

HARFORD DAY SCHOOL
2016 - 2017
Parent & Student
Handbook

Founded 1957

Accredited by the Association of Independent Maryland and DC Schools,

Member of the National Association of Independent Schools,

Accredited by the State of Maryland

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The Head of School has discretionary oversight on any and all School policies. School policies may be amended from time to time.

Application to Harford Day School is open to all students without regard to race, color, creed, religion, national origin, sexual orientation, or disability. Harford Day School does not discriminate in the administration of its educational policies, financial policies, financial aid programs, and other administered extra-curricular programs.

SCHOOL OFFICE HOURS

7:30 A.M. – 4:00 P.M.

BEFORE SCHOOL HOURS

7:15 A.M. – 7:45 A.M.

SCHOOL NUMBERS

| | |
|-----------------------------|--|
| Main School or Kindergarten | 410-838-4848, 410-879-2350 |
| Extended Day | 410-809-2390 |
| FAX number | 410-836-5918 |
| Website | www.harfordday.org |

THE HARFORD DAY MISSION

The aim of the Harford Day School is to provide disciplined, individualized education by stimulating and fostering the development of each child so that he or she will acquire sound habits of thought and expression and the best traits of personal character. It seeks to encourage respect for hard work and the disposition to do required tasks well by reason of honest effort. Besides thorough training in the essential skills, the program offers each student the opportunity to develop independence, imagination, curiosity, and responsibility.

DIVERSITY STATEMENT

Harford Day School strives to provide a nurturing and inclusive learning environment that emphasizes understanding and appreciation of differing points of view and affirms human diversity as an indispensable component of academic excellence. We work to promote mutual respect among all members of the Harford Day School community, and we appreciate each person's value without regard to age, race, gender, ethnicity, national origin, culture, religion, family structure, sexual orientation, financial resources, or disability. Harford Day School seeks and welcomes a diverse population of students, families, faculty, staff, and trustees who are dedicated to fairness, respect, and compassion in a challenging and changing world.

SCHOOL PHILOSOPHY

Students are expected to take an active role in their learning in order to achieve the hallmark of a Harford Day education, the mastery of fundamental skills and acquisition of core knowledge. By taking their academic responsibilities seriously, students can meet with success. Grouped in a variety of ways, and in various class sizes, students are encouraged to be independent thinkers, to demonstrate intellectual curiosity, and to work at the edge of their comfort level in a supportive environment. Students learn independently, collaboratively, and experientially, both on campus and on field trips. Developing healthy minds and healthy bodies is an important aspect of our program. Every effort is made to ensure each student's participation in extra-curricular activities (sports teams, drama, chorus, etc.). Additionally, students are expected to make contributions to and be good citizens of both the school and the larger community.

MONTHLY THEMES

During the year students will discuss topics designed to promote positive behavior and good character. You can help by continuing these discussions.

| | | | |
|-----------|------------------------------------|----------|--|
| September | Responsibility and Self-Discipline | February | Honesty and Integrity |
| October | Respect and Citizenship | March | Good Sportsmanship and Perseverance |
| November | Cooperation and Patience | April | Courage and Leadership |
| December | Caring and Sharing | May | Patriotism and Freedom |
| January | Tolerance and Compassion | | |

EXPECTATIONS

As a parent, what can you expect from Harford Day School?

1. That our faculty and programs reflect excellence.
2. That we care about your children personally and academically.
3. That we provide a safe and secure environment.
4. That we respect our stated mission.
5. That we challenge your children yet set realistic academic goals and homework loads.
6. That we keep you informed about your children's progress and provide professional advice when appropriate.
7. That we help you and other parents become part of our school family.
8. That we welcome your point of view.
9. That we respect your family's needs.
10. That we think positively and act professionally.

On the other hand, what does Harford Day expect from you?

1. That you respect the HDS mission and support the policies and guidelines in this Handbook.
2. That you are respectful in tone and content in all communications with school personnel.
3. That you set realistic goals for your children and take a supportive role in their learning.
4. That you be sensitive to teachers' needs and work loads.
5. That you communicate problems or concerns in their early stages to the appropriate person.
6. That you advise us of situations that may affect your children's school performance, beginning with the homeroom teacher, advisor, or Division Head.
7. That your words and actions in front of your children and online encourage their respect and admiration for the teachers and the school.
8. That you become involved in parent volunteer activities and other projects to support our school as your schedule allows.
9. That you meet tuition and paperwork obligations promptly.

PARENT INVOLVEMENT

Parents have many opportunities to be involved at Harford Day School. From volunteering on an ongoing basis to chaperoning an occasional field trip, your presence is appreciated and welcomed.

Room Parent Job Description – term of office: 1 school year

1. Meet with homeroom teacher (K-Prep-5th Grade) or team leader (Grades 6– 8).
2. Together with your class rep encourage parents to attend the monthly Parent Association meetings.
3. Encourage 100% participation and support for all school events.
4. Review all plans and menus for hot lunches and parties with homeroom teachers (K-Prep – 5th Grade) or Team Leaders (Grades 6-8). **Room parents may not collect money for hot lunches.**
5. Coordinate location for hot lunches and parties for your class with Gay Myers. Coordinators are responsible for providing grilling utensils, plain charcoal and lighter fluid. (No Match Light charcoal is permitted). **Remove all leftover food following the event unless other arrangements have been made with the teachers.**
6. Menus must be approved by the teacher and emailed to the class **48 hours in advance** of the hot lunch. Please refer to the School’s food allergy policy found in the handbook.
7. Special Lunches (*) are included in the Student Activity Fee and will be coordinated by the school. See below for details. Cast Parties will be organized by room parents, or class volunteers. The Activity Fee will cover the cost of the parties (cake, snack, drink)
8. Stay in touch with new parents.

