community.**
2. **Students are expected to show respect for and follow direct instructions given by teachers, aides and administrators.**
3. **Students may not leave the school grounds without permission and unless they are accompanied by an adult.**
4. **Students will show respect for the property of the school and of others. Theft or willful destruction of school or others' personal property will not be tolerated.**
5. **Students are expected to act in a manner that protects the safety of themselves and others.**

6. **Conflicts are inevitable when people work and play together. Students are expected to use peaceful means to resolve conflicts when they occur. Physical violence, real or pretend, will not be tolerated.**
7. **Illegal substances, fireworks, weapons of any kind (real or pretend) are not allowed on school grounds.**

School rules are designed to ensure a safe, positive learning experience for all students. Seabury promotes an environment that is free from sexual harassment or discrimination based on race, religion, gender, national origin or sexual orientation.

## **Discipline Procedures**

Seabury uses a “level” system in dealing with student discipline in order to promote fairness and consistency for each student. While disciplinary intervention generally begins with Level One and moves up through the succeeding levels as warranted by a student’s behavior, a more serious incident may require an initial intervention at a higher level. Serious offenses such as criminal behavior or actions that jeopardize the safety of others may result in immediate suspension or expulsion. Decisions about levels or about specific consequences will be made by the teacher and/or Head of School. The goal of all discipline interventions is to help a student understand the consequences of his/ her behavior, and to help the student make a more responsible choice in the future.

### **Procedures for young children:**

While all children at Seabury are expected to abide by the school’s discipline policies, we recognize that young children have specific developmental needs and are just beginning to learn how to behave at school and with their friends. The focus with younger students is on redirection, re-engagement with activities, and modeling appropriate behavior. As with older children, partnership with parents is key in helping students develop appropriate social and school behaviors. The leveled consequences below provide a general framework for discipline issues that go beyond redirection, but specific interventions are designed to meet the developmental needs of the child and be age appropriate.

#### ***Level One: In Class “Time Out”***

A teacher may give a student a time out in class or a time out from an activity. With younger children, a time out may be moving away from a game or activity for a few minutes and trying again when the child is ready. For an older student, it may include sitting out of all or part of an activity. A time out is defined as a set period of time in which the student is separated from class activities. During a time out, a student may be given an additional task or reflection to complete. Parental contact following an in class time out is at the discretion of the teacher.

#### ***Level Two: Out of Class “Time Out”***

More serious behaviors or repeated interventions may result in a time out away from the classroom to refocus in a more positive way. The student is placed in a supervised setting, in another classroom or in the office, for a specified period of time. During an out of class time out, the student will be asked to reflect on his/her behavior and may be given an additional duties to complete. Parents will be notified and a student discipline form will be completed by the teacher, signed by the Head, and sent home to the parents. It is to be signed and returned to the Head the following day. A copy of the discipline form will be placed in the student’s discipline file.

### ***Level Three: Parental Conference / Behavioral Contract***

While a parent conference may be requested by the teacher or parent at any time regarding the behavior or work of a student, a formal, Level Three conference will be requested when deemed appropriate by the teacher and/or Head to address significant, escalating and/or repeated behavioral issues. The conference will result in a behavioral contract, which will outline specific expectations and consequences for changing the student's behavior. The conference will be attended by the student, parent(s), teacher, and the Head. In addition to a behavioral contract, the conference could result in additional duties being assigned to the child, or the removal of the child from specific school activities and/or privileges. All parties at the conference will sign the contract and the teacher and the Head will monitor compliance. A copy of the contract will be placed in the student's discipline file.

### ***Level Four: Suspension***

A student may be suspended from school or from school activities for repeated violations of school or classroom rules, for serious behavioral infractions, or at any time deemed necessary by the Head for the safety and well-being of students and staff. The Head will determine the length of the suspension. A suspension is considered a serious penalty and will be used only when other interventions have been ineffective or when the behavior is so serious that lesser measures would be inappropriate. If the infraction is such that emergency removal from school is deemed necessary, the student will remain in the Head's office or another supervised setting away from other students until parents can be notified and the student is picked up from school. Homework / make up work will be provided to a student serving a suspension. The student and parent(s) will be required to attend a conference with the Head prior to the student being readmitted to school following a suspension. A student discipline form will be completed, signed by the teacher, Head and parents, and will be placed in the student's discipline file.

