

# **THE SCHOOL IN ROSE VALLEY PARENT HANDBOOK**

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## MISSION AND COMMUNITY

### MISSION OF THE SCHOOL IN ROSE VALLEY

The School in Rose Valley is a progressive school for children in preschool through sixth grade. In our classrooms and our wooded campus, teachers and students create experiences that arouse curiosity, stretch muscles, strengthen initiative, and stimulate questions. We guide children to know themselves, to delight in learning, and to understand their opportunities and responsibilities in our community and the world.

### PHILOSOPHY OF THE SCHOOL IN ROSE VALLEY

#### Core values

The School in Rose Valley respects childhood and values democracy, diversity, and sustainability. Children's perspectives and needs inform all aspects of our school. We believe that children should develop balance in body and mind through intensive classroom study, quiet time, vigorous play, experiences of the natural world, and reflection on our role as its stewards. At The School in Rose Valley, democracy encompasses freedom, responsibility, and participation. Our students become competent and active citizens by fulfilling real responsibilities, from tending our campus to partnering with other communities in learning and service. We honor diversity, appreciate difference, and value respectful communication. We explore the complexity of natural and social ecosystems, advancing sustainability as a personal, campus, local, and global practice.

#### Curricular priorities

Our curriculum connects heads, hands, and hearts. Literacy, math, science, social studies, languages, technology, service and partnership, art, music, wood shop, and unstructured play are interwoven in a challenging core of study and experience. Students build higher order skills—investigating, evaluating, problem-solving, and communicating—in their ongoing collaboration with peers and teachers. We honor children's creativity and initiative, and nurture their integrity and well-being. We believe snow and mud should be played in, rain is not an excuse to stay indoors, and classrooms and campus should house animals for children to tend.

### Pedagogy

At The School in Rose Valley all learning has a context, a meaning, and a purpose. Our intimate, mixed-age classrooms and creek-side campus are laboratories for the hands-on experimentation and authentic inquiry through which students create knowledge. An integrated curriculum allows students to approach concepts and content from multiple perspectives at developmentally appropriate points, deepening conceptual understanding. Students reflect frequently on their learning and follow their own questions, gradually fitting knowledge into a meaningful whole. Teachers construct a comprehensive and nuanced picture of each student through a variety of formal and informal assessments, not standardized tests.

### Community

The School in Rose Valley was built and is sustained today by the energy and commitment of children, parents and educators. We are an intentionally small school where children are known and loved. Children of different ages work and play together; and adults and children interact with trust and respect. We value partnership and we strive for inclusion. Our community gathers to celebrate seasonal and cultural traditions unique to the school. As family life evolves, responsibilities multiply, and schedules tighten, The School in Rose Valley offers a haven for families and teachers who value childhood.

### THE SCHOOL IN ROSE VALLEY STATEMENT ON COMMUNITY

Being a part of The School in Rose Valley implies a commitment to five basic tenets of community. As the school's Mission and Philosophy states:

#### Community

*The School in Rose Valley was built and is sustained today by the energy and commitment of children, parents and educators. We are an intentionally small school where children are known and loved. Children of different ages work and play together; and adults and children interact with trust and respect. We value partnership and we strive for inclusion. Our community gathers to celebrate seasonal and cultural traditions unique to the school. As family life evolves, responsibilities multiply, and schedules tighten, The School in Rose Valley offers a haven for families and teachers who value childhood.*

### 1. Commitment

We support the school's progressive mission, and we are committed to the philosophy and practices of progressive education as realized at SRV. As parents and educators we undertake to inform ourselves on the underlying rationales for progressive education and for the school's curriculum and program. When questions arise, we use the school's stated mission and philosophy to evaluate perspectives and inform decisions.

### 2. Trust

Parents trust that teachers and administrators are professionals committed to creating the best possible environment and outcomes for our children in accordance with the school's progressive mission. Teachers and administrators trust that parents want what is best for their children and prioritize the well-being of the community.

### 3. Respect

Teachers and administrators agree to respect the knowledge, perspectives, and motivations of parents. Parents agree to respect the expertise, integrity, and dedication of the staff. We agree to civilly and respectfully engage differences of opinion; to assume positive intent; to seek clarification before rushing to judgment; and to honor the school's stated mission and philosophy in cases of conflict. We agree to speak respectfully about individual members of the community and the school in all communications inside and outside the school.

### 4. Partnership

Parents, teachers and administrators share responsibility for supporting the school's mission, nurturing the children, and enriching the community through volunteering, organizing and attending community events, donating our expertise in committee work, participating in annual giving, and other means. We agree to appreciate the multiple time commitments of all members of the community.

### 5. Inclusion

We recognize that diversity enriches the educational environment and strengthens our community. We seek a community comprised of students and staff from varied economic, ethnic, gender, racial, and religious backgrounds. We undertake to practice empathy, generosity, and openness to each other's ideas and experiences, and honesty and fairness in our interactions.

## NAIS PRINCIPLES OF GOOD PRACTICE

The *Principles of Good Practice* for member schools of the National Association of Independent Schools (NAIS) defines high standards and ethical behavior in key areas of school operations, and are designed to help guide schools in becoming the best education communities they can be. At The School in Rose Valley, we endorse and strive to adhere to these standards, including the following statement about the parent/school partnership.

## PARENTS WORKING WITH SCHOOLS/SCHOOLS WORKING WITH PARENTS

Parents and independent schools work together to create and sustain effective partnerships. The following principles of good practice describe the respective roles and responsibilities of both partners.

### Parents Working with Schools

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

### Schools Working with Parents

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared

commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.

2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents' perspective on the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school defines clearly how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

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## SCHOOL ORGANIZATION

### THE SRV CORPORATION BY-LAWS

The School in Rose Valley is a 501 (c)(3) non-profit corporation. Members of the corporation include all tuition-paying parents/guardians of currently enrolled students, staff members, the Head of School, and Directors upon taking office. Copies of the corporation by-laws are available to all members of the corporation on the school website in the Parent Portal/Board of Directors section.

### THE BOARD OF DIRECTORS

The Board of Directors is responsible for the long-term health and sustainability of the School, oversight of its mission, and managing its financial affairs. The Board's principal functions include:

- Hiring and evaluating the Head of School. All program, staffing, and other decisions relating to the daily running of the school are made by the Head.

- Strategic and financial planning for the future of the school.
- Setting tuition, adoption of the annual budget, and requiring an annual external audit of the school's financial statements.
- Maintaining up-to-date bylaws and institutional policies in compliance with federal statutes concerning the school's tax-exempt status as an educational institution.
- Planning for the maintenance, renovation and development of facilities and grounds.

Board members serve without pay.

### Elections

Directors are nominated by the Committee on Directors, and elected each spring by the membership of the Corporation (all current parents/guardians and staff, plus Directors) for overlapping three-year terms. Officers are elected each September by the Directors for one-year terms.

### Communicating with the Board

Board news is communicated to the membership (all current parents/guardians and staff) in annual letters, via Freep articles, and in meeting minutes. Members may bring a question or concern to the attention of the Board by contacting the Board President.

### BOARD COMMITTEES

Any parent or community member interested in Board service or committee participation is encouraged to approach the Committee on Directors or the Board President. Through this type of participation by parents, connections are made and a thriving community is formed. Please see the Board page in the SRV website's Parent Portal for full bios, committee appointments, and contact information.

Some board committees are staffed exclusively by Directors and others may include non-Directors. The standing committees are:

- The **Executive Committee** is charged with setting the board's agenda and running the annual Head evaluation. In addition the EC is authorized to act on behalf of the Board between meetings if necessary. The EC is appointed by the President at the President's discretion, but generally comprises the President, past President, Vice-President, and chairs of the Committee on Directors, and Finance.

- The **Committee on Directors** is charged with board recruitment, education, and development. The COD slate is presented by the Executive Committee to the board yearly for election by the Board, and includes one non-board member.
- The **Finance and Audit Committee** proposes the budget to the Board and delivers all financial statements for a yearly external audit. It is chaired by a Director and open to non-Directors at the discretion of the Finance Chair.

*Additional committees are convened yearly or on an as-needed basis.*

A list of board members can be found in the school directory.

### **THE ADMINISTRATION AND STAFF**

The Head of School is hired by and is responsible to the school board. The Head has the primary responsibility for hiring and supervising all other school employees.

A list of all staff can be found in the school directory.

### **PARENT COMMUNITY ORGANIZATION**

The SRV Parent Community Organization (PCO) is an inclusive and diverse organization representing all community members – parents, guardians, staff, and anyone else with an active interest in day-to-day life at SRV. Parent involvement is a cornerstone of the SRV mission and is vital to the School's success. There are many ways to participate.

The purpose of the PCO is to serve as a community-building organization supporting an active and rewarding school-home partnership. They accomplish this through a combination of parent-run school events, community speaker programs and discussion forums, and the Class Parent program. The PCO is also responsible for managing several school events that are longtime traditions. The PCO also plays a role in facilitating parent volunteering for school-run events.

Class parents serve a vital and valued role on campus. They support classroom and specials teachers based on the individual teachers' needs and priorities for that year, often by facilitating the recruitment of parent volunteers for classroom events. For example, class parents might assist with finding parent

volunteers for field trips, for classroom coverage during teacher meetings, to help with special projects. Class parents also support ongoing communication between school and home. Class parenting can take on many forms and is flexible so that any community member can shape this opportunity to fit his/her schedule.

Just as class parent responsibilities come in all shapes and sizes, so do the parent volunteers. Anyone who is interested in helping out will find a role. Frequently, class parents are partnered so that each can take on the parts of the job that are most compatible with his or her schedules and interests. The PCO oversees and supports class parents, starting with recruiting and matching parent volunteers with classrooms/specials and providing year-round guidance, as needed.

## **GENERAL SCHOOL INFORMATION**

### **SCHOOL HOURS**

School hours are 8:15 am to 3:00 pm for full-day students and 8:15 to 11:45 for half-day students. **It is very important that children arrive on time.** Many special subjects are scheduled for 8:20 and other activities or time for socialization and group building take place beginning at that time. In addition, it puts a student at a disadvantage to continually arrive late. Children who repeatedly arrive part way into the program are missing valuable educational time.

We are required by law to track attendance and tardiness; both are noted in a child's permanent records and are forwarded to schools they attend beyond SRV.

There is a Preday program from 7:30 to 8:10 am for students who must arrive at school early. We also have an afternoon extended-day program, called "Afternoons," which runs from 3:00 to 6:00 pm.