Hot Lunch/Class Party Schedule

| | |
|--|--------------------------------------|
| September – Hot Lunch | March/April – Spring Hot Lunch |
| October – Halloween Party | May – Buddy Lunch (eat together) |
| November - *Thanksgiving Feast | June - *End of Year Lunch/Party |
| December – Holiday Party | Alumni Induction Lunch for 8th grade |
| January - *Chinese New Year Lunch (KP, K, 4-8) | |
| February - *Fiesta Carnival (1-3) Valentine Party | |

Activity Fee

The activity fee covers special lunches, cast parties, teacher appreciation gifts & lunches, and other celebrations and events.

Class Representative – Job Description – term of office: 2 school years

The Class Representative’s responsibility is to be a liaison between the parents and the Parent Association. The Representative is a voting member of the Executive Council of the Harford Day School Parent Association for his or her respective class.

1. Attend monthly Parent Association meetings. Present ideas, thoughts, and concerns of parents. Participate in the general discussion. Vote on proposals and nominations.
2. Solicit parents for any concerns, ideas, or thoughts about fundraisers, school programs, and Parent Association activities. Present these to the Parent Association and respond back to parents.
3. Communicate to parents the details discussed at the Parent Association meetings, including fundraising activities, general discussions, and the Head of School’s report. Poll your class before voting on any Parent Association issues.
4. Fulfill Class Representative responsibilities. Any Representative who misses three consecutive meetings without having been granted a leave of absence will be considered to have resigned from the position, and a successor will be nominated and voted upon.

The Parent Association sponsors and supports other events during the year.

THE SCHOOL DAY

Beginning of Classes and Dismissal Times

| | |
|-------------------------------|-------------------|
| K-Prep 3 | 8:00 – 12:30 P.M. |
| Grades K-Prep 4 through Three | 8:00 – 2:50 P.M. |
| Grades Four through Eight | 8:00 – 3:00 P.M. |

School begins promptly at 8:00 A.M. Children should arrive by 7:45 A.M.

Note: At 3:15 P.M., any child in K-Prep 4 or K, and at 3:35 P.M., any child in Grade 1 – Grade 8, still waiting for a ride will be taken to the Extended Day program for supervision. Parents will be charged at a rate of \$15.00 per hour or any part thereof, for each child picked up late.

Early Bird Arrival begins at 7:15 A.M. Afternoon Extended Day begins at 2:50 and is available until 6:00 P.M.

Morning Arrival

All students (K-Prep 3 – 8th Grade) may attend the Early Morning Program. Any students who arrive between 7:15 and 7:45 A.M. should report to the Library for supervision. Parents of students in K-Prep 3 or 4 and Kindergarten must walk their children into the Library. An Extended Day teacher will greet students and assist them in preparing for their school day.

K-Prep and Kindergarten parents should stay to the right of the island and stop at the curb in front of the Kindergarten building to drop off children.

Parents with students in grades 1 – 8 should stay to the left of the island pull forward to the white line on the driveway, or directly behind the next vehicle, and unload students at the entrance to the main building entrance.

All parents should follow the directions of the teachers on duty and remain in their cars, unless your child needs assistance with books, projects, or other equipment. In that case, please park in a space. **In accordance with State law, parents should refrain from using cell phones while in our driveway.**

Late Arrivals

School gates are locked at 8:00 A.M. **All students arriving after 8:00 A.M. should go straight to the Main Office to check in before going to classrooms.** Report cards reflect the number of times a student is late to school. **Middle School students who have three unexcused latenesses in one quarter will be assigned an after school detention.**

The Extended Day Program

Any HDS student may attend Extended Day after school until 6:00 P.M. Contracts and further information is available on the HDS website. Extended Day does not meet when there is an emergency school closing or early dismissal for inclement weather. All students not under the direct supervision of a teacher must be part of the Extended Day program. Non-contracted families who need occasional Extended Day services may utilize the program on a drop-in basis, for a charge. Please contact the Director of Extended Day, Karen Brown at karenbrown@harfordday.org with any questions regarding the Extended Day Program.

The Car Pick-Up Line

K-Prep and Kindergarten students are picked up at the porch of the Early Childhood building. Students in grades 1-8 are picked up at the porch of the main building.

Children should enter vehicles from the passenger side only. Remember that our driveway is one-way, and our speed limit is 10 m.p.h. Please follow the directions of the teachers on duty.

Students may not be picked up at the driveway entrance or on Moores Mill Road.

If you need to enter the school building, you may park in a designated parking space. Access for emergency vehicles in compliance with state regulations must be maintained. Do not use handicapped spaces unless entitled by law to do so.

Please follow the directions of the teachers on duty, whose first priority is the safety of the children. **In accordance with State law, refrain from using cell phones while**

driving on our driveway. Please display a 5x7 card with your last name where the teacher on duty can read it clearly. If you have no card and the teacher doesn't recognize you, you will be asked to park and enter the school office for identification. Please also remind your children to watch for the arrival of their ride.

Do not leave your car unattended, unless in a designated parking space.

Carpools with K-Prep or Kindergarten students:

Keep to the right of the island and proceed to the porch of the Early Childhood building. Once your car is loaded, you will be directed to pull out and proceed to the exit.

Non-parent Pick Up & Early Departure

The School strongly recommends that students to arrive by 7:45 and to stay for the entire school day. Thus, students must be in school for at least 3 academic periods to be considered present for the day. Departing school before that time is considered an early departure. Regular early departures impede the School's ability to realize its mission and may result in a conversation with the Head of School.

Any time you plan to pick up your child before the school day ends, please send in a note advising the homeroom teacher or advisor, or call or e-mail Gay Myers in the front office. When you arrive, check in with the office. No student may leave school before the normal dismissal time without first notifying the office and signing out in the blue binder (red section) kept in the front office on the counter.