### ***Level Five: Expulsion***

A student may be expelled from Seabury School for any of the following reasons:

1. Committing a criminal act on school property
2. Demonstrating behavior that is deemed by the Head to create a danger to other students or staff
3. A pattern of repeated violations of school and/or classroom rules indicates that the student is no longer willing or able to comply with the expectations required of a member of the Seabury community
4. Any other reason deemed necessary by the Head for the safety and well-being of other students or staff.

If the Head determines that the student's behavior requires emergency removal from school, the student will remain in the Head's office or another supervised setting away from other students until the parents are notified and the student has been picked up from school. A verbal notice of expulsion will be followed by an official written notice, which will be mailed to parents within five (5) working days. A student discipline form will be completed, signed by the teacher, Head and parents, and will be placed in the student's discipline file along with a copy of the notice of expulsion.

### **Expulsion Appeal Process:**

Expulsion from school (not suspension from school or an activity) may be appealed to the Head within seven (7) days of receiving written notice of the expulsion. Any appeal shall be in writing and addressed to the Head. The Head will then schedule a conference with the parent(s) to review the expulsion and to hear parent concerns. Following the conference, the Head may decide to uphold the expulsion or offer a conditional re-admittance.

If an appeal to the Head results in the expulsion being upheld, and if the parent(s) believe that Seabury's behavioral policies and/or procedures were not followed leading to the expulsion, a letter of appeal may be submitted to the President of the Seabury Board of Trustees within seven (7) days of the appeal conference with the Head. The President of the Board will meet with the officers of the Board to review the letter and decide the appropriate course of action. Actions may include upholding the expulsion and dismissing the appeal, requesting further written information from the parent and/or staff regarding policies and procedures followed, and/or review of the appeal by the Board as a whole. The Officers and/or full Board will limit their review to the manner in which policies and procedures were followed leading to the expulsion. The Board will not review or comment on the specifics of the student's behavior or behavioral record. The Board will notify parents in writing of their decision regarding the appeal within 30 days of receipt of the letter.

## ***General School Information***

### **Daily Schedule**

|                    |   |
|--------------------|---|
| <b>7:00-8:10am</b> | <b>Before Care Program</b>                      |
| <b>7:10am</b>      | <b>MS shuttle leaves MS Campus</b>              |
| <b>7:45am</b>      | <b>MS shuttle bus leaves LS for MS campus</b>   |
| <b>8:10-8:15am</b> | <b>Arrival Time at Lower School campus</b>      |
| <b>8:15am</b>      | <b>School Begins at LS campus</b>               |
| <b>8:30am</b>      | <b>School Begins at MS campus</b>               |
| <b>8:30am</b>      | <b>LS Gathering (Fridays)</b>                   |
| <b>3:00 pm</b>     | <b>School Day Ends at LS</b>                    |
| <b>3:15pm</b>      | <b>School Day Ends at MS</b>                    |
| <b>3:00-6:00PM</b> | <b>After Care Program at LS campus only</b>     |
| <b>3:45 pm</b>     | <b>MS shuttle bus arrives at LS campus</b>      |
| <b>4:10pm</b>      | <b>MS shuttle bus arrives back at MS campus</b> |

## ***Pick Up / Drop Off Procedures***

### **Parking: Lower School Campus**

During the drop-off and pick-up times, it is important to keep the drive-through lane in front of the lower school building open. Therefore, during the school day, **no** cars are permitted to park directly in front of the entry sidewalk or in the drive-through/drop off lane. Drivers in the drive-through lane are not to leave their cars unless they are assisting their child with getting in or out of the car. **If you will be exiting your car to accompany your child to class or to wait for your child on the sidewalk at the end of the day, please park in the lot.**

### **Parking: Middle School Campus**

Parents may use the loading zone in front of the middle school campus to pick up or drop off their child. Metered parking on Court C is limited to 2 hours and cannot be extended beyond the maximum. If you plan to park at the middle school for more than 2 hours, there are several all day lots within easy walking distance. The middle school staff can help you find the best place to park.

## **Arrival and Departure Time**

School starts at 8:15am for all lower school classes and at 8:30am for middle school classes.