### **TRANSPORTATION**

#### **Busing by School Districts**

In most local school districts there is public busing for elementary grades. In order to sign your child up for busing, please contact the transportation department within your public school district to find out what information they require to establish residency. Once you have registered within your school district, please go to the SRV website, under the "Parents"

heading, and fill out a Transportation Form. Once we have this, we will contact the transportation department to set up bus transportation. This may take up to a week to implement since busing is submitted to local districts at the end of May for the upcoming year. For questions about scheduled and pick up or drop off locations, you must contact your public school district's transportation office directly. Those numbers are provided below.

### **Bus Transportation Departments**

Chichester 610-485-6881x2279  
Great Valley 610-917-8660 (Krapf's)  
Haverford 610-853-5929  
Interboro 610-237-9751  
Lower Merion 610-645-1958  
Marple-Newtown 610-359-4299  
Radnor 610-688-8100x3365  
Ridley – No elementary busing  
Rose Tree-Media 610-627-6475  
Springfield 610-938-6085  
Tredyffrin/Easttown 610-240-1680  
Upper Darby 610-352-7112 x8632  
Wallingford-Swarthmore 610-892-3416 x4  
West Chester 610-594-2664 x2 (Krapf's)  
William Penn 610-461-2586 (First Student)  
Not listed – call your local school district's transportation department for information.

It has been the practice of SRV to take responsibility for children bused here at whatever hour those children arrive. Children should be told to go to the Preday room if they arrive before 8:10 am. There is no charge for children in Preday.

### **Driving and Parking**

Please drive **very carefully and very slowly (15 m.p.h.) all the way** in and out of School Lane and the parking areas. Please park only in the designated areas on either the upper or lower lot. Do not park anywhere below the center railroad tie on the upper lot as buses cannot get past. Please do not leave cars parked at the edge of the terrace, even for short times. **Never** leave your car anywhere on school grounds with the motor running. Children are not permitted on the gravel parking areas unless an adult is with them as escort.

### **DROP-OFF AND PICK-UP**

**Preschool:** Persons bringing preschool students to school should deliver them directly to their teachers or the Preday teacher. Preschool students should be picked up directly from their teachers at 11:45 if they are half-day students

or 3:00 if they are full-day students. After 3:00, they will be escorted to the Afternoons program and may be picked up and signed out from that program anytime between 3 and 6 pm.

**Kindergarten and up:** Kindergarten students may either be dropped off at the terrace or walked to their classroom. There is always a staff member on terrace in the morning between 8:05 and 8:20 to greet students and direct them to their classroom. The half-day kindergarten on Thursdays and Fridays ends at 11:45. Children should be picked up promptly from the terrace at that time. Late pickups prevent teachers from getting to their lunch break on time.

Full day kindergarten ends at 3:00. Those riding buses or being picked up by parents go to the terrace, where they are supervised by three teachers. Those attending the Afternoons program proceed directly to Grace.

The teachers supervising student departure have a list each day of the children and how they are supposed to be going home. All children are checked out when they leave. No child will ever, under any circumstances, be allowed to leave with any adult or in any vehicle without the express notification/authorization of the child's parent or guardian via a note, email, or phone call that day. Changes in pick up plans (another parent, a caregiver or grandparent, a switch from bus to parent or vice versa, etc.) can be made by calling the office **no later than 1:00.**

Children themselves are not able to make changes to their pick up plans, and their word is not sufficient to make a change in plans. They are also not permitted to arrange for visiting one another after school during the school day. They have to make arrangements at home with their parents ahead of time. If we are ever in doubt about your children's after school plans, for their safety, we will keep them at school. Any child not picked up by 3:20 will be sent to Afternoons.

### **THE LIBRARY**

All SRV students visit the library as part of the educational program. Children may sign out books to take home. All parents are welcome to visit the library at any time and to sign out books for themselves or their children. There are no overdue fees here, but families are asked to replace lost or damaged books.

## **LOST AND FOUND**

Most classroom teachers keep Lost and Found boxes in their rooms for articles belonging to that room. Always look there first. Additionally, there is a large Lost and Found box in front of the Woods building (above the black-top) where articles that are found outdoors are put. Any items left unclaimed by the last day of school are given to local charities.

## **AUXILIARY PROGRAMS**

### **PREDAY**

The Preday program is held in the Rawson foyer or the playground by the slide. The program is open from 7:30 to 8:10 am. All students arriving at school before 8:10 must sign in to Preday so they are properly supervised while on campus. There is no fee for the Preday program.

### **AFTERNOONS**

The Afternoons program is open from 3:00 to 6:00 pm on all school days. Afternoons is available on a regular as well as a drop-in basis. It is open to all SRV students.

The Afternoons Program is split into two groups by age. The preschool students meet in a preschool classroom. The kindergarten and up students meet in the foyer and gym space in the Grace Building. Both groups play outdoors as much as possible. On any given day, depending on enrollment, the groups might be combined for the last hour or so of the afternoon.

In order to ensure that Afternoons is properly staffed, we encourage parents to let us know ahead of time when their children will be coming. The rate for Afternoons is \$8.00 per hour when parents sign up and pay in advance, and \$10.00 per hour for drop-ins. Unused pre-paid hours may be carried over to the next month. Parents will be billed for drop-ins and additional hours at the drop-in rate.

The Afternoons program ends promptly at 6:00 pm. There will be an initial \$15.00 late charge and then a \$1.00 per minute charge for each additional minute after 6:00 pm. Families who continue to arrive after 6:00 pm will be asked to find other afterschool care for their child.

Bills for Afternoons will be mailed out after the end of each month. Payment is due 14 days after receipt of bill or a late fee is applied.

Children whose families are more than one month behind in Afternoons payment will not be permitted to attend the program.

Children of parents who are volunteering at school or who are attending a parent-teacher conference during Afternoons hours may attend Afternoons for no charge, but need to notify the office in advance of this.

### **VACATION DAYS**

Vacation Days are one-day programs that provide children with an affordable and fun place to be during some one-day holidays, SRV Parent-Teacher Conference Days and Staff Development Days. Vacation Day teachers provide lots of time for indoor and outdoor free play. Teachers also usually offer a few special activities such as cooking and art projects.

Vacation Days are open to enrolled students, their SRV school-age siblings, and SRV staff children. During Parent Conference Days, the program is free for children attending for up to two hours while their parents are in conferences.

The cost of Vacation Days for Conference Days and Staff Development Days is:  
Half day – \$45 for first child, \$40 for siblings  
Full day – \$85 for first child, \$75 for siblings

Vacation Days offered during the current school year are listed on the school calendar.

Registration forms for Vacation Days are sent home and posted on the school's web site at the beginning of each month.

### **MINI CAMPS**

Week-long Mini Camps are offered at SRV during Winter Break, Spring Break, and the weeks between school and SRV Summer Camp in June and August.

Mini Camps offer week-long sessions of teacher-lead project and activities along with time for free play.

Mini Camps are open to students from all area public and independent schools. Students may be signed up by the full-day or half-day.

Information regarding Mini Camps will be sent home in brochures in the fall and spring, and is available on the school calendar and web site.

## **SRV SUMMER CAMP**

At SRV Summer Camp children design their summer days choosing from a wide variety of activities. Specialist counselors teach Art, Sports & Games, Dance & Gymnastics, Nature, Woodshop, Drama & Music.

SRV Camp has programs specially designed for preschoolers, five and six year olds, seven to thirteen year olds, and a CIT program for young people finishing 7<sup>th</sup> and 8<sup>th</sup> grades. Each group has its own counselors and "home base." Every child has swimming lessons daily.

Camp runs for 7 weeks each summer, with a less structured 8<sup>th</sup> "Free to Be" week. Camp hours are 8:30 to 3:30. Extended care, beginning at 7:30 am and ending at 6 pm, is available.

Specific information about services and fees will be available in a brochure that is usually sent to SRV families in January or February.

## **AUXILLIARY PROGRAM PAYMENT**

Pre-registration and payment are required for Vacation Days, Mini Camps and SRV Summer Camp, and are recommended for Afternoons. Families with overdue accounts for any of these programs may not be permitted to attend these or other programs until their accounts are paid.

## **SCHOOL EVENTS**

### **SRV PCO-RUN EVENTS**

The PCO is responsible for managing several school events that are long time traditions. The Parents in the classroom promote the event, and inspire and invite community participation. Class Parents may chair the event, or help to find another to come forward. This model supports the idea that all school events are strengthened with a strong partnership between the administration and parent participation.

### **Community Meetings and Discussions**

The PCO aims to provide several opportunities for the community to discuss topics of interest throughout the academic year. Often drawing on the expertise and passions of our own staff and parents, the PCO presents speaker programs free of charge to the community. Representative topics in the past have included: fostering good sleep habits; implementing family-friendly nutrition; improving parent-child communication and family financial advice. The

PCO has also offered book discussion groups focused on parenting selections recommended by community members. The PCO is committed to offering programs and discussion groups that interest the community. The PCO welcomes suggestions throughout the year and maintain flexibility in planning to accommodate as many of them as possible.

### **Putter Days**

Some of the regular care of the school buildings and campus is done by parents. You can earn back your maintenance deposit by working (see page 18). A couple of times each year, parents come together to paint, garden, mulch, do small repairs, etc. Parents are given a choice of projects to work on and get to work with crews. Older children are encouraged to help out. A group of parents provide free lunch and child care. Everybody has a good time, and lots of hard work that the school would otherwise have to pay for out of tuition revenue gets accomplished.

### **Book Fair**

The Book Fair is held each fall to raise money for the Library. The books are supplied by an area retailer, and the Library gets a percentage of each sale. The Book Fair will be open during and after school, as well as during Parent Conference Day, so everybody should have a chance to drop by.

### **Winter Festival**

Winter Festival is a family oriented event that often consists of a pot-luck meal, live music, crafts, and the good wishes ceremony. Parents are invited to help plan the event and to donate refreshments.

### **May Fair**

The May Fair is the major family/community event and the highlight of the year. Held on the first Saturday in May, it is a time for the community to celebrate spring and to have fun. It is often planned around a theme, such as animals, medieval times, math, favorite children's books, etc. The festivities include dance performances by each age group, including a sword dance and Maypole dance done by the oldest children. Throughout the day there are booth and field games, pony rides, face painting, and other activities. Plants, SRV T-shirts and a variety of snack and dinner foods are sold. Towards evening there is usually a barbecue.

The May Fair is planned by parents and virtually every member of the community helps in one way or another. At a minimum, parents should plan to set aside an hour or two to volunteer that day.

### **Staff Appreciation Activity or Event**

The Parent Community Organization typically arranges for a special activity or event during the year to thank and appreciate the SRV staff. In past years the PCO has organized a special meal for the staff, or meal baskets for staff families.