Please send in a note with your child or e-mail Gay Myers if someone other than the usual driver is to pick up your child. If a non-custodial parent is not authorized to pick up a child, the School must be notified and given a copy of the divorce agreement.

THE SCHOOL BUILDING

School Safety and Security

The security of our campus and the safety of our students are of utmost importance. We balance our desire to create an open, friendly environment with an awareness of the need for appropriate security measures and careful planning.

The following procedures and practices are in place:

- Administrators and teachers actively monitor the arrival and dismissal of students.
- Security gates are closed and locked once arrival is completed and the school day has begun.
- The double doors to the main school hallway are closed and locked once arrival is completed and the school day has begun.
- The front door of the main building is the only access point for visitors to our buildings.

- Exterior doors that are outside the security gates are kept locked.
- The Front Office is staffed during school hours, and all visitors must enter through the Office.
- At the conclusion of the school day, the Main Office is locked, and all visitors must be granted admittance by the Extended Day Staff.

Parent or Visitor Check-In

For the safety of everyone on our campus, it's important for the front office to know when parents or visitors are in the building. Check in on all visits, sign in the blue binder (yellow section) located on the counter in the Main Office, and wear a Visitor Badge. Please return to the office to sign out when you leave campus.

If you need to deliver anything to your child during the school day, such as a forgotten lunch or book, please leave it with an administrative assistant in the office, and she will see that your child gets it. Items for children in the Kindergarten and the Middle School buildings should be brought to the main school office as well.

Should a safety drill be conducted, all visitors on campus are expected to follow the guidelines for that drill with direction from a school employee.

Crisis Management Plan

Harford Day School has a Crisis Management Plan that is annually reviewed with faculty and staff. The Plan makes provisions for natural disasters (hurricane, tornado, snow, etc), man-made disasters (terrorism, bomb threats, hazardous material spills), fire, and pandemic influenza. We have developed appropriate situation-specific plans which include an off campus site at the American Legion on Hickory Avenue, where parents can pick up their children should our campus need to be evacuated. Parents will be notified through radio announcements, recorded phone message, the School's web site, RoboCall, and/or phone chain as situations warrant.

Parent Association Meeting Places & Parent Meetings

Parent Association meetings are held monthly at the school, usually in the Library. Smaller parent committees may meet elsewhere.

The School expects that any meeting of parents, for the purpose of discussing School policy or other matters pertaining to the operation of the School, will be brought to the attention of the School's administration and any conversation at such a meeting will be shared with the appropriate administrator(s). Administrators and the Head of School will make themselves available to attend any such meeting.

Use of School Kitchens

Parent volunteers use the kitchens in the Field House, Kindergarten, Main School, and Middle School to prepare food for some school events. Parents wishing to use these

kitchens or the Multi-purpose Room should be sure to coordinate with Gay Myers in advance to avoid conflicts.

The School's facilities and its personnel are not licensed to prepare raw, uncooked food, and serve it to students. Please keep that in mind when planning hot lunches, birthday snacks, etc.

Telephone Availability

Parents are asked to use the phone in the hallway rather than the office phones. Students may also use this phone, but only for school related matters and with permission from a teacher.

Non-Smoking Environment

Smoking is not permitted at Harford Day School, neither in the buildings nor on the school grounds.

Off Limits

The following places are off limits to students without supervision or permission:

- Kitchens
- Faculty workrooms
- Offices
- The elevator
- School parking areas
- Gardens or the woods in front of School
- Moores Mill Road or the sidewalk adjacent to it
- Gym locker rooms or bathrooms of the opposite sex
- Lockers other than the student's own
- Backpacks or belongings other than the student's own
- The roofs of all buildings

COMMUNICATION

Special Events and Announcements

The Wednesday Bulletin containing important information and calendar items is e-mailed to parents weekly. Please notify Gay Myers if your e-mail address changes. This is the most reliable and effective means of getting school news to you. The Wednesday Bulletin is also posted on the Parents section of the School's Web Site.

You will also receive *Daybreaks*, our School newsletter, several times each year. This publication gives more detailed information about school activities, programs, and people.

The Head's Assistant, in the office, maintains the all-school calendar. This calendar is located on the website. To avoid confusion and conflict, please clear all meetings, hot lunches, and school-related events with the Main Office before you proceed in your planning.

Emergency Closings

Harford Day makes its own determination on closings and delays. The School will provide notification through radio, TV, RoboCall, Facebook, Twitter, and the School's website. Parents always have the right to choose whether or not to bring their child(ren) to School.

You can register to receive an email or text notification of Harford Day's closings and delays through School's Out. Go to their website, www.schoolsout.com, and follow the prompts. Be sure to select Harford Day School.

Parent/Teacher Conferences

Two times a year, (October and April), conferences are scheduled in the evening and on the following school day for students in K-Prep, Kindergarten, and Grades 1 - 5; and once a year (November) for students in Grades 6 – 8. Conference sign-ups will be announced in the Wednesday Bulletin. Teachers or parents are encouraged to request additional conferences as needed.

Phone Calls/Communication

To confer with a faculty member, parents are encouraged to call during school hours and leave a message or contact the teacher via e-mail. E-mail addresses are listed in the *Harford Day School Directory*, as well as on the HDS website. Faculty members are expected to return phone calls, emails, or other contacts within 24 hours.

If you need to leave a message for your child, please contact the School Receptionist who will relay it as soon as possible.

Cell Phone Use

Students are not permitted to use cell phones while on campus, except with specific permission from, and supervision by, a faculty or staff member. Students are discouraged from bringing cell phones to school, but those who do must follow School guidelines or risk disciplinary action. Children are permitted to take cell phones on field trips only with specific permission and guidelines from the teacher planning the trip.