Children arriving at the lower school between 8:10am and 8:15am will go directly to their classrooms. Teachers will take attendance and start the day at 8:15am. Students arriving between 7:00am and 8:00am are to be signed in to the Extended Care room by their parents and a Before Care fee will be charged. Students dropped off from 8:00am – 8:10am are to sign in at Before Care, but the fee will be waived for that time. Students are not to wait on the sidewalk in front of classrooms at any time, as there is not supervision for the sidewalk in the morning. Students will be dismissed from Before Care to their classrooms at 8:10am. Students are not allowed into the classrooms before 8:10am, as this is a planning period for the teachers.

Seabury's middle school program begins promptly at 8:30am. Before care is provided at the middle school campus, beginning at 7:00am. Students arriving before 8:15am will be charged for before school care. The middle school shuttle bus from the lower school campus departs the lower school at 7:45am and arrives at the middle school at approximately 8:15am.

Afternoon pick-up is at 3:00pm at the lower school. Students at the lower school who have not been picked up by 3:15pm will be sent to After Care in the Extended Care room. At 3:20pm, the names of these children will be recorded, and parents will be charged the After Care "drop-in" rate. This fee will be billed on the monthly statement. **Please be prompt and avoid unnecessary charges!**

Middle school dismissal is at 3:15pm. No after school care is provided at the middle school campus, so students requiring after school care will board the shuttle bus to the lower school campus. The bus departs the middle school campus at 3:15pm and arrives at the lower school campus at approximately 3:45pm. After care charges for middle school students begin at the time students arrive at the lower school campus.

**For the safety of our students, children will only be released to those indicated on their emergency information forms. Call the office or send a note in order to arrange for another individual to pick up your child, or to arrange for an older student to walk, take a city bus or ride a bike home. Staff members will check the identification of anyone picking up a child who is not known to the staff member.**

## **Sign In / Sign Out Requirements**

Students dropped off at before care and preK students must be signed in to the classroom by their parents. K-8<sup>th</sup> grade students may be dropped off as described above.

Students arriving at or leaving school during the day must be signed in/out by their parents in the office.

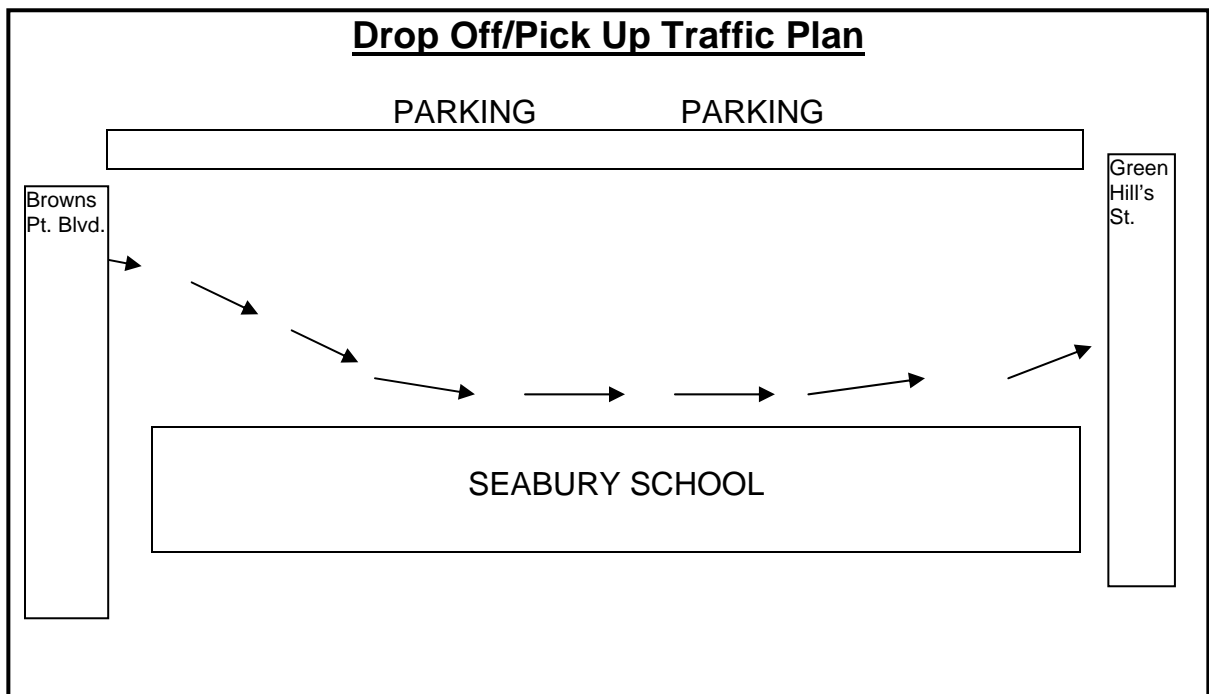
PreK students and students being picked up from aftercare must be signed out by their parents or a person authorized to pick up the child. No child will be released to a person that is not authorized on the emergency form or in writing by parents in advance. Identification will be checked if the person picking up the child is not familiar to Seabury staff.