## **FUNDRAISING EVENTS**

### **Fundraising Information**

The Annual Fund consists of voluntary, tax-deductible contributions given on a yearly basis. All members of the community are asked to join in the common mission of supporting the school, the students and the faculty through participation at any level in the Annual Fund. In this way, parents share in the responsibility of meeting the school's educational goals and ensuring a financially sound institution. The Annual Fund appeal begins in the fall and closes June 30.

Other contributors include alumni, parents of alumni, board members, grandparents, friends, staff and former staff.

The Annual Fund is managed by the Administration and Board Development Committee. Each year a goal is set as part of the school budget.

Special Fundraising Events are events that raise resources for enrichment programs outside of the normal operating budget. Auctions, special dinners, specific campaigns, and other events may be held to raise funds for special assemblies, artists-in-residence, or visiting experts that enhance the curriculum and educational experience of each child, tuition assistance, professional development and more. Any fundraising activity must be approved by and coordinated through the administration.

### **Annual Fund Kick-Off: A Harvest Party for SRV Parents**

This is a thank-you event to kick off the Annual Fund. It will be held on campus. The goal is to have a good time, announce the annual fund goal, thank stalwart SRV volunteers, and to inspire this year's volunteers and givers to pitch in and find an event to which they would like to

contribute. We are all leadership givers in terms of volunteer capital!

### **Arts for All**

Each spring SRV holds a major fundraising event, which in recent years has been called Arts for All. This is an evening event. There is always great food and libations, good music, and great times. There is usually an auction, as well, featuring superb works of art as well as great services, tickets, and gift certificates.

## **SCHOOL-RUN EVENTS**

### **Family Picnic**

The Family Picnic is the first all-school gathering of the year. It takes place on the first Friday after school starts, outside on the campus. This is an informal event that is fun for families with children of all ages – siblings are always welcome! Families should bring dinner for their family as well as a blanket or chairs to sit on. Everyone sits on the lawn and enjoys dinner in the company of the SRV community.

### **Apple Day**

Apple Day generally begins with small groups of mixed ages working together to harvest the edible apples and clear the rotten ones from the school grounds. The apples are divided among the classes to be used in cooking projects, and some may be used to press cider. Sometimes, special activities such as woodcarving and making apple-head dolls also take place. Towards the end of the day, there may be an all-school Apple Assembly. Finally, the children get together in group pairings to share the apple treats that they have prepared. Parent help is welcomed on this day.

### **Back to School Nights**

All group teachers hold meetings in the fall to acquaint parents with their teaching methods, philosophies and curriculum plans for the year. To accommodate as many multiple-child families as possible, these meetings will be divided between two nights, and each night will include an introduction and welcome address by the Head of School.

### **Grandparent/Special Friend Sing**

Each year SRV provides an opportunity for students to invite their grandparents and special friends to the school for one of SRV's favorite activities: singing.

### **Admission Open Houses**

#### **Multiple dates and times**

Open Houses are held throughout the school year. Families who have inquired about the school are formally invited, ads are placed in the local papers and posters are sometimes put up in the area to interest the general public.

During weekday Open Houses, school proceeds as usual. During evening and weekend Open Houses, teachers may be in classrooms to welcome guests, talk about the school and their groups, and to answer questions. Parents are welcome and encouraged to invite families who have young children who may be interested in attending SRV. Parent volunteers are sometimes sought to help with Open Houses.

### **Admissions Visiting Days**

New applicants who are applying to preschool, kindergarten or first grade, are required to attend the Admissions Visiting Day as part of the application process. Families must have begun the admissions process in order to have their child attend. Currently enrolled students do not need to attend Admissions Visiting Day.

### **Winter and Spring Concerts**

The Spring and Winter Concerts feature performances by children from the Kindergarten – OG classroom groups, as well as the SRV Chorus and Recorder Ensemble. The concerts are charming, entertaining, and impressive. All are welcome.

### **Candle Making Week**

Children have been making hand-dipped candles at SRV for decades. Candle Making Week is usually scheduled to take place in mid-January. During this week the wood shop is turned into a candle studio. Parents and teachers provide the children with many colors of melted wax, and the children hand-dip their wicks. The youngest children may be heard quietly reciting the litany "Wax, water, wipe!" as they concentrate on making the wonderfully crooked, blobby and often ultimately brown candles. Older children become more skilled and creative, often using the time to mold beautiful and clever candles or wax sculptures.

### **Track & Field Days**

Late each spring, the sports teacher holds a track and field meet for all of the children in the Middle Circle and Oldest Group classes. Children who wish may choose to participate in one or more running, jumping and throwing events

that are held during two or three mornings. This event is relaxed and fun, and the children are encouraged to strive for their personal best performances rather than to compete with others. Parents are welcome to attend.

### **Parent Appreciation Reception**

SRV Administration holds a simple reception after Sing to thank parents for all they do for the school.

### **Classroom Closing Ceremonies**

The teachers at SRV work hard to create strong, caring classroom communities throughout the year. Ending the year and saying goodbye are important rites, and the teachers plan these events equally carefully. The closing ceremonies are as individual as the groups are; teachers will inform parents towards the end of the year what to expect. In most cases, parents are kindly requested to respect that the group closings are for the children and teachers rather than public events.

### **Bead Ceremony**

On the last day of school every child is given a bead to represent their year at SRV and the qualities that are special about them. The teachers present the beads one at a time to each child, announcing to the assemblage the words or phrase chosen for each. The children are encouraged to save their beads so that when they leave SRV they will have a tangible symbol of themselves and their experiences here.

The ceremony is quiet and serious. Parents are welcome to attend. Preschool students go first and then are dismissed so that they may go and play quietly while the ceremony continues for kindergarten through sixth grade students.

## **COMMUNICATIONS**

### **CLASSROOM COMMUNICATION**

#### **Communications with Multiple Parents/Guardians**

It is SRV's aim to ensure that all parents and guardians of our students receive appropriate communication from SRV staff and administration in light of varying parental/custodial arrangements. Accordingly, when a family enrolls in the school each year, we will request information about custodial agreements and any related arrangements, as well as the names of any individuals who have

legal responsibilities for the children. We also request that parents inform the office and current teachers of any changes in such arrangements that occur during a school year.

### **Direct Parent/Teacher Communications**

At The School in Rose Valley there is a long-standing tradition of open and informal communication between staff members and parents. This is a unique and valued privilege that distinguishes our learning community from many others. We ask that staff members and parents use this privilege responsibly, and that communications always be direct, timely, respectful and appropriate.

If you have a question or concern about something that is going on in a classroom or with a particular teacher, please always address it first directly with that teacher. The Head should only be involved if your initial direct communication with the teacher does not seem to have answered your question or concern.

Your children's teachers will let you know in their beginning-of-the-year meetings and newsletters how they prefer to be contacted (e-mail, phone, etc.). Please keep in mind that teachers generally do not have time to write lengthy responses to emails or to reply to multiple emails. If you find yourself writing more than a paragraph or two at a time, or more than once a week, you probably need to make a phone call or schedule a conference.

If you need to speak with a teacher during school hours, please leave a message with the office as to where and how the teacher can reach you, and the teacher will call you back. We will not interrupt teachers in classrooms unless there is an emergency. After school hours, please call teachers and staff at their homes only in emergencies (if it CAN wait until morning, it SHOULD), and never call after 9:00 pm.

Remember, we all want what we believe is best for the children. If we can trust in this as we communicate with each other, questions and issues can be worked out more easily. Verbal abuse of teachers and staff will not be tolerated under any circumstances, and may result in a family being asked to withdraw from the school.

### **Back to School Nights**

All group teachers hold meetings in the fall to

acquaint parents with their teaching methods, philosophies and curriculum plans for the year. This is an important meeting that all parents should try to attend.

### **Weekly Emails**

Each Friday, families will receive an email from their child(ren)'s group and some Specials teacher(s) outlining briefly what happened in the classroom that week.

### **Classroom Newsletters**

Group and specials teachers send newsletters home to parents several times a year to keep them informed about what is going on in their children's classrooms. The newsletters may contain information about curriculum, group trips and other activities, and may include creative writing and artwork by the students.

### **Student Information Forms**

Each spring and/or summer, parents are sent forms on which they may describe their children in detail for the next year's teachers. These forms are designed to provide a format for communicating important information about your child, to gather information in order to enhance teacher understanding of your child, and to facilitate setting shared parent-teacher goals and expectations in a collaborative process. We strongly urge you to take the time to fill out this form before each school year. It is invaluable to your child's teacher, and you may find it very helpful in clarifying your own understanding of your child.

### **Parent Teacher Conferences**

Group teachers hold at least two conferences each year with the parents of their students. Preschool and kindergarten teachers sometimes meet with parents before the year begins, and then again in the late fall. Teachers of kindergarten and up meet with parents during two scheduled Conference Days in the fall and spring. Specials teachers are also available to meet with parents on Conference Days.

Conferences provide opportunities for teachers to share with parents how the students are doing in school and examples of the students' work. Parents are encouraged to share their own perspectives and ask questions. The teacher-parent partnership contributes to the deepest understanding of children and informs goal setting and strategizing for growth.

Additional conferences may be called by

teachers or parents, and the Head or Learning Support Team may be involved if it seems appropriate.

### **Student Progress Reports**

All teachers keep regular records about each of their students. Topics recorded by teachers include the children's academic progress, physical stance, emotional tenor, social patterns, activities and interests, and patterns in formal learning. Teachers also save examples of children's work whenever possible.

In the fall, parents of kindergarten students and up receive checklists from the group teachers prior to the fall parent-teacher conference, which is usually held in November. In the late winter, all parents receive detailed narrative reports from their children's group teachers. A second parent-teacher conference is scheduled for early March.

At the end of the year, all parents receive brief narrative updates, and parents of kindergarten through sixth grade students receive checklist updates. The group teachers' reports generally cover the same categories of information as the student records.

Specials teachers send home narrative reports that cover the children's interests and activities in the special subject, and occasionally contain more general observations about the children. Most specials reports are sent home at the end of February, along with the group reports. A few are sent home at the end of the school year.

### **ALL-SCHOOL COMMUNICATION**

It is SRV's intention to communicate with all community members in an open, honest and direct format to help everyone feel "in the loop." It is your responsibility to read this information, refer to the school web site, speak directly with staff members when you have a question or concern, attend PCO meetings, question Board members, or stop in to the office for a visit when seeking information or clarification about anything.

### **Backpack Mail**

Occasionally teachers and the administration send information home with children via "backpack mail." Please be sure to check with your child daily to see if they have anything.