Guidelines:

- Cell phones must be turned off and kept in book bags, or concealed in lockers from arrival until 3:00 P.M.

- Cell phones may not be used for photos, videos, or recording at any time, including during after-school activities, without permission from a faculty member.
- Cell phones may be used to call parents only with the permission of the faculty member in charge.

Classroom Visits

Classroom visits may be arranged any time after October 1. Please call the appropriate Division Head to arrange an appointment. As you might expect, visitors in the classroom can be a distraction, so classroom visits are limited to 10 minutes, one parent at a time.

Middle School Advisors

Sixth, Seventh, and Eighth Graders are each assigned a faculty advisor. Students meet with their advisor each day, and advisors monitor their advisees' progress. Parents are encouraged to contact their child's advisor with any concerns. Likewise, advisors will contact parents if problems arise at school.

Expressing Concerns & Chain of Communication

Your first point of contact is your child's advisor or the faculty member most directly connected to your concern. If the concern is more emotional or behavioral rather than academic or disciplinary, you may consider the School Counselor as the first point of contact. The appropriate Division Head is next. If you still have concerns, the Head of School is your next and final stop.

STUDENT RECORDS

Harford Day's Reporting System

In Grades K-Prep - 3, both effort and achievement are evaluated in written comments. Teachers write comments describing your child's progress. Written reports are issued two times a year, in January and June.

In Grades 4 - 8, report cards will be issued in November, January, April, and June. Report cards will include letter grades in specific subject areas and may be accompanied by comments specifying children's effort, strengths, and areas for improvement.

Non-custodial parents will receive reports only at the request of *both* parents or if mandated through a legal document. Parents and teachers meet formally for conferences during the year. New students (Grades 4-8) automatically receive interims in October. Additional conferences may be arranged at either the teacher or parent's request.

Student Promotion

A student will be promoted to the next grade if the final report card indicates passing achievement grades in all classes – including specials – satisfactory effort and conduct, and the student has attended 90% of scheduled school days (exceptions may be granted for health reasons).

At the discretion of the Head, if an Eighth Grader scores below a 60% final grade in any class, does not complete a required course, or if the student's conduct or lack of effort warrants it, the diploma may be noted "CONDITIONAL" and is not official – the student is not a graduate of Harford Day School – until the course or other requirements have been satisfactorily completed.

Student Absences/Family Vacations During the School Year

A family trip during the school year is strongly discouraged as the loss of class time may be detrimental to the student's academic progress. Notice of a family trip is requested 10 days before a family departs. Teachers may provide work in advance, if it is available and the duration of the trip/vacation is a week or less. Families should be prepared for their child(ren) to have make-up assessments upon returning to school. Students have one week from the date of return to submit all work to their teachers. Be advised, students must be present for 90% of scheduled school days to be promoted to the next grade level.

Standardized Testing

Standardized tests will be given to students in Grades 1 - 8. Results are sent home at the end of the school year and may be used to place students in appropriate courses. Test scores have no bearing on a student's grades.

Official Files and Transcripts

Files may be read by authorized people only and may not leave the office. You may see your child's file in the presence of an administrator. Please make an appointment first.

Without your written permission, only Harford Day personnel or AIMS evaluators will have access to information from your child's official file. Access to or release of records with parental permission will be recorded in a log, which includes the student's name, date, and the name of the reviewer or person given access.

Files and records will be released only after all financial obligations have been met.

The *Harford Day School Directory* is also confidential. School policy prohibits its use or the use of the School name for solicitation or commercial purposes.

ACADEMIC GUIDELINES

Expectations for Academic Effort and Achievement

The School expects all students to put forth their best effort and will endeavor to challenge students to their individual limits. At the end of a marking period, students with grades that average to 60% or below, or who are observed to lack the sufficient effort or desire to achieve to their potential, may be subject to suspension or dismissal from the school, as determined by the Head of School. A student whose final report card includes below passing grades (60%) in any course may be promoted only if, with approval of the Head of School, that student completes and passes a program of summer remediation with an instructor or tutor approved by the School.

Homework Expectations

Homework reinforces skills, builds study habits, and encourages independent thinking.

In Grades 1-8, we do not require homework assistance by parents, but we encourage your interest. Your child's teachers will discuss parental involvement with homework. You can help by seeing that all work is done and by withdrawing when you sense you are doing the work. Mistakes can help the teacher know where the child needs extra help.

Time spent on homework will vary, but the School's expectation is 45 minutes to 2.5 hours a night in grades 4-8.

In Grades 4 and 5, those students failing to complete homework will receive a homework slip to be signed by parents. Students receiving three homework slips in any given subject during one quarter will be assigned an academic lunch detention.

In Grades 6-8, those students failing to complete homework will have a percentage deducted from their grade. It is essential that Middle School students take their academic responsibilities seriously. We appreciate your cooperation in supporting our efforts.

Grouping

Students are grouped according to academic ability and developmental preparedness, measured by past performance, current performance, testing, standardized testing, interviews, and teacher recommendations. Parents who believe their child should be moved to another group may contact the respective Division Head.

Students may move into more advanced groups if 1. Their performance is at the top of their current group and 2. If they are able to score in the superior range on an instrument designed to objectively test their readiness.

Written Work

Harford Day teachers, in all subject areas, have high expectations of their students' written work. All work (class work, homework, tests, quizzes, papers, and projects) should reflect a student's best effort. Grades in all subjects will reflect not only content but also the quality of a student's written work. Students should follow teacher guidelines for all written assignments.

Assessments

Assessments are given periodically to evaluate students' progress and accomplishments and to share those findings with both students and their parents.