PreK and extended day students riding the bus will be signed out of extended day by the bus driver and then signed off the bus by parents or the person authorized to pick up the child based on the guidelines above.

## Traffic Plans (LS campus only)

Please study the traffic plan below. These “**absolutes**” help the staff maintain the safety of your child.

- In the morning when you are arriving with a K-5<sup>th</sup> grade student, you may use the drive through lane as pictured below to drop off your child, or park in the parking lot if you prefer to walk your child to the building. If you park in the lot, always accompany your child to the sidewalk. **Do not leave your car in the drive through lane or drop students off between the drive through and the parking lot at any time. PreK students and students going to before care must be signed in to their classroom each day.**
- At 3:00 p.m., line up with the other cars in accordance with the drawn plan. Please enter the parking lot from the Brown’s Point Blvd. end of the parking lot and exit via the Green Hills Street end (see below). **Parents who have business in the school *must* park in the lot, visit the building, and then walk their child to the car. PreK students and students leaving aftercare must be signed out of the classroom.**
- **Never** attempt to by-pass other cars waiting in the pick-up line. This creates an unnecessary hazard for our children.



# ***During the School Day***

## **Dress Code**

Each student's appearance is a personal matter and reflects individual values. Seabury honors each child's ability to make thoughtful decisions as long as the clothing is neat, clean, and the overall appearance does not in any way disrupt the overall learning environment. Inappropriate language or symbols on articles of clothing or body parts will not be allowed and will result in disciplinary action. Since some activities can be messy, it is wise to dress practically. For younger children, an extra pair of pants, a shirt, and shoes (**please write names on each**) can be kept in the classroom for emergencies. Middle school students should be prepared with gym clothes for PE days.

Some of the items that interfere with learning are clothes that have profane language or suggestive images, clothes that advertise products or services that are inappropriate for a school setting such as tobacco or alcohol products, clothes that reveal underclothes (i.e. bras, underwear, etc.) or bare midriffs. Additionally, because students participate in physical activities every day, for safety reasons students should not wear clothes that would keep them from participating fully, i.e. high heeled or open backed shoes, pants that drag on the ground, or clothes that are too restrictive for their movements.

**Students should come to school each day prepared for physical activities at recess, with their classroom teachers, and during PE. Students should bring gym shoes with them to school if they are wearing shoes that are not conducive to running or active play. Middle school students should dress appropriately for community partnership activities (comfortable clothing for Farmer's Market Days, dress clothes for meetings with community leaders, etc.).**

Whenever it is cold or rainy, please remember to include warm hats, jackets, and gloves/mittens. Classes go outside for recess whenever possible and middle school students are out in the community on a daily basis. Please label clothing with your child's name so it can be returned if it is lost. Thank you!

School sweatshirts, t-shirts, and hooded jackets will be sold at the beginning of each school year. **For safety, we encourage lower school students to wear school sweatshirts and t-shirts when they are on field study trips**, and students are encouraged to wear their Seabury shirts on Fridays for Gathering.

## **Lunch and Snacks**

Did you know that the brain is the biggest consumer of glucose in the body? Bright minds and growing kids need good nutrition to grow and learn each day! A balanced, healthy, low-sugar, high protein lunch provides the energy for active bodies and minds. Students should bring their food in a lunch box or bag with their name written on it. Microwave ovens may be available in the classroom for the older students, and on a limited basis, lunch items can be warmed.

Before school begins in the fall, each teacher will communicate the system for morning and/or afternoon snacks. Families are asked to participate with their children in planning and providing nutritious foods.