### **Email**

All staff members at SRV have a school email

account. Teachers and administrators will generally respond to emails within 24 hours of receiving them. Email communication should be used for brief exchanges of information. Questions about classroom happenings, the school's curricula, problems a child is experiencing, etc. are best handled through face-to-face communication that is open, honest and direct and through which the nuances of body language, requests for clarification, etc., can be taken into account.

### **Wednesday Announcements**

Each Wednesday, an all-school email is sent out to all parents who have provided the school with their email addresses. Wednesday Announcements are sent from the office and are an effort to provide regular communication between school and home for every family enrolled at SRV.

### **Emergency Communication**

The school will communicate with staff members and parents in a timely manner and as frequently as necessary to ensure that families have the most up-to-date information. It is the staff members' and parents' responsibility to provide the school with up-to-date contact information (including phone numbers for home, cell and work, and email addresses that are checked regularly), and to watch proactively for the information.

In case of an **emergency during the school day**, all parents will be called at home or work using the contact information on the students' emergency forms. It is absolutely essential that the school has up-to-date contact information, including work and cell phone numbers, for all parents and guardians. If school must be closed early, we will keep children with us until you can be reached. If you are hard to reach, it's not a bad idea to check in with the office or check the school website on stormy days.

For **predictable weather-related school closings and opening delays**, information will be emailed directly to staff and parents, posted on the school website, and left on the school answering machine message (610-566-1088). If the weather looks bad, it is your responsibility to look for the information about school closing – check your computer or call the school yourself. ***You will not be called.***

Finally, there are rare occasions when school must be closed for a **localized or unexpected**

**emergency** that occurs at night – for example, a tree has fallen on the Lane or there is no power at SRV. In cases such as these, since parents will not know to check their email, we will use the school staff and PCO/class parents to call everyone.

### **The FREEP**

"FREEP" is short for Friday Free Press, which is SRV's all-school newsletter. Published several times a year, it contains articles about educational issues, school administration, governance, programs and special events.

### **The Parent Handbook**

The Parent Handbook contains information for parents on school operation and policies.

### **The SRV Directory**

The Directory is a comprehensive listing of all community members and their contact information. The information contained in the directory is to be used for school communication only. Address, phone, or email lists will not be sold by the school to any mailing list companies. Community members should not use the directory to build mailing lists to promote their own businesses, for political reasons, or any other use beyond the directory's original intention, which is to provide a tool for SRV families, children and staff members to contact each other.

### **Website**

The School web site ([www.theschoolinrosevalley.org](http://www.theschoolinrosevalley.org)) contains information about the educational program, alumni, special events, a school calendar, and much, much more.

There is a Parent Portal that contains forms and information parents will find helpful. To access the Parent Portal, your User Name will be your primary email address (whatever address you give to the office to receive official information from the school), and your Password will be your first name. To set up or change your email or password, contact the office (610-566-1088).

Please let us know if you ever find an error on the site or if you have suggestions for content. Please refer families who may be interested in SRV to our web site for in-depth information.

Parents who do not want their child's photo posted on the school's website, facebook page or other online media should fill out a Website

Web Permission Withdrawal Form found on the parent portal page of the school's website.

### **Bulletin Boards**

There are two exterior Bulletin Boards located on campus. The Bulletin Board in front of the Rawson building is maintained by the Parent Communication Organization and is used at their discretion.

The Bulletin Board outside of the Woods Building is for school use only. This may be used to display school news, school related information, curricular information, special event information, or the work of children or staff. It is not available to advertise or display information for any other groups. Items to be displayed will be at the discretion of the staff.

### **Listserv**

There is a school listserv for parents' use. To send a message to SRV parents, staff and other listserv members, simply type [srv@listserve.com](mailto:srv@listserve.com) in the 'To' line of your message.

The Listserv is moderated by a member of the PCO.

The kinds of things that are appropriate for posting to the listserv are announcements of general interest to the community, questions about parenting issues, calls for help ("Jodie needs two parents to help with . . .").

Announcements or opinions of a political or religious nature as well as negative comments about specific community members (known as "flaming") are not appropriate for posting to the listserv.

*Remember that putting something on the listserv is equivalent to standing before the entire community and saying it aloud. Be sensitive to the impact of your words.*

### **What happens if I answer a listserv message by hitting "Reply"?**

Your reply will go only to the person who sent the original message. *If you wish to reply publicly to the list, be sure to change the address to [SRV@listserve.com](mailto:SRV@listserve.com).* The list is set up this way because it's preferable to say something privately that you meant to say publicly (easily corrected) than to say something publicly that you meant to say privately (not always so easily corrected).

### **How can I tell when an e-mail message came from the listserv?**

Each list message will have [SRV] at the beginning of the subject line. To distinguish personal messages from all school messages, simply put "School Related" or "Off-Topic" in the subject bar.

### **I don't check my e-mail very often, but I'd like to be able to read listserv messages.**

If you check your e-mail infrequently, it makes the most sense for you to receive your listserv messages in "digest" form (messages will be sent in one bundle when a batch accumulates or at the end of each day, whichever comes first.) You can select this option by clicking on the link that appears at the bottom of each list message, logging into your account, and selecting "On" in the box that says "Set Digest Mode."

If you prefer not to be on the listserv, please unsubscribe yourself by going to the address at the bottom of each message. If you have any questions about the list serve, please contact Barb Crozier, PCO Chair.

*Repeated violation of list guidelines will result in the loss of posting privileges.*

### **"Leaves"**

"Leaves" is the all-school literary magazine that is published each spring. Every child contributes a piece of creative writing and/or a drawing. "Leaves" is published in the late spring.

## **ENROLLMENT POLICIES**

### **ENROLLMENT ELIGIBILITY**

The School in Rose Valley admits students of both genders, and any race, color, national and ethnic origin or religion, and gives them all the rights, privileges, programs, and activities generally made available at the School.

Students who have been admitted to the school with an Acceptance Letter and Enrollment Contract, and students who are currently enrolled in the school to whom a re-enrollment offer has been extended with a Re-enrollment Letter and Enrollment Contract, may be enrolled.

### **ENROLLMENT CONDITIONS**

#### **1) Signed Enrollment Contract**

Enrollment requires the receipt of an Enrollment Contract signed by any and all of the student's parents and legal guardians.

The Enrollment Contract obligates the student's parents/guardians as follows:

- I have read and support the mission of The School in Rose Valley: *The School in Rose Valley is a progressive school for children in preschool through sixth grade. In our classrooms and our wooded campus, teachers and students create experiences that arouse curiosity, stretch muscles, strengthen initiative, and stimulate questions. We guide children to know themselves, to delight in learning, and to understand their opportunities and responsibilities in our community and the world.*
- I have read and agree to comply with the School's general policies, including those on health, student behavior and discipline, safety, and enrollment, as outlined in the Parent Directory and Handbook.
- I understand that there is a \$150 late fee for all contracts returned after the February 18th due date.
- I understand that the \$750 enrollment deposit is non-refundable.
- I understand that a \$240 maintenance deposit is required from each family; single parent/guardian families pay a reduced fee of \$120. The refund of this deposit is earned at the rate of \$10 per hour for approved maintenance work on buildings and grounds.
- All enrollments are for a full year. The signing of this contract obligates me to pay the entire tuition fee and maintenance deposit for the school year. In the event of withdrawal or dismissal, the entire fee is due.
- The prompt payment of fees is required. Students may be prohibited from attending school until the account is current. I understand that if the School has to engage third parties to collect unpaid tuition that I will be responsible for all collection costs.
- I understand that any check returned from my bank will be subject to a \$25.00 service charge.
- As parents or guardians signing this agreement, we jointly and individually agree to pay all obligations.
- I understand that I must have all Health and Inoculation forms for my child completed and returned to the School on or before the first day of classes.

- I acknowledge the right of The School in Rose Valley to terminate the enrollment of my child at any time according to the best judgment of the School.
- The School in Rose Valley may use photographs and/or the names of my child(ren) and me in SRV publications and for media coverage of school events.

An enrollment offer may be withdrawn by the school at any time if a parent/guardian refuses or fails to abide by any of the terms of the Enrollment Contract.

## **2) Enrollment Deposits**

Enrollment deposits are non-refundable except in the following circumstances: If a family has applied for tuition assistance from the school and does not receive an award or the award given still does not make it possible for their child to attend, the enrollment deposit will be refunded.

## **3) Photo Identification**

To comply with regulations issued by the Federal Trade Commission (FTC) known as the "Red Flag Rules" that are intended to reduce the risk of identity theft, The School in Rose Valley has adopted an Identity Theft Prevention Program. This program requires that all new parents and/or legal guardians must present current photo identification to the office as a condition to first-time enrollment.

## **4) Authorization & Emergency Forms**

Completion of an Authorization & Emergency Form for each child, and updating the Form as needed, are conditions of enrollment at SRV and the duty of all parents and guardians of the child. All parents and guardians must sign and date a separate Form for each child. The term guardian may include a parent or other person awarded legal or physical custody by court order or by agreement.

Signature on this Form by a parent or guardian constitutes a representation, permission, agreement and consent on behalf of all parents and guardians that –

- (1) the information in the Form is accurate, and the School may rely upon the parents, guardians and alternate contacts listed in this Form for instructions, permission and consents with respect to the child,
- (2) the parents and guardians agree they are jointly and severally liable for any costs incurred by the School in responding to the child's emergency,

- (3) the School has permission and consent to act in its sole discretion, among other things, -
  - (a) to administer, or authorize others to administer, medication or other treatment requested by a parent or guardian during regular school hours,
  - (b) to administer, or authorize others to administer, emergency transportation and medical care, and take the child to a hospital or other emergency medical facility for emergency treatment, and any other actions necessary to help the child in an emergency,
  - (c) to provide special services (such as from the Learning Support Team and Intermediate Unit),
  - (d) to provide School-related transportation, field trips, and participation in special activities,
  - (e) to release the child to persons authorized for pick-up in accord with School policy, and
  - (f) in the event a parent or guardian fails in their duty of drop-off, pick-up or care/custody, to make any other temporary arrangement for the child the School deems appropriate in its sole discretion.

## **5) Payment of Tuition**

A student's enrollment is contingent on the timely payment of the student's tuition. Parents/Guardians may choose between three payment options.

Option A) Annual Billing – Pay all tuition and the maintenance deposit on or before July 1, and deduct One Percent (1%) from the total tuition.

Option B) Semester Billing – Pay all tuition and the maintenance deposit in two payments. The first payment of Sixty Percent (60%) of the balance is due on or before July 1. A second payment of Forty Percent (40%) is due on or before December 1.