Guidelines:

1. Teachers will employ a variety and sufficient number of assessment tools and opportunities to allow students to demonstrate their accomplishments in a subject in multiple ways during each quarter.
2. Students will receive adequate and timely feedback.
3. Students will have the opportunity to use their graded work and assessments as a study tool for future assessments.
4. Point values for specific sections will be given to students in advance and given on the assessment.
5. Students can expect an environment of trust in which they can ask for clarification during an assessment or about how a question was graded after the assessment is returned. Students will have an opportunity to explain and defend their work.
6. Teachers will provide ample opportunities for students to learn a variety of ways to prepare for and take assessments.

Tests

Generally, no more than two tests or one test and two quizzes will be scheduled on the same day.

Exams

Final exams begin in the Sixth Grade and count for 20% of a student's second semester average. Teachers will distribute review sheets two weekends before exams to help students prepare.

Grading

In classes where grades are given, the following scale applies:

| | | | | | |
|--------|----|-------|----|--------------|---|
| 98-100 | A+ | 77-79 | C+ | 59 and below | F |
| 93-97 | A | 73-76 | C | | |
| 90-92 | A- | 70-72 | C- | | |

| | | | |
|-------|----|-------|----|
| 87-89 | B+ | 67-69 | D+ |
| 83-86 | B | 63-66 | D |
| 80-82 | B- | 60-62 | D- |

Awards and Recognition

A Recognition and Celebration Assembly is held the day before Graduation, and students are recognized or receive certificates for a variety of accomplishments.

High School Placement

In Eighth Grade, students and parents meet with the Eighth Grade team in September to discuss high school options. In the fall, Eighth Graders participate in a high school seminar during which they learn about the entire admission process, including participating in mock interview sessions. They are encouraged to spend a day visiting each school to which they are interested in applying. The School Counselor is available to meet with students regarding their high school decision-making process.

Gay Myers is the High School Registrar for our school; she is the contact person for parents of Eighth Grade students regarding the information sent from our school to high schools. At the High School Selection Forum for Eighth Grade parents in September, a form will be handed out (with a specific date to be returned to Gay Myers) requesting dates and the names of the schools where students will be shadowing.

An additional form will be handed out (also with a specific date to be returned) requesting the names of schools to which the student will be applying. This form will help ensure the required information is sent to the appropriate schools.

Information initially sent to high schools includes a transcript noting grades from the first semester of eighth grade and both the sixth and seventh grade years, the most recent standardized testing results, and the eighth grade curriculum. Report card comments are not sent as part of the application. At the end of the year, the final transcript and any other pertinent records are sent to the high schools our Eighth Graders will enter.

Note: No student information will be sent to high schools unless all payments are current, to date.

Curtis Way coordinates high school guidance. Most Harford Day graduates attend local independent and parochial schools. Some students attend boarding schools and some attend local public schools, including Harford County magnet schools.

Tutoring Arrangements

Private tutoring can be useful to a child who has missed a lot of school or who has specific learning differences. Students may be tutored at school during study halls or electives. Tutoring arrangement must be discussed with your child's teacher, the School's Learning Specialist, and the appropriate division head. Faculty members may

not tutor students whom they also teach. All private tutors – including faculty – are paid directly by parents.

SERVICE LEARNING

School-Wide Community Service

HDS sponsors a variety of relief agencies throughout the school year. Occasionally, our students respond to emergency needs such as hurricane relief efforts.

Middle School Community Service

Community Service in the Middle School is an important part of a student's life at Harford Day School. All Sixth, Seventh, and Eighth Grade students are strongly encouraged to engage in community service. A log of hours and service activities is maintained by each middle school student and checked by his or her advisor. The minimum number of hours suggested is as follows: Grade Six – 10 hours, Grade Seven – 20 hours, Grade Eight – 30 hours.

As many as half of the hours may be gained on campus, including working at Harford Day School Summer Camp. All hours may be gained off campus, supporting efforts in the wider community to benefit others beyond the Harford Day community. Help given to family members does not qualify as community service.

Students may assist in the Library or Main Office, volunteer at the Arts Festival, work with younger children who are in Extended Day, or help with the Bunny Breakfast. Students are encouraged to participate in the March of Dimes Walk-a-thon. Any student who acquires in any school year the suggested number of hours will receive the Community Service Certificate, which is given at the end of the school year.

FIELD STUDY

Field Study

Field study is an integral part of the Harford Day curriculum and has been since its founding. Trips for field study are important educational experiences. Thus, **we expect each child to go on all class trips**, and we do not offer alternative programming at School on field study days.

Teachers send notes home to announce trips, and reminders appear in the Wednesday Bulletin calendar.

Children should dress appropriately for field study. (See the Field Study section of the Dress Code.) Extra charges are sometimes necessary for overnight trips or unusually expensive day trips. Limited financial aid may be available for families who qualify for aid.

Some outdoor field trips (canoeing, camping, etc.) require specific clothing. A list of appropriate clothing will be sent home, or parents will be notified in advance. Packing lists of clothing and equipment will be sent for all overnight trips.

A single permission form covers all field trips that occur within normal school hours. **Teachers will notify you in advance of all off-campus plans.** Trips that occur in part or entirely outside school hours will require special permission slips that we will ask you to sign and return.

School-sponsored field-study opportunities take place on scheduled school days, not over weekends or breaks. Faculty members may offer trips over weekends and breaks and, while we expect students to adhere to the Handbook's expectations for off-campus behavior, these trips are not sponsored by the school and are the sole responsibility of the faculty member(s) offering them.

Chaperoning Trips

Teachers will indicate if parent chaperones are needed. Children are transported by bus for most school field trips. Spaces are limited, so please understand if the teacher asks you to wait until another time. In some cases, teachers may need to hold lotteries to determine which parents may accompany the students; in a few cases in Lower School and most cases in Grades 4-8, trips are chaperoned only by teachers.