## Rest Time-PreKindergarten and Kindergarten

Many prekindergarten and kindergarten students need a “quiet time” each afternoon. To make their space a bit more comfortable, parents will need to provide a small, Yoga-type, washable mat for rest time. Parents are asked to provide a “snuggly” or light blanket to help their child rest. Refer to your child’s classroom teacher for specific instructions about rest time.

## Field Study Procedures

The use of educational field experiences and outdoor activities are important to each child's learning. Nevertheless, certain precautions must be taken to assure student safety. In most cases, students are transported via school bus, however, occasionally students are transported via private car.

1. A current copy of the driver’s insurance card and driver’s license, along with a field trip driver form must be on file in the school office for each parent driver. **No** parent will drive students unless the school has the appropriate documents on file, and the driver is at least 25 years old.
2. A general permission slip must be on file for each student attending a field trip. Parents will be notified in advance about upcoming field trips.
3. If an accident occurs on a trip, the school will be notified after emergency assistance is called. If a student is involved and/or injured, the Head of School or the office staff will call the parents.
4. Students involved in serious behavior incidents may be sent home early from field trips or other off campus activities. In the case that a student must be sent home early, parents will be notified and may be asked to pick the child up from the field trip within a reasonable time frame.

Each faculty member will inform potential drivers of the following:

1. In accident cases, adults must keep calm and make every reasonable attempt to stay with their students.
2. Teachers must carry student emergency cards with them.
3. Each child must wear an individual seat belt securely fastened whenever a vehicle is moving.
4. Car seats / booster seats will be used for students as required by state law. Please leave your child’s car seat / booster seat at school on field trip days.
5. **Special Note:** Seabury follows the Washington State law requirements for riders in the front seat of an automobile that is equipped with a passenger side airbag.

## Class Parties / Birthday Parties

Teachers will plan seasonal or special parties. If a child wishes to celebrate his/her birthday in school, parents should make arrangements ahead of time with the teacher based on guidelines set for his/her classroom.

## **Birthday Book Program**

One of the unique contributors to the growth of the library collection has been the generous support of parents and students. Families are encouraged to donate a new book on a student's birthday. Ms. Young, Seabury's library teacher, has a list of suggested books on her blog, or a child may make his/her own choice. Once donated, each book receives a label with the donor's name and is placed in either the lower school or middle school library. This is both a special way to honor a student's birth and share a favorite story with many other readers. In addition, good, gently-used books are always welcome. Seabury is grateful for contributions that have increased the size and diversity of the collection. Part of the proceeds for purchases through Seabury's website portal at amazon.com, come back to Seabury's library to support the library program.

## **Cell Phone Usage at School**

### **Background:**

More and more Seabury students are coming to school with cell phones. While previous policies regarding technology stated that electronics such as Game Boys and iPods were not appropriate for use at school, those policies do not cover the use of cell phones. Many parents send students to school with cell phones so they can be in touch with their children during school hours in case of schedule changes, and so that their children can reach the parent from the afterschool activities the child may attend off campus. In order to honor parents' requests that students be allowed to have cell phones at school, while making sure that cell phone use by students does not become a distraction in the classroom or a detriment to the social development of students, Seabury has adopted and the following cell phone policy for students.

### **Policies:**

1. Cell phones are the responsibility of the student, not the school. Seabury School does not assume responsibility for phones that are lost, stolen or damaged while at school.
2. Cell phone use policies apply to all school activities including the classroom, extended day programs and field study trips.
3. Cell phones may remain on, but must be on silent or vibrate setting when at school.
4. Cell phones must stay in a pocket, backpack or case while at school. If a student receives a call or text message from a parent or guardian during the school day, the student may answer the phone or text, but should expect to let the supervising adult know who they are communicating with. A student may not receive calls or respond to text messages that are social in nature while at school.
5. It is important for the safety of students that supervising adults be aware of issues requiring parents to be contacted, such as when a child feels ill. A student wishing to make a call to parents or guardians while at school is to check with the supervising adult for permission and use the school phone if it is determined that parents should be contacted. The supervising adult will be responsible for determining whether a student will be allowed to use his/her cell phone rather than the school phone in a circumstance when the school phone is not available or in the event that the student is off campus
6. In the event that a student violates the cell phone policy, the cell phone will be confiscated by the supervising adult and held until the end of the day. The phone will be returned directly to the parent / guardian at pick up time.