Option C) Ten-Month Payment – Pay tuition with a June – March payment plan (interest free) managed directly by Tuition Management Systems (TMS). There is a fee required by TMS of \$55.00 per child, and a fee required by The School in Rose Valley of \$100.00 per child.

Payments received after the due dates will be assessed a late charge at the periodic rate of One and One Half percent (1.5%) per Month (18% Annual Percentage Rate).

An enrollment offer may be withdrawn by the school at any time if a parent/guardian refuses or fails to pay the tuition.

### **CHANGING ENROLLMENT MID-YEAR**

Once the school year has begun, families may need to make changes in the enrollment status of their children in preschool or Kindergarten, where there are both full- and part-time options. In order to provide children and teachers with consistency and predictability, to ensure that rooms are adequately staffed, and to avoid difficulties with bookkeeping, changes in enrollment may only be made through the Admissions office. Increases to schedules, such as adding afternoons for half-day students, will be made at the discretion of the school if there is adequate space and staffing and if parents agree to pay the additional tuition for the remainder of the year.

Families who wish to change their children's Preschool and Kindergarten schedules must choose from schedule options in their children's existing classrooms:

- In the 3/5 day Preschool Group, 3 or 5 half or full days;
- In the 5 day Preschool Groups, 5 half days, 3 full (M,W,F) and 2 half (T,Th) days, or 5 full days;
- In Kindergarten, 3 full (M,T,W) and 2 half (Th,F) days, or 5 full days.

### **STUDENT WITHDRAWAL POLICY**

Families of children in all grades who choose to withdraw their children at any time during the course of the school year or after an Enrollment Contract and deposit have been received for a particular school year, are still subject to full payment of tuition for that school year as set forth in the Enrollment Contract. If a family requests to withdraw a student due to a family relocation prior to the start of the school year but after an Enrollment Contract has been received, they will still be held responsible for 60% of the full tuition amount. Requests for refund of tuition or enrollment deposits because of withdrawal (for reasons other than a tuition assistance award) must be made in writing to the Finance Committee of the Board.

### **POLICY FOR NOT EXTENDING AN OFFER OF ENROLLMENT TO CURRENTLY ENROLLED STUDENTS**

Enrollment Contracts may not be offered to currently enrolled students for the following school year if the school determines that it is

unable to meet the academic, social, emotional or behavioral needs of a child or if a child or family does not adhere to the policies of the school as published in the Parent Handbook and set forth in the Enrollment Contract. Enrollment contracts may also be withheld if a family does not meet its financial obligations to the school in a timely manner.

Additionally, the school may take extra time before offering Enrollment Contracts to currently enrolled students for the following school year if the school determines that it needs further time to determine if it will be able to meet the academic, social, emotional or behavioral needs of a child, or to assess if a child or family is adhering to policies, procedures, or requests made by the Head of School or Learning Support Team. Late fees will not be assessed in these cases.

### **TUITION ASSISTANCE**

Tuition Assistance is available and is distributed to families based on need and in accordance with the school's tuition assistance policy. For information about the tuition assistance policy and for an application, contact the Director of Admission and Tuition Assistance. The tuition assistance application deadline is February 18. Families are notified of tuition assistance amounts at the beginning of April.

### **MAINTENANCE DEPOSIT**

In addition to the tuition payment, each family is required to pay \$240 (\$120 for single parent/guardian families) maintenance or work deposit. This money goes directly to a fund to pay for maintenance projects at the school. It can be earned back by families through gardening work, painting, carpentry, etc. Please see our Facilities Manager for specific projects or work off your maintenance deposit during Putter Days. Parents can earn back \$10.00 per hour for work done on the buildings and grounds, but please be sure to fill out a Maintenance Credit Slip.

### **PARENT VOLUNTEERING**

Parent involvement and volunteerism is central to SRV, and has been since the school was founded by parents in 1929. We value this partnership with parents and recognize the benefits reaped by the whole community when parents are regularly involved in the lives of their children at school.

Pennsylvania law requires that volunteers on all school campuses who supervise, guide or are in control of children and have routine interaction with them are required to have three clearances: a PA State Police report of criminal history, a Child Abuse History Clearance from the PA Department of Human Services, and a fingerprint based federal criminal history.

Clearance forms and instructions are available on our website in the parent portal section.

Volunteer clearances must be renewed every five years.

Activities that we've identified thus far that will require clearances:

- Chaperoning a field trip
- Volunteer for candlemaking
- Lunch coverage
- Routine classroom help
- Certain activities at May Fair and Winter Festival, such as face painting

Activities that we've identified thus far that do not require clearances:

- Attending community activities, such as Bead Ceremony, Grandparents & Special Friends Sing, Apple Day
- Dropping off birthday treats to the classroom
- Decorating or helping to set up for events like Harvest Festival
- Attending a meeting on campus with a staff member
- Selling books at the book fair
- Attending a special assembly
- Reading a story to a classroom or being a guest speaker
- Helping Mike for track & field days
- Certain activities at May Fair and Winter Festival, such as selling beverages or working the barbeque

SRV sometimes relies on parents to help with transportation for field trips. Anyone wishing to drive students for an official school trip must have individual seat belts for each child; children are not permitted to sit in a front seat equipped with an air bag.

Anyone driving students of an official school trip must submit the following documents to the office before the scheduled field trip:

- Valid driver's license
- Valid & signed registration card for the vehicle being used
- Valid insurance card
- Declaration page showing at least 300,000/500,000 combined single limit liability

Parent drivers may be asked to pay for their own tickets to productions or museums. However, parent drivers may be reimbursed for additional costs they incur such as for tolls or parking.

## **SPECIAL OCCASION POLICIES**

### **BIRTHDAYS**

Children may bring in treats to celebrate birthdays, but these should be approved by the teachers ahead of time. Parents are encouraged to bring in foods such as fruit, popcorn or muffins.

### **TEACHERS' GIFTS**

We encourage families to think of personal and creative ways to acknowledge and thank members of the SRV staff throughout the year. Personal notes, hand made items or things made by your child make lovely gifts.

We discourage the practice of parents initiating mandatory collection of money or other items from all parents in a classroom. Gift giving should always be at the discretion of an individual family and families should not feel pressured to contribute to "class" gifts.

### **TOYS AT SCHOOL**

At The School in Rose Valley, the materials we make available to the children every day offer the best opportunities for creative, constructive and cooperative play. They encourage learning and social interaction. Toys from home are hard to share and may get lost or damaged. Therefore children should not bring toys from home to school. Electronic devices such as hand-held games, cell phones, and personal audio players may be used during a long bus ride to or from school but must be kept out of sight during school. Use of such devices during bus rides associated with field trips is at the discretion of your child's teacher.

Personal electronic readers may be used on a bus and in classrooms at the teachers' discretion.

"Toys" includes: dolls and action figures and vehicles; collectible cards; collectible stuffed animals; games and game pieces; distracting gadgets and accessories.

"Toys" does **not** include soft animals and blankets used by young children at rest time.

## HOLIDAYS

The School in Rose Valley is committed to teaching a curriculum that is rich in cultural diversity. Today's children will shape the world's future, and should be given the intellectual, moral, and social guidance and tools to do so responsibly. Children will need to understand others to be able to work together in a global society. The school actively teaches and models the values of embracing difference and diversity as vital forces in society, and of respecting one's self and others.

In support of this, the school acknowledges and teaches children **about** holidays, religions, and religious practices and beliefs from many cultures as important elements of the multicultural curriculum. Studying religions and holidays in the classroom provides teaching opportunities that do not place value or judgment on any particular beliefs or practices. Learning that many religions and celebrations from around the world have similar underlying values promotes mutual understanding, and appreciating the differences fosters respect and peaceful coexistence.

Teachers make the learning about holidays and religions as active and personally meaningful as possible. Children learn about themselves and others when members of the community, including the children themselves, share family stories, pictures, writings and other activities within a curricular context. Engaging in low-key group activities that have educational value, such as making costumes or special foods together in the classroom, brings the lessons alive. As is true with all areas of the curriculum, children are encouraged to initiate activities and discussions, and to share with their classes what is important to them.

In teaching the children about holidays and religions, the school avoids, as much as possible, the over-stimulation, commercialism and competitiveness that often accompany the celebrations of many modern holidays and that can trivialize the holidays' true meaning and spirit. In support of this stance, we discourage

parties, parades, exchanging commercial cards or gifts, and sugary treats in school, as we find they tend to divert focus from meaningful learning experiences in a classroom setting.

The School in Rose Valley is committed to holding activities and events that build the school's sense of community and tradition, and fulfill our human need for ritual and celebration. The school's traditions celebrate lives and life in meaningful ways that are not based on any religions or specific cultural orientations, so all members of the community can feel included. Special days such as Apple Day, Winter Festival and May Fair foster respect for nature and the cycles of seasons and life. Classroom events such as Authors' Celebrations and concerts provide important opportunities for us to celebrate children's growth and accomplishments. The Bead Ceremony allows the whole community to recognize children individually in a moving and respectful ceremony. These activities and celebrations are educational, inclusive, and bring tradition, richness and ritual to the community.

## CAMPUS & VISITORS POLICIES

### USING SCHOOL GROUNDS

When school is not in session, the SRV playgrounds are open to the public. Families are welcome to use the grounds and playground equipment (excluding the swimming pools) any time. Please help take care of the school by being careful yourself, by cleaning up after your usage, and by notifying the office if you see any damage.

When organizing larger group events like potlucks, picnics, or meetings at school, please obtain clearance for the date and usage of the facilities by speaking with a member of the administrative team.

### VISITORS ON CAMPUS

The School in Rose Valley has always been and will continue to seek to be a warm and welcoming community environment. At the same time, we recognize that our open campus and relaxed atmosphere make the school vulnerable to unwelcome guests. We also understand that it is critical that in the event of an emergency, everyone on campus must be safe.

## EMERGENCY PROCEEDURES FOR VISITORS

In case of an emergency or emergency drill during the school day, parents and other visitors on campus must adhere to the following procedures, which are posted at every classroom door:

**FIRE DRILL** (For any event requiring building evacuation to the outdoors)

1. If you hear the fire alarm or announcement on the Emergency Address System, walk quietly to the field and wait quietly with the teachers and children.
2. If told to, go with the teachers farther away from the school.
3. Wait to be dismissed.

**SHELTER-IN-PLACE DRILL** (For any event requiring taking shelter in a strong structure)

1. If a messenger or announcement on the Emergency Address System tells you to, go to the nearest indoor shelter area. The shelters are:  
Grace – downstairs hallway and bathrooms  
Woods – central hallways and bathrooms  
Main – upstairs hallway or back of the woodshop  
Chip – library bathroom or back of the lunch room  
Rawson – central hallway and bathrooms
2. Sit on the floor and wait quietly with the teachers and children.
3. Wait to be dismissed.