Safety is our primary concern; students must be supervised at all times. Children are being entrusted to your care, and you must be vigilant about enforcing Harford Day rules, as well as protecting the children.

We expect chaperones to comply with these policies:

1. Siblings cannot be included.
2. Respect and adhere to directions given by teachers or tour guides.
3. When traveling by bus, parents should disperse themselves among the students and actively supervise them. Teachers may make more specific requests of parents regarding seating.
4. Chaperones for field trips traveling by bus should park in the lower parking lot.
5. Chaperones should refrain from using cell phones.
6. Chaperones must serve as role models and work cooperatively under the direction of the teacher in charge.

PHYSICAL EDUCATION AND ATHLETICS

Physical Education

All students are required to have a pair of sneakers to be worn in Physical Education classes. Please mark your child's name on all clothing; doing so is very important in case something is misplaced and found.

In Grades 4 - 8, students are required to change into an athletic uniform, which consists of an HDS gym shirt and athletic shorts, socks, and sneakers. The shirts and shorts are available for purchase through the Physical Education department. We request that each child have two sets of uniforms so that one will always be at school while the other is at home being laundered. Locks are required to secure lockers and must be locked (use a flat, round face, dial number combination lock; no key locks, please). Field hockey sticks are provided, although girls can use their own sticks. All students who play lacrosse must supply their own sticks and equipment. Shin guards are needed during field hockey and soccer. We require that all students in Grades 4 – 8 wear mouth guards and other required protective equipment while playing field hockey or lacrosse during class time, practices, *and* games. It is recommended that students who wear glasses use athletic or shatterproof ones.

Our Physical Education program emphasizes sportsmanship, teamwork, skill acquisition, and effort. It also teaches students lifelong fitness and wellness habits. All students are expected to participate in class. Please send in a note or e-mail the Physical Education teachers if your child is not able to participate. Any long-term excuse needs to be authorized by a doctor.

Team Sports

Harford Day's Philosophy

Athletics is an extension of the classroom where young people are challenged both mentally and physically in their pursuit of personal excellence. HDS coaches work to reinforce the idea that while a good competitor always plays to win, he or she also understands that the true measure for performance is not necessarily winning, but giving it his or her all. Through team participation, students learn that they have a responsibility to themselves, their teammates, and their coaches to maximize the development of many interpersonal skills such as listening, following directions, accepting constructive criticism, and supporting the decisions of teammates and coaches.

Middle School Teams

The Middle School believes in a participatory approach that is developmentally appropriate for an introductory level of interscholastic competition. HDS promotes and encourages students to play team sports whether they are experienced players or beginners. However, the School expects students who become part of a team to attend all practice sessions, in their entirety, and all contests home and away.

HDS teams are “no-cut” and HDS coaches will endeavor to play each athlete in every contest. Coaches may use the following criteria to determine the amount of playing time a player receives:

- Practice session attendance and performance
- Effort
- Attitude
- Physical injuries

- Passing grades in each academic subject
- Good behavior in school
- Physical and emotional maturity

Offerings

Middle School boys have the opportunity to participate on soccer, cross-country, basketball, wrestling, and lacrosse teams. Girls can play soccer, cross-country, field hockey, basketball, and lacrosse. Players compete against A, B, or C teams depending on the sport and level of participation. At the discretion of the Athletic Director, coaches, and Middle and Lower School Heads, Fifth Graders may be invited to participate on a middle school team.

Parent/Athlete Concerns

If a parent or student athlete has a concern, it should first be voiced by the athlete to the coach. If, after a sincere attempt to resolve the concern, the parent or athlete believes the problem still exists, it should be brought to the attention of the Athletic Director. After that, the concern may be brought to the Middle School Head and, if necessary, to the Head of School.

RECESS

All students have recess scheduled twice each day; during this time they are encouraged to be physically active. Except during inclement weather, recess is outdoors. Dressing appropriately for the weather and wearing sneakers allows students to take full advantage of this time.

Expectations for Recess

The School's expectation is that students will play together safely. If a game escalates past the point of appropriate play, for example, if someone becomes, appears to be, or states that he or she is hurt or injured, the School expects students to stop playing or to inform a faculty member. Students may face disciplinary consequences for playground incidents, whether the outcome of the incident was intentional or not, to help children learn the boundaries between safe and unsafe play.

Recess Rules

- Students should keep their hands to themselves
- Students should select one recess area each recess period and stay for the duration of that recess
- Students should always walk, not run, on the sidewalk
- Students should wait for the supervising teacher before beginning any activity
- All students wanting to play a group game should be included
- Any student needing to leave the recess area to go inside the building must ask the supervising teacher for permission

- The following games are not appropriate for recess: wall ball, dodge ball, “pursue” and “capture” games, war and soldier games
- All students are expected to follow the direction of any supervising teacher
- Students must remain in the sight of the teacher at all times when outside
- Any student with a concern, question, or problem should notify a supervising teacher immediately
- Equipment borrowed from the recess bin in the Field House lobby should be returned at the end of the recess period
- Students not following recess rules may be asked to sit out or face other disciplinary actions as appropriate for their grade level

Before School Recess:

- The patio and Field House are both open for recess
- Playing ball is not allowed outdoors
- Running on the patio is not allowed

Playground and swings:

- Games should not be played on or near equipment
- Students should go down the slide feet first. They may not run on the slide or climb up the slide
- Students may not stand on or jump off the swings
- All playground equipment should be used as intended

Soccer/Hockey Fields:

Lacrosse:

- Students may only use tennis balls
- No checking or rough play
- Play is limited to throwing and catching
- No shooting on goal

Football:

- No tackling or rough play

Soccer:

- No slide tackling

Patio:

- Balls are not allowed on the patio
- Running games are not allowed on the patio
- Students may sit but not stand on the benches

Gaga Ball Pit:

- Only an approved ball can be used
- Players must follow the direction of the supervising teacher
- Students should avoid reckless or aggressive movements while in the pit

- Students should avoid physical contact with other players

Rainy Day Recess:

- Students may remain in designated homeroom or area (middle school students)
- Students may go to a designated area (Field House or MPR) to participate in supervised recess activities

Harford Day School Cold Weather Outdoor Recess Policy:

Outdoor recess is an integral part of the school day and provides students with a break from structured classroom time. Children are expected to come to school prepared to participate in outdoor recess, meaning they must have warm clothing for cold-weather months. Except when the temperature and wind chill drop to 15 degrees or below, children will be expected to play outside.