## **Inclement Weather Plans**

**Seabury School** will make decisions about school closings due to snow or ice conditions based on weather and road conditions around both campuses. Schedule changes will apply to both campuses, even when road conditions are different in each location. The internet, local TV and radio stations are all excellent sources of information about school closures and weather changes. Seabury utilizes KIRO, KOMO and KING television stations whenever possible. Also, Seabury will activate the “One Call Now” notification system to keep parents updated on changes to the normal schedule.

## ***Homework***

Homework serves a number of purposes for children. Students develop time management and organizational skills when they keep track of assignments, take them home, complete them, and then return them to school on time. Completing homework gives students additional skills practice and provides opportunities for further exploration of content studied in class. Discussing your child’s homework with him/her opens opportunities for interaction with your child about what s/he is learning at school

Teachers will design and assign homework keeping in mind the developmental level of the class, and the individual needs of each child. As a parent, you can help build success with homework by working with your child to establish homework routines. Providing a consistent place and time for completing homework, and being available to provide appropriate support for your child, will help your child manage his/her time and complete work successfully. Celebrate with your child when s/he is able to successfully complete homework and return it to school on time. When students know their parents care about their homework and expect that quality work will be turned in on time, they are more likely to follow through and do their best.

If your child is having difficulty managing the homework expectations from his/her class, please contact your child’s teacher immediately to discuss possible strategies for building success. Teamwork between parents and teachers is important for supporting students. The goal is to give students the tools they need to become responsible, independent, and prepared for future learning.

# ***Absence from School***

## **Illness / Absence Policy**

It is important for children to attend school regularly. However, students who are ill need to stay home and recuperate so they are ready to learn when they come back to school and to avoid spreading their illness to others.

**A child is not to come to school if s/he has had a temperature above 99 degrees, vomited or had diarrhea within the past 24 hours, or been diagnosed with a communicable disease such as conjunctivitis (pink eye). Parents should use their judgment or consult with their physician or nurse before sending a child to school with other injuries and/or illnesses. Families are requested to notify the office immediately when any communicable disease occurs.**

**If a student comes to school ill, or becomes ill during the school day, the office will notify parents that the child needs to go home.** Parents should have plans in place ahead of time in case their child becomes ill at school and parents are unavailable to pick him/her up due to work or other commitments.

**If a student will miss school due to illness, a medical appointment, or for other reasons, parents are requested to notify the office regarding his/her absence.** If a parent is taking a child from Seabury to an appointment or leaving the campus, the parent should notify the office and sign the child out before the child leaves. If the child will be returning to school on the same day, the parent or guardian should accompany the student to the office and sign the student in before sending the student to class.

Daily attendance records are maintained by the school teachers. Teachers notify school staff if a student has been absent for a several day period and a call will be made inquiring about the absence..

## **Tardies / Early Release**

School begins at 8:15am at the lower school campus and 8:30am at the middle school campus. It is important for students to arrive on time in order to be ready for the day and not miss important instruction in class. If a student is tardy at the lower school, **s/he must report to the Office Manager to check in before proceeding to the classroom.** The parent/driver also needs to come into the building to sign the student in on the "Student In/Out" register sheet located in the school office.

Parents arriving to pick students up before the end of the school day need to sign students out in the office.

## **Vacations During the School Year**

Regular attendance is encouraged because the Seabury program is both rigorous and continuous. However, the school recognizes that family vacations can be important and valuable learning opportunities. If a trip is being planned, please notify the teacher well in advance. This will permit

time for planning and allow the teacher to prepare make-up work for the child. Please give your child's teacher a minimum of 48 hours notice when requesting work for your child to do while on vacation.

## **Emergency Cards and Health Forms**

For your child's safety, it is important that a current copy of your child's Emergency Card and health form be on file in the school office. State law also requires a current Certificate of Immunization form be on file with the office. Please complete your child's forms and return them to the school office by the first day of school. Email, send a note or call the school office whenever there are changes to the information on the cards. **The State requires current health records for each enrolled student, and without them a child cannot attend school.**

It is important that parents list all medications their student is taking on a regular basis on the emergency card, and update the card as medications change. This includes medications the child is taking at home. In the event of an emergency, medical personnel will need immediate information about any medication the child has been taking prior to providing treatment. **For your child's safety, please make sure medication lists are complete and current at all times, including medications the child is taking at home.**