**LOCK-DOWN DRILL** (For any event requiring a lock down)

1. If you are outdoors and a messenger or announcement on the Emergency Address System tells you to, go quickly and quietly into the closest building. Sit quietly on the floor and wait for instructions.
2. If you are indoors and a messenger or announcement on the Emergency Address System tells you to, stay exactly where you are. Sit quietly on the floor and wait for instructions.
3. Wait to be dismissed.

**Unfamiliar faces** – All members of the school community are responsible for getting to know each other by sight, and being vigilant in keeping an eye out for unfamiliar faces.

Any community member who sees someone they do not recognize on campus during school hours or in a classroom or building at any time, should approach the person immediately. Unfamiliar people may be asked to identify themselves, invited to sign in at the office, or even asked, "May I help you?" If the unfamiliar person is indeed a visitor, this will be helpful. If the person is a community member, he/she should understand that we are checking for very good reasons.

Any community member who is concerned about someone they do not recognize, or who encounters someone who appears threatening, should take immediate action. Notify the office, or call 911.

## VISITING CLASSROOMS

Parents are welcome in classrooms most of the time. However, parents should not be in classrooms when no teacher is present. Also, teachers may suggest that particular times of day or activities work better for visiting than others, and we request that parents honor such teacher preferences.

Early morning is not a good time to try to "catch" a teacher for a "quick conference." Brief interchanges of information such as that the child has had a bad night are helpful. Longer exchanges should be saved for conference appointments made with the teachers to take place during non-school hours.

Classrooms are not an appropriate place for socializing with other parents or for allowing babies and toddlers to play for extended periods of time. Parents who wish to chat with friends and/or to let their little ones play are encouraged to use the outdoor play areas for this purpose. It just gets too crowded in the classrooms when many families remain, and the noise of adults talking and small children playing is often distracting to the students and teachers and inhibits the school programs.

Parents who are interested in observing in classrooms other than their children's are asked to arrange this in advance with the office so that we can ensure that it is a good time and the teacher knows to expect you.

Student visitors to classrooms are not allowed at any time except for the OG alumni event we hold on each election day when last year's graduates visit OG for the day.

## STAYING FOR LUNCH

By all means, come and have lunch with your child in the classroom! Please notify the office in advance, however, that you intend to eat with us, so that the kitchen can prepare. There is also a small charge for visitors' lunches: \$3.00 for adults and \$2.00 for children, which can be paid at the office. There is no charge for lunch for parents who are volunteering at school that day.

## DOGS AT SCHOOL

Dogs are not permitted on campus during school hours and school events. Many children are allergic to dogs, some children are fearful of dogs, and if everybody brought their dog to school, it would be extremely disruptive. Thank you for respecting this policy.

## FOOD & LUNCH PROGRAM

### FOOD PHILOSOPHY

The food program at The School in Rose Valley is designed to meet two primary goals. First, it is meant to provide students and staff with healthy and appealing snacks and lunches. Second, and perhaps more importantly, the food program is intended to serve two major curricular purposes. The provision of family-style meal times helps create and maintain the community experience that we value, and the preparation and serving of healthy food helps teach the students about nutrition and builds the foundation for healthy life-times.

### FOOD PROVIDED AT SRV

The School in Rose Valley believes that all children should be fed nutritional and appealing snacks and meals during the school day. Our intention is to provide menus with optimum appeal, variety and nourishment that are reasonably affordable and simple to prepare.

The snacks provided at school are intended to tide young children over between breakfast and lunch and during sometimes long car or bus rides home. They should neither substitute nor "spoil a child's appetite" for a healthy lunch or dinner. The kitchen provides nutritious snack foods to classrooms, in amounts that are sufficient to give the children a reasonable portion in the middle of morning, and a little something at the end of the day, only. Teachers may serve other foods in their rooms, such as food that the children have baked or fruit left over from lunch.

For lunches, we are committed to serving nutritionally balanced meals. We follow the Dietary Recommendations for Children and Adolescents published by the American Heart Association. We use a limited amount of processed foods, especially those containing white flour, salt and sugar. We use fresh produce as much as possible, including locally grown and organic foods when they are available. We cook from scratch as much as possible.

The school lunch contains nutritious main courses, plus vegetables, salads or fruit, and milk or juice every day. The lunch is vegetarian 2-3 days per week, and a vegetarian alternative is available on fish or meat days. We do not serve pork, and red meat is served only on occasion.

### SPECIAL FOOD ACCOMODATIONS

The school believes that promoting healthy eating habits in children may entail, at times, encouraging them to try unfamiliar foods, and occasionally asking them to eat what is presented to the group, even if it is something that would not ordinarily be their first choice. Because we want children to have nourishment during the day, it is our policy to insist that all children eat *something* (and not snack food) at lunchtime.

We also recognize that some children find some foods inedible. For this reason, the school provides whole wheat bread or bagels, peanut butter or cream cheese and jelly, and fruit daily as alternatives to children who do not care for the main course. To encourage the children to broaden their palates, no other special foods are provided to them based on eating preferences alone.

The school is committed to ensuring that, as much as possible, all members of the school community have the opportunity to share in the experience of children and adults eating the same foods family-style in classrooms. For this reason, the school provides alternatives that are as similar as possible to the main course being served to individual children and staff members who have minor food allergies or sensitivities, moral objections to eating certain foods, or religious prohibitions against eating certain foods.

For children with food allergies or sensitivities, we will provide substitute foods that are non-

dairy, nut-free, and/or that have limited or no wheat or soy. However, to have any of these accommodations, families must provide the school with a doctor's note listing the allergies or sensitivities of concern, and what symptoms the school should look for in case of accidental ingestion.

The school cannot go to great expense or trouble to prepare special foods for individual community members with multiple or extreme needs. Children and staff members with extreme or complex allergies or dietary restrictions may be asked to provide their own foods. This arrangement must be made at the beginning of the school year with the administration, who may request a doctor's note to document specific needs.

When individual children have food contact allergies (for example, simply inhaling or touching certain foods can make them sick), the school will make every effort to ensure that the classrooms which those children are likely to enter are allergen free. The school cannot guarantee that allergens will not enter these classrooms, for instance in another child's lunch or birthday treat. Nor can the school eliminate the allergens from the entire school.

To request main course alternatives for health, moral or religious reasons, families must send in to the kitchen staff at the beginning of the school year, or at least two weeks in advance of calendar-related needs, a written explanation of what the child or staff member may and may not eat. (For young children, a second copy of the explanation should also be given to the children's classroom teachers.) The kitchen staff will then provide alternatives that are nutritional and are of a reasonable cost and simple to prepare.

Community members may change their dietary requests of the kitchen, but unless the changes are calendar-related, they should be intended to be "from this time on," not just because a particular food that they like or dislike is being served one day.

When food substitutions are prepared for individual children or staff members but not eaten by them, to prevent the waste of food, leftovers will be made available to any other community members who wish to eat them. The school will not force children over the age of 8 to adhere to moral or religious dietary

restrictions requested by their parents against the children's will. In other words, a child who is old enough to understand the consequences of her decision and who does not have an allergy or health-related issue, will not be prevented by staff members from choosing to eat restricted foods if she wishes.

## **FOOD AND HOLIDAYS**

As it says in SRV's Holiday Policy, "The School in Rose Valley is committed to teaching a curriculum that is rich in cultural diversity. ... In support of this, the school acknowledges and teaches children **about** holidays, religions, and religious practices and beliefs from many cultures as important elements of the multicultural curriculum."

One way of teaching children about different cultures is the sharing of special foods. As part of a classroom's curriculum, individual groups may prepare or share from a child's home foods related to a particular culture, religion or holiday being studied, as long as there is curricular context given to the children. As is true in general at SRV, sugary treats, even if related to a particular culture or holiday being studied, are discouraged. The school will not serve to the whole school community on or around religious holidays any special foods related to the celebration of those holidays (such as ham at Easter time or latkahs during Chanukah).

Additionally, the whole school community will not be expected to observe religion-based food restrictions. For example, the whole community will not be asked to abstain from eating meat on Fridays during Lent, or to eat Kosher foods during Passover. However, when food substitutions are prepared for individual children or staff members but not eaten by them, to prevent the waste of food, leftovers will be made available to any other community members who wish to eat them.

## **PARENT-PROVIDED FOOD**

Unless they have extreme or complex dietary restrictions and have arranged with the administration to provide **all** of their own food, children are not permitted to bring snacks or lunch to school, except during field trips. For children who do need to bring their own food, it may be refrigerated but should not require any adult assistance to prepare.

The school tries to discourage the use of

unhealthy foods and sugary snacks. Children bringing lunches to take on group trips should not bring sweets or soda. Usually, school can provide milk for trips. Children may bring in treats to celebrate birthdays, but these should be approved by the teachers ahead of time. Parents are encouraged to bring in healthy treats such as fruit, popcorn or muffins. If possible, treats brought from home should not include common allergens such as nuts.

The school does not require nor can it guarantee that parent-provided food in classroom treats, field trip lunches or school special events such as pot-lucks and bake sales is allergen-free. When sending food to school or eating picnics on campus, parents are encouraged to avoid, if possible, foods containing nuts, peanut butter and nut oils. Contributions to food at school events that are guaranteed to be nut-free should be labeled as such so that allergic individuals know they are safe for them to eat.

## HEALTH POLICIES

### SMOKING POLICY (BOARD POLICY, 2009)

#### Purpose:

Smoking and tobacco use have been identified clearly as major causes of preventable disease and death. Because we have a primary concern and responsibility for the safety, health and well being of our students, as well as concern for the safety, health and well being of our staff and visitors, and to be in compliance with the Pennsylvania Clean Indoor Air Act, The School in Rose Valley (SRV) will eliminate the hazards of both first and second hand smoke by prohibiting smoking in all SRV facilities and on SRV property.

#### Policy:

Smoking and tobacco use are prohibited in all SRV facilities and on SRV property. This ban will include all vehicles, including private vehicles, being used to transport SRV students to or from SRV activities and field trips.

#### Procedure:

Notification of this policy shall be made in the staff and parent handbooks. Further notification and posting of this policy shall be made at the discretion of the administration.

### HEALTH SCREENING POLICIES

The PA Department of Health requires that every student receive a vision screening and is

weighed and measured each year. Audiometric screening is done in grades K, 1, 2, 3, 7 and 11. Students in grades 6 and 7 must be checked for scoliosis. The state also mandates that students in grades K, 6 and 11 receive physical examinations and those in grades K, 3 and 7 receive dental examinations. The reports of these examinations must be filed in the school office.