BLUE/GREEN TEAMS

In keeping with a long-standing Harford Day tradition, each child will be placed on the HDS Blue Team or Green Team upon enrollment. Immediately following the Graduation ceremony, students in K-Prep – Grade 7 participate in Blue/Green relay races. Children remain on their Blue or Green Team throughout their time at Harford Day. Siblings are always placed on the same team as each other, and children of alums share their parent's team color.

LUNCH, FOOD

Lunch

You may pack your child's lunch or order it. When packing a lunch, please keep in mind that there are several students in our school who have severe, life threatening food allergies. Some students may have a reaction when exposed to a miniscule amount of certain foods. To that end, we ask that you consider packing snacks and lunches that do not contain nuts and nut products. For a number of health reasons, students should never share food. We cannot refrigerate or heat children's meals at school. **Microwave ovens are not available for student use.** Please supply forks, spoons, napkins, etc. as needed. Please avoid junk foods and sugar whenever possible. Students should not bring a soda with their packed lunches.

On occasion, you may need to deliver a forgotten lunch to school. If so, please leave it with an administrative assistant, who will notify your child's teacher. Parents should not take lunches directly to classrooms. **Please refrain from bringing "fast food" lunches to your child or having restaurant lunches delivered.**

Hot lunches are held periodically during the year. The date and menu for the hot lunches are approved by homeroom teachers or Division Heads, and are posted for parent review no less than 48 hours prior to the hot lunch. If your student has food allergies and you are uncertain about possible exposure to allergy-causing foods, please provide substitute food for your child. Class parents organize hot lunches.

The Student Council sponsors a few lunches during the year. Students will receive an order form in advance. Order forms and payment must be received by the deadline for your child to be included.

Lunch Delivery

Catered lunches are offered Monday through Friday to students in all grades. Lunch menus and ordering information is on the School website.

Class Parties

Throughout the year, teachers with the help of room parents may choose to have occasional class parties in conjunction with curricula or holidays. The date and menu for the party is posted for parents to review no less than 48 hours before the event. If your student has food allergies and you are uncertain about possible exposure to allergy-causing foods, please provide substitute food for your child. When arriving to help with a class party, please park in a designated parking space. Do not park along the curb.

Birthday Snacks

In the Lower School on birthdays, your child's grade may have a celebration during snack time or as a lunch dessert. Middle School students may bring a snack to distribute during recess or lunch. Balloons, candles, and other prizes should be saved for home parties. Hot lunches are coordinated by room parents and are not intended as celebrations of individual birthdays. Children with allergies are encouraged to bring in "safe snacks" to keep at school for these occasions.

Students with Severe Food Allergies

Never bring food for children, other than your own, without first informing the homeroom teacher or division head and subsequently receiving approval.

In an effort to provide a safe environment for students diagnosed with severe food allergies, the following guidelines have been established:

1. Parents of allergic students will notify the school nurse at the beginning of each school year about their child's food allergy. The school nurse will share this information with faculty and staff that are in direct contact with the student. Information will be kept as confidential as possible
2. Likewise, at the beginning of the school year, the school nurse conducts a voluntary meeting with parents of students with severe food allergies. The meeting is an opportunity for parents to talk about their child's allergy(ies) and management plan.
3. Students are not allowed to share food.
4. Surfaces used to prepare, serve, and eat food are cleaned after use.

5. Students wash hands after eating lunch.
6. Parents of non-allergic students are not expected to know what foods are allergy free, but a willingness to understand the issue is encouraged and helps those families dealing with food allergies.
7. When food is provided during hot lunches, school parties, and other celebrations, parents of allergic students will work closely with teachers and parent representatives to assure that appropriate food choices are available for their child. The dates and menus for such events are approved by homeroom teachers or Division Heads and posted for parent review no less than 48 hours prior to the event. If your child has food allergies and you are uncertain about possible exposure to allergy-causing foods, please provide substitute food for him/her.
8. Allergic students in K-Prep through Fifth Grade may keep a supply of allergy free snacks in their classroom.
9. Food served during the Extended Day program is nut free (peanut/tree nut).
10. The school nurse develops individual Food Allergy Action Plans for students diagnosed with severe food allergy. The plans are confidential, available for faculty and staff to review, and accompany students to off-campus events.
11. Students with known life threatening food allergies are required to store their rescue medications (auto injector epinephrine, inhaler, Benadryl, etc.) in the Health Suite. The student's emergency rescue medication stored at school will accompany him/her to all off campus activities. At least one First Responder (a faculty/staff member certified in first-aid and CPR) accompanies students to off-campus events.
12. In addition, anaphylactic kits that contain epinephrine auto injectors and liquid Benadryl are located strategically throughout the campus. Annually, the school nurse reviews the signs and symptoms of anaphylaxis and how to administer epinephrine with all employees.

Off-Campus Parties

Invitations for parties should not be given out at school unless every child in the class is invited. Students should be sensitive about discussing off-campus events that do not involve the entire class.