## **Vaccination Requirements**

If you have questions regarding vaccination requirements, please call your family physician or the Washington State Department of Health. **Seabury School does require the vaccinations as stipulated by WAC 246-100-166. Students entering 6<sup>th</sup> grade are required to have received a second MMR immunization and a Varivax vaccine.**

## **Medications At School**

**No medication will be given without instruction from the parent and a current MEDICATION AUTHORIZATION FORM in the lower or middle school campus office, prescribing the dosage and administering procedures.** Medication brought to school must be in its original container and labeled with the child's name. Medication Authorization Forms are required for all medications, including over-the-counter medications such as sunscreen, Tylenol or cough drops. Contact the office to request a form if your child will be taking medications at school, either throughout the year or for a limited time. With the exception of emergency, rescue medications such as "epi-pens," medicine must be kept in the office and administration will be supervised by a qualified person.

If your child is on a regular medication dispensed only at home, please consider providing an "emergency supply" of required medication, as well as completing the Medication Authorization Form, to be kept in the school office. If your child requires an EpiPen be kept at school, please remember that it must be in the original prescription-labeled container and the Medication Authorization Form must be sent to school with the EpiPen.

All student medicine will be kept in the school office and administration will be supervised by a qualified person. Please be advised that Seabury School does not provide any medications to dispense to children and that medications cannot be given on an "as needed" basis. All instructions must be completed on the Medication Authorization form for administering medications.

## First Aid at School

Seabury's staff has been trained in CPR, Bloodborne Pathogens and First Aid. In case of injury or illness, a student will be taken or sent to the office for appropriate care unless the injury or illness requires treatment on the spot. Parents will be notified if a student needs to be sent home. In the event of serious injury or illness, 911 will be called prior to calling parents.

**No invasive procedures** will be performed by any Seabury employee, i.e., no removal of slivers unless they can be pulled out with sticky tape or "sliver tweezers." If a sliver cannot be removed by these means, a bandage will be applied over the sliver and the child's parents will need to remove the sliver after school.

## **Head Lice / No Nit Policy and Procedure**

### Seabury No-Nit Policy

- Periodic checking at home is recommended and a "must" if there is suspicion of infestation.
- Parents are required to notify the school if their child has an outbreak.
- Information will be sent home to appropriate families if an outbreak occurs.
- **No student will be allowed in school if lice/nits are found on the child.**

### Head Lice (Pediculosis) (From The Public Health Dept.)

#### Description

An infestation of adult lice and/or nits (eggs) on the head, hairy parts of the body, or even in the clothing (in case of body lice). Crab lice usually infest the pubic area or eyelashes. The eyelashes and brows may harbor lice and nits. Itching is the main sign, along with detection of the eggs or the adult louse. Scratch marks may be evidence of infestation. People from all socioeconomic and ethnic backgrounds may have lice infestations. Transmission is directly by contact with infested individuals and indirectly through contact with personal articles such as combs and hats. The infestation is principally a nuisance rather than a major threat to the student's well-being.

#### Incubation Period

Eggs normally hatch in 7-10 days. Mature lice are capable of multiplying in 8-10 days after hatching. Their life span is about 35 days.

#### Period of Communicability

This period may last as long as lice remain on the infested person, their clothing, combs, and until living eggs in hair and clothing have been destroyed. **Eggs may survive up to ten days away from the human host. Mature lice may live for two days away from a human host, but normal longevity is 6-15 hours.**

More detailed information will be sent home to parents in the case of an outbreak.

# ***Emergency / Disaster Preparedness Policy***

The Seabury School is prepared to care for our students in the event of an earthquake or other major disaster. If such a disaster should occur during school or extended care hours, Seabury faculty and staff will immediately assume disaster team status. Classroom teachers will stay with their students until they are relieved by another capable adult. Seabury is prepared to shelter students in place for up to three days, and maintains emergency supplies in a shed outside the media center at the lower school and in emergency containers at the middle school campus.