### IMMUNIZATION POLICIES

The PA Department of Health requires that all children attending daycare or school, including preschoolers, provide proof of having received the state-required immunizations for their enrollment age. Or, parents must submit certification that the children have not been immunized for legally approved reasons.

In accordance with state law, children who do not submit proof of immunization or a "Certificate of Immunization" stating the reason for not being immunized **will not be allowed to attend school.**

Proof of immunization may be provided by any written record (usually from the doctor's office) showing dates the immunizations were received.

If immunization is against your religion or you have a strong moral or ethical conviction similar to a religious belief, you must sign a "Certificate of Immunization" stating your reason for declining immunization. If immunization is not medically advisable at this time, a physician must sign the medical exemption on the "Certificate of Immunization."

"Certificates of Immunization" may be procured from the school office or from the school nurse of the Wallingford-Swarthmore School District. Please call the school nurse with any questions regarding signing the form for exemption purposes.

**Please note:** In the event of an outbreak of any of the illnesses below, children who have not been immunized will be subject to the state-mandated policy and will be excluded from school for prescribed lengths of time. In the case of chicken pox, for example, that would be for two full weeks after the last child's last symptoms have disappeared. Children would be permitted to return to school much sooner (in some cases in as little as two days) if they were immunized at the time of an outbreak.

The PA immunization requirements are:

<b>Vaccine</b>	<b>Age 3</b>	<b>Age 4</b>
Diphtheria	3	4
Tetanus	3	4
Polio	3	3
Hepatitis B	3	3
Measles	2	2
Mumps (or diag.)	2	2
Rubella (Ger. Measles)	1	1
Varicella (or Chicken Pox diag. after age 1)	1	1

## **STUDENT ABSENCE**

When a child is going to be absent from school due to illness or special plans, parents must notify the office directly in advance or in the morning of the day of the absence so that we know not to expect the child. You may leave a message on the school answering machine before school hours or email the office, if you wish. This ensures that we all know where the children are at all times. It also helps the teachers plan their days.

If a child must miss part of a school day or be picked up early, again, parents must notify the office directly in advance or in the morning of the day of the appointment. Anyone picking up a child early must also check out of the office before taking the child off of the campus.

## **POLICIES FOR EXCLUSION FROM AND RE-ADMISSION TO SCHOOL DUE TO ILLNESS**

Children who are ill should not and may not be in school. The following criteria, in addition to staff discretion, are used by the school to determine when a child will be sent home or not allowed to return to school due to illness.

**Fever:** Children will be excluded if they have a temperature of 100 degrees or higher. They will be readmitted when the temperature has been normal for 24 hours **without the use of fever-reducing medication**. (Please note that fevers often go down in the morning and go up as the day progresses.)

**Vomiting and/or diarrhea:** Children will be excluded if they are vomiting or have severe diarrhea. They will be readmitted when the symptoms have been absent for 24 hours.

### **Communicable rashes and**

**conjunctivitis:** Children with conjunctivitis and/or a communicable rash will be excluded. Re-admission will require absence of the rash or redness in the eye, or a note from a physician.

**Pediculosis (head lice):** Children with head lice or nits (lice eggs) in their hair will be excluded. They may be readmitted as soon as they have been treated with a pediculicide and the nits have been removed.

**Streptococcal Infection (strep throat, scarlet fever, impetigo):** Children will be excluded until 48 hours of appropriate antibiotic has been given and the temperature has been normal for 24 hours **without the use of fever-reducing medication**.

**Ringworm:** Children will be excluded until control measures have been instituted, and must have a doctor's note before returning.

**Chicken pox:** Children will be excluded for 1 week after the onset or the appearance of the first eruption, and may be readmitted when all viscicles have formed scabs and the temperature has been normal for 24 hours .

**German Measles and Measles:** Children with german measles will be excluded for 4 days and those with measles for 5 days.

**Mumps:** Children with mumps will be excluded until their glands are no longer swollen.

**Scabies:** Children with scabies will be excluded until it is successfully treated.

**Poison Ivy:** Children whose poison ivy includes very obvious and extensive weeping will be excluded.

## **HEAD LICE**

Head lice infestation is an extremely common affliction of children (and families) and is prevalent in all institutions which include them (schools, summer camps, etc.). One case can quickly spread to many.

The head louse, a parasite that lives on the hair and scalp, is transmitted from one person to another by direct contact or on shared combs, hairbrushes, hats, clothing and bedding. Head lice are small (about as big as a !), elongated, flattened insects, grayish-white with dark margins. They do not have wings and cannot jump. They do move very quickly, though, which makes it difficult to find them in a person's hair. Head lice can survive 1-3 days without a human host (i.e. in carpets, bedding, upholstered furniture, hats and clothing, and

soft toys). They do not live on cats or dogs.

As a school, we take every precaution possible to prevent the spread of head lice in the community. Our lice policies are designed to help us detect, take care of and prevent the spread of head lice.

We request that you, as parents, check your children often and report cases of head lice to the school immediately. When children have had lice, we re-check them daily to be sure the problem has not recurred. And to control its spread, we recheck all of the classmates, friends and siblings of the children who have had lice once or twice a week.

Children who have head lice are not allowed in school until the lice have been killed with an effective treatment, **and all of the nits have been removed.**

Classrooms where lice have been detected are sanitized. We remove all pillows, cushions, upholstered furniture, dress-ups and other items that could harbor live lice or viable nits. We vacuum the rugs of these classrooms daily. We remove or bag all extra articles of clothing, hats and jackets in the rooms. There is more information about lice, its prevention and treatment available in the office.

## **TICKS**

At SRV our children hike and play in and near the woods in the normal course of their school days, during science and sports classes, and for creative writing and recess. The children are exposed to deer ticks while in the woods as well as when they play in the playground, just as they are in most backyards. We don't want the children to get sick, but we also don't want to eliminate enjoying and learning from nature from our program. It should be understood that children are at risk for contracting Lyme Disease at SRV, and that our disease prevention policies decrease but do not eliminate that risk. We recommend that parents check their children daily for ticks, especially in the fall and spring.

Parents will be notified when a child is found to have a deer tick, a definite or suspected deer tick bite, and/or any suspected symptoms of Lyme Disease. There is more information about deer ticks and Lyme Disease in the office.

## **ILLNESS OR INJURY DURING SCHOOL**

A preschool child with an illness may be treated in the preschool building or be escorted by a teacher to the main office. An elementary child will be sent to the office where the child will be examined and/or given a quiet place to rest. Temperature may be taken. The parent or other person named on the child's emergency card is notified.

A first aid kit is provided for each classroom and is kept by the room's main sink so that anyone may find it quickly. A child with a minor cut or scrape is treated, if possible, in the classroom. Whether treated in the classroom or office, all facial and head injuries are reported immediately to parents.

The protocol and procedures for handling serious injuries are in the Crisis Management Plan.

## **ADMINISTERING MEDICATION AT SCHOOL**

Medications may only be dispensed by office staff members. Prescription medications may be dispensed only when there is an order from a physician and written permission from the parent. Prescription medications may only be dispensed from the original container with the student's name and the doctor's instructions clearly printed on the label. Non-prescription medications may be given if there is parental permission (either verbally or from the emergency card) and if they are indicated.

## **USE OF ASTHMA INHALERS AT SCHOOL**

As with all medications, asthma inhalers for preschoolers are kept in the office and administered by office personnel, only, in accordance with the administration of medication policy above. We strongly recommend that asthma medication for school-age children (kindergarten and above) also be kept and administered in the school office. However, in accordance with PA law, in 2013 SRV adopted a Use of Asthma Inhalers in School Policy, which allows school-age children at SRV to carry and self administer their asthma medication under the certain provisions.

First, the student's parents/guardians must file with the school annually a signed Asthma Inhaler Use by Student in School form signed by the parents/guardians and the child's doctor attesting that the student is qualified and able to carry and self-administer the medication correctly, safely and appropriately; and that the

school and school employees will not be held responsible for the benefits or consequences of the prescribed medication or for ensuring that the medication is administered.

Second, the student must behave responsibly and appropriately when carrying and using the inhaler by:

- Keeping track of the inhaler and keeping it in appropriate condition;
- Not allowing other students to play with or use the inhaler;
- Knowing when it is necessary and appropriate to use the inhaler;
- Self-administering the inhaler appropriately, including giving the appropriate dosage.
- Reporting to the office when he/she has used the inhaler so that it can be properly overseen and recorded.

The school may revoke the student's privilege to carry an inhaler if the student does not behave safely, responsibly and appropriately. For a copy of the complete policy, see the office.

#### **POLICY FOR HANDLING AIR-BORNE CONTAGIOUS ILLNESSES**

The following procedures, policies and plans are in accordance with the recommendations from the U.S. Center for Disease Control (CDC) and the U.S. Department of Education (DOE). SRV will monitor the flu situation in any given year, and will change our plans and procedures, if needed, should the CDC and DOE's recommendations and/or requirements change.

The policies and plans include: daily health hygiene curriculum and policies for the prevention of the spread of influenza (flu) and other air borne contagious illnesses; additional policies that might be put into effect in the event of a serious outbreak of influenza (flu) or a similarly serious air borne contagious illness; and a plan for handling a serious outbreak of influenza (flu) or a similarly serious air borne contagious illness. A complete copy of the Policy may be obtained from the office.

#### **PROCEDURES FOR THE PREVENTION OF DISEASE TRANSMISSION**

Routine and standard procedures are used to clean up after a child has had an accident or injury. The body fluids of all persons are considered to contain potentially infectious agents or germs; contact with body fluids presents a risk of infection. The term "body

fluids" includes blood, drainage from scrapes and cuts, feces, urine, vomit, respiratory secretions (such as nasal discharge), and saliva. For a complete copy of SRV's Procedure for the Prevention of Disease Transmission in School, see the office.

### **SAFETY**

#### **CLASSROOM SAFETY**

Children are not permitted in any room without an adult. Rooms with potentially dangerous equipment and supplies, such as the science room, art room and shop, are kept locked when not in use.

#### **OUTDOOR PHILOSOPHY**

The outdoors has traditionally been considered one of SRV's greatest assets. The natural environment is a source of learning materials and experiences for all ages and subjects. SRV children are taught to love the environment and are expected at all times to treat its plant and animal life with tenderness and respect. The outdoors is also the very best of playgrounds for healthy, growing children.

At SRV, all children are outside whenever possible; only pouring rain keeps them indoors during the daily noon recess. Children can and do play in sand and dirt as well as on the man-made playground equipment. Parents should understand that the children will get dirty, and that they should have extra clothes at school at all times.

Children are always supervised by one or more teachers when outdoors. However, at SRV the children are also taught to watch out for each other. They are reminded regularly that adult help is always available in the office, and that when they see a problem that they cannot remedy themselves, they should seek that help immediately.

Preschool children play, for the most part in the small playground behind the preschool building. Older children are permitted to play throughout the school grounds. Ribbons are attached to trees to form a visible boundary around the play areas, and children are not permitted beyond these boundaries.

#### **SHOES POLICY**

Children at SRV run, jump rope, climb, use large saws, hike and dance, and they can't do

any of these things well or safely in slip-on shoes or shoes with smooth soles.

We require that all children at school wear **strapped or tied shoes that have good traction**. That means no flip-flops or clogs, and that sandals and boots must have good traction on the soles.

As always, we require that children wear **close-toed shoes or boots during shop, sports, and on hikes**. Children who like to wear sandals should keep a pair of closed-toed shoes in their cubbies at all times for when they have shop, sports, and go on hikes.

## OUTDOOR RULES

These rules are reviewed regularly by the staff and students. The rules are in effect at all times, even during non-school day special days such as May Fair. Parents should feel free to remind children of the rules and to enforce them themselves whenever they are on campus.

1. Children must always wear shoes and shirts when outdoors.
2. When playing sports, climbing or hiking, children must wear sturdy and flexible shoes with good traction that are strapped, tied or buckled securely to their feet (no flip-flops, crocs or clogs).
3. Children may not wear long necklaces or objects dangling from their necks when playing outdoors.
4. Children may not play in parking areas, trash sheds, or beyond the marked boundaries in the woods where they are visible.
5. Children may not go into any buildings without an adult, except to use the bathroom or the water fountain in the "Green Room" in Rawson.
6. Children may not play contact sports, wrestle, rough-house or play-fight in school. There should be no pushing, tripping, tackling, real or pretend hitting and kicking, or holding someone down.
7. Chase games are permitted as long as all participants are willing. "Capturing" may only be done by holding one hand or arm, and "prisoners" must be released if they wish to be.
8. Children may only collect mud or clay to play with or dig holes in the sandboxes and in the "clay mines" in the fort area. Children may not dig or collect mud from depressions or dig in, divert or dam up run-off "streams" in the field or playgrounds, as this makes the depressions and streams deeper and increases the mud problem and tripping hazard.
9. All sandbox toys (buckets, shovels, trucks, wheelbarrows, etc.) must remain in the sandboxes.
10. Children may not play with bricks or rocks, except when building in the fort area. Children who want to chip rocks or slate may do so during group breaks (not during lunch recess) and only with teacher supervision and while wearing safety goggles.
11. Children may not play with sticks "longer than their pinkies," unless they are building forts with them. Sticks may not be used as weapons or walking sticks. Large sticks, planks and boards being used to construct forts must stay in the woods.
12. Children may not throw or threaten others with sand, hard things or sticks.
13. Jump-ropes may only be used on the blacktop and only for jumping. Ropes may not be tied to people or play equipment, or used to swing or climb.
14. Wheeled toys (tricycles, wagons, etc.) must remain in the preschool area, and may be used by preschoolers only.
15. Snowball fighting is only permitted on days when the snow is soft. Snowballs (no ice balls) may only be thrown on the field. Children who go onto the field on snowy days must understand that they are indicating willingness to throw and to be hit with snowballs. Snowballs should not be thrown at the head or face, thrown from close range, or stuffed down clothes. Snowball throwers may not gang up on anyone.
16. Children may bring their own sleds to school, but must share them with others. Snowboards and skis are not permitted in school. When sledding, children may not stand up or crash into one another. Children should stay out of the paths of sleds, and may not try to block sleds or pile on top of one after it has started down the hill. Taking sleds over hard steps or sandbox ledges is not permitted. If there are more children than sleds, they must share.
17. Children may not climb in trees, on roofs, fences, the backstop or the supports of swings.
18. Children must be cautious when swinging. Twisting chains, running between swingers,

putting boards on swing seats, doing flips, and jumping off swings when they are going fast are not permitted. Two children may play on one swing, but one child may not play on two swings.

19. Sliding boards must be used carefully. Children may not push each other down slides, and wheeled toys and sleds may not be used on the slides.
20. Children must be cautious when playing on the see-saw. They may only stand on the center section of the see-saw, and they may not put other objects, such as rocks, on the seesaw.
21. Skate boards and roller skates may not be used in school.
22. Children may bring sports equipment such as lacrosse and hockey sticks to school, but they must share them with others who wish to play, and they may only play "catch" unless they are under the direct supervision of an adult. Real (hard) lacrosse balls, field hockey balls and ice or street hockey balls or pucks may not be used at school.
23. When playing baseball, only "Soft Safe" or tennis balls may be used. Batters must wear batting helmets, and catchers and umpires must wear helmets and masks. Children may bring their own baseball equipment to school but must share with others who wish to play.
24. Knives are not permitted in school.

#### **APPLE CORE RULES**

1. **All children** are welcome to play under and around the Apple Core (the "boat") at any time.
2. **Preschoolers** may only play on the first deck and sliding board with an adult's supervision. Preschoolers may not go up to the second deck or crow's nest at any time.
3. **Kindergartners and up** may play on the second deck and crow's nest at any time.
4. **General safety rules are:**
  - a. Only one person may be on the ladder to the crow's nest at a time.
  - b. Only three people may be in the crow's nest at a time.
  - c. No one may climb onto or over the railings.
  - d. No one may throw anything from the upper decks.

#### **SAFETY DURING FIELD TRIPS**

Occasionally the school will rent vans or buses to transport students on a field trip. Otherwise, school trips may be taken using parent drivers

and private vehicles. Anyone wishing to drive students for an official school trip must have the volunteer clearances and documents as described above in the section on parent volunteering

Swimming during field trips, either in a private residence or public facility, must be supervised by a lifeguard certified by the American Red Cross. If at a home, the host family should hire and pay for the guard.

#### **CAR SEATS**

It is a PA law that all children under 80 lbs. must ride in booster seats. SRV strongly encourages the use of booster seats, but neither the school nor the parents driving on trips can be expected to provide them for all children. We recommend that on trip days, parents send their children to school with boosters labeled with their names. Teachers will ensure that they are used and sent home again with the children at the end of the day.

#### **SEXUAL HARASSMENT POLICY**

As required by law, SRV has a thorough and strict policy regarding verbal and sexual harassment. The policy includes procedures for students, families and employees who wish to make a complaint of harassment against any member of the SRV community.

If you have any questions, or you would like to see a copy of the Sexual Harassment Policy, please contact the office

#### **CRISIS MANAGEMENT PLAN**

As required by law, the school has a comprehensive Crisis Management Plan for handling all kinds of imaginable and unimaginable crises and disasters at school. To mention a few, the Plan includes specific actions to be taken in the case of a tornado, an armed intruder, the release of a toxic substance outdoors, serious illnesses or injuries, suicide, and tragedy in the community.

The school has indoor emergency shelters on campus, and we have designated remote safe destinations (and routes!) in the event that the campus must be evacuated. We have a variety of communication tools at hand, and we have contacts with area emergency agencies and personnel.

If you have any questions, or you would like to see a copy of the Crisis Management Plan,

please contact the office.

## **STUDENT SUPPORT & DISCIPLINE**

### **A PROACTIVE APPROACH TO TEACHING SOCIAL SKILLS**

At SRV, we are committed to teaching students to be responsible and caring members of interdependent communities. We also teach to the development of the whole child. Children's emotional and social health and well-being are watched and cared for. Such things as handling emotions, manners, and appropriate social behavior are proactively modeled and taught.

### **OUR APPROACH TO MISBEHAVIOR**

Teachers and staff at SRV look at all children and situations individually. In matters of behavior, teachers try to focus on the reasons why children behave in certain ways and what strategies the teachers might use to help the children overcome their need to misbehave. When observing children misbehaving, teachers try to ascertain the children's motivation, which might be, for example, to get attention.

Teachers attempt to react to children's misbehaviors in a calm and consistent way that will discourage the misbehavior while supporting the children's underlying needs. At the same time, they also develop and initiate plans for interacting with those children throughout their days at school in ways that will address the children's specific needs, such as to give them lots of positive attention when they do not misbehave.

A key element of this approach to handling children's misbehavior is the emphasis on the children's choice to behave in certain ways. Children are given the language and treated in ways that teach them that only they are in control of their behavior, that only they can choose to change it, and that if they do not choose to do so, they must experience the natural consequences. Matters for discipline are handled consistently throughout the school. Emphasis is placed on developing the child's ability to take responsibility for his/her actions and decisions, to take ownership in changing his/her behavior, and often to participate in the creation of consequences. As much as possible, natural consequences are enforced rather than arbitrary or unrelated punishments.

### **DISCIPLINE POLICIES**

For the purposes of clarity and consistency, SRV has developed detailed policies to define how the school will handle discipline issues. The policies include exact definitions of minor and serious incidents, outline procedures, and enumerate the rights of accused children and families as well as alleged victims. A complete copy of the school's discipline policies is available in the school office.

### **THE LEARNING SUPPORT TEAM**

The mission of the Learning Support Team (LST) at The School in Rose Valley is to provide short-term support and enrichment of individual students' learning, using a collaborative process involving families, teachers and other experts to identify and address children's learning needs individually and in classrooms.

The team is composed of the Head of School, the Assistant Head of School, the School Psychologist, the Reading Specialist, and other teachers as needed. Different members of the team may help with different questions or issues, depending on their availability and expertise.

The primary function of the LST is to support teachers in their work with individual students. Teachers may wish for help understanding a child better, determining whether the child has need for extra support or enrichment, individualizing curriculum and other classroom factors to meet the child's needs, and locating and coordinating outside support services for the child.

Most of the questions and issues that are handled by the LST have to do with helping teachers support their students' formal learning. However, formal learning is often affected by a

child's physical and emotional wellbeing, behavior, and/or social skills and relationships. Because SRV teaches to the whole child, and not just academic learning, sometimes the LST also helps families support their children physically, emotionally and socially.

Other functions that the LST serves include helping teachers think about groups of children, helping teachers think about their personal teaching practices, consulting with teachers regarding curricular issues, and helping teachers find professional development opportunities.

For purposes of clarity and consistency, SRV has developed detailed policies to guide how the LST operates and describe its role and procedures in various situations. A complete copy of LST definitions and guidelines is available in the school office.