In the case of a disaster, parent cooperation will be of utmost importance:

- No student will be dismissed from school unless a parent, or individual designated by a parent, comes for him/her. **No child will be allowed to leave with another person, even a relative or baby-sitter, unless we have written permission to that effect, or that particular person is listed on the student's emergency information in our files. With this in mind, please keep this information updated regularly in the school office.**
- All parents or designated parties who come for students must sign them out at the temporary student release station. **DO NOT GO TO YOUR CHILD'S CLASSROOM** - find the command post center. Here you will be told where to locate your child. If the command post is not located in the main office, signs will be posted to help you find your way.
- We are prepared to care for your children in times of critical situations. If you are unable to get to the school, we will care for your child here. All staff have first-aid and CPR training, and we will be in communication with various local emergency services. We do ask for your help in the following areas:
  - **DO NOT CALL THE SCHOOL** - if we have phone lines available, we must have them open for emergency calls.
  - Following an earthquake or other emergency, **DO NOT IMMEDIATELY DRIVE TO SCHOOL** - streets and access to the school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
  - **DO** check local news on the radio, internet or television as it is available.

## ***Statutory Requirements***

In matters not specifically listed in this manual, Seabury School will maintain congruence with those federal and local statutes which apply to independent schools and the students who attend them. For example:

### **Abuse Policy**

In accordance with RCW 26.44.020, RCW 26.44.030(10), Seabury School will report immediately to Child Protective Services any case of suspected child abuse. A subsequent interview of the child by that Department or a law enforcement agency may be conducted on school premises and any other locations, “outside the presence of parents.” Seabury School will “notify parents at the earliest possible point in the course of an investigation, so long as that notification will not jeopardize the safety or protection of the child in that investigation. Such an interview may involve school personnel.”

# ***Extended Care - Before and After School***

Seabury provides before and after school care for students needing an extended day program. Before and After Care are not parts of the regular program, and are provided on a fee basis.

## **Enrollment**

Students may use the before and after care programs on a regular or an occasional basis. **Advance notice, at least 24 hours in advance, is requested for drop in students in order to insure there is adequate supervision.** Regular participants should complete a contract form to assure their “spot” in the program throughout the year. While we make every effort to accommodate all students in need of After Care, our capacity is limited by law, so students whose parents have not made arrangements at least 24 hours in advance may not be allowed to stay.

## **Hours**

Before Care begins at 7:00am on both campuses. Parents are required to sign their child(ren) in at the time of arrival. After Care is located at the lower school campus beginning at 3:00pm and ending at 6:00pm on all days in which classes are in session for the full day. Middle school students requiring after school care take the shuttle bus from to the lower school, arriving at After Care at approximately 3:45pm. Middle school students are signed in to After Care when they arrive at the lower school, and charges begin at that time.

Parents are required to sign their child out as they leave. A clipboard sheet is provided for that purpose in the Extended Care room. Students are not to be at school before 7:00am or after 6:00pm, and a late fee is charged for students who are not picked up by 6:00pm.

## **Facility**

Extended Care is located at the west end of the lower school building in the multipurpose room, as well as in the Media Center. The playground is used under supervision. Before care, at the middle school campus, is in the middle school building, located at 925 Court C, Tacoma.

## **Staffing**

When more than ten children are present, a qualified aide assists the Lead Supervisor.

## **Schedule**

Children are provided with a light snack. Free play time outside is an alternative to games, crafts, and other activities and entertainment. Consideration is given to the potential for academic, social, and creative stimulation. Provision is made for quiet rest and time to work on homework. Computers are available for homework assignments when needed.

## **Parent Observations**

During extended care hours, a parent who wishes to observe their child should first check in with the Office Manager before the end of the school day.

## **Charges**

The Before Care contract rate is \$3.00 per 30 minutes of time for children arriving before 8:00 am with a reduction in the rate per sibling for multi-child families. The “drop in” rate for Before Care is \$3.50 per 30 minutes.

The After Care contract rate is \$5.25 per hour with a decrease in the rate per child for multi-child families. Occasional use or drop-in students will be billed \$7.50 per hour or part of an hour. **AFTER 6:00 p.m.**, the rate is \$8.00 per 5 minutes. Billing will be handled monthly through the Business Office.

## **Illness or Emergency**

Parents will be called to come pick up children who are ill in Before or After Care. Please refer to “Illness / Absence Policy” (see page 25) regarding whether your child should go to Before or After Care if they are ill. As during the school day, it is important for parents to make every effort to pick up their sick child as soon as possible. Have a plan in place ahead of time in case you are unable to pick up your child. In the event of serious injury, parents are notified after Emergency 911 personnel are called.