DRESS CODE

The dress code lists examples of clothes that students may wear to school. The goals of the dress code are as follows:

- Help students distinguish between dress for school and dress for informal activities
- Prevent competition over clothing

- Decrease the time spent pondering over what one should wear
- Decrease the time spent on enforcement of the dress code in order to concentrate on the core matters of teaching and learning
- Provide neat and comfortable student dress options
- Increase pride in appearance and in Harford Day School
- Promote modesty in appearance; *school clothing is expected to fit and to be worn appropriately at the discretion of the faculty and Head of School.*

Students must be in code from arrival at school until the end of the school day. Students must remain in code if attending extra help or meeting other academic requirements after school. The responsibility of adhering to the dress code rests with students and their parents.

Students who are out of dress code may receive consequences such as a warning or requiring a parent to bring appropriate clothes to school. After the above consequences have been exhausted, a student can expect to receive a detention for being out of dress code and may receive more serious consequences for continued non-compliance.

| Item | For | Requirements | May be purchased at... |
|--|----------------|--|---|
| Polo Shirt | Boys and Girls | <ul style="list-style-type: none"> White, navy, evergreen/hunter, cobalt/royal Long or short-sleeved w/ Harford Day logo | Flynn & O'Hara or Lands' End |
| "Peter Pan" Collar Shirt or Polo Shirt | Girls | <ul style="list-style-type: none"> White, navy Long or short sleeved w/ Harford Day logo | Flynn & O'Hara or Lands' End |
| Undershirt | Boys & Girls | <ul style="list-style-type: none"> If worn, white, no logos or designs | Target, etc. |
| Pants | Boys & Girls | <ul style="list-style-type: none"> Khaki or navy pleated or flat front - no stretch, flare, or cargo pants; no painter's pockets | Flynn & O'Hara, Lands' End, Used uniform sale, etc. |
| Shorts Before Thanksgiving and after Spring Break | Boys & Girls | <ul style="list-style-type: none"> Khaki or navy, (see R & S Rule for fit), walking shorts - no carpenter or painter's pockets | Flynn & O'Hara, Lands' End, Used uniform sale, etc. |
| Belts (must be worn if shirt is tucked in) | Boys & Girls | <ul style="list-style-type: none"> Any solid color | Target, etc. |
| Skirts | Girls | Khaki or navy, (see R & S Rule for fit), pleated or A-line | Flynn & O'Hara or Lands' End |
| Skorts | Girls | <ul style="list-style-type: none"> Khaki or navy, (see R & S Rule for fit) double-paneled or two-button | Flynn & O'Hara or Lands' End |
| Jumpers | Girls | <ul style="list-style-type: none"> Khaki or navy Dress code top worn underneath | Flynn & O'Hara or Lands' End |
| Polo Dress | Girls | <ul style="list-style-type: none"> Navy or evergreen w/ Harford Day logo | Lands' End |
| Sweaters | Boys & Girls | <ul style="list-style-type: none"> White, navy, or evergreen w/ Harford Day logo | Flynn & O'Hara, Lands' End, Target, etc. |
| Sweatshirts / Fleece / Vests | Boys & Girls | <ul style="list-style-type: none"> Any sweatshirt, fleece, or vest from the online spirit shop Navy, white, grey, evergreen, or cobalt Dress code top worn underneath | Online Spirit Shop or Lands' End |
| Socks | Boys | <ul style="list-style-type: none"> Socks must be worn and be a matching pair Any solid color | Target, etc. |
| Socks, Tights, Leggings, Knee-Highs, and Bike Shorts (worn under skirts, skorts) Tights, Leggings, or Knee-Highs must be worn from Thanksgiving to Spring Break | Girls | <ul style="list-style-type: none"> Any solid color socks must be worn (matching pair) <u>or</u> Black, white, grey, or navy tights <u>or</u> leggings Solid colored bike shorts | Flynn & O'Hara, Lands' End, Target |
| Shoes | Boys & Girls | <ul style="list-style-type: none"> Flat heeled and bottomed sneakers (no high tops) Flat leather lace-up shoes; closed toe, closed heel | Target, etc. |

Reach & Stretch Rule

The 'reach and stretch rule' is used to determine appropriate fit of clothing for girls. Standing straight with arms at sides, a student's fingertips should not reach below the hem of the student's skirt, skort, shorts, etc. When hands are raised above the head, the student's mid-drift should not be exposed.

Dress Down

On dress down days, students must wear clothing that is reasonable and appropriate for an academic day. Short skirts, short shorts, cropped tops, tank tops, sleeveless, low-cut or spaghetti strap shirts, tight jeans, yoga pants, and leggings or tights worn as pants are examples of inappropriate free dress clothing. The Reach and Stretch rule applies on dress down days.

Harford Day School reserves the right to change the dress code requirements during the academic year.

Outerwear

Jackets, overcoats, etc. meant to be worn outside are not permitted in the building and should be stored in lockers. Only Harford Day sweaters, sweatshirts, and fleeces may be worn inside.

Lost Articles

Names should be printed on all clothing and possessions. Lost & Found items can be found on the bookcase in the 4th Grade hallway, and outside the Music Room in the Middle School. Lost physical education clothing can be found on the bookcase in the Field House lobby.

Holiday Program

Girls should wear dresses, skirts, skorts, or dress pants and blouses, turtlenecks, or sweaters. Boys in K Prep – Grade 3 should wear long pants, shirts with collars, and sweaters or sport coats. Boys in Grades 4 – 8 should wear sport coats or dress sweaters, dress shirts and ties, and dress slacks. All students should wear dress shoes.

School Picture Day, Grandparents' & Special Friends' Day, Awards Day (K-Prep through 7th Grade)

Regular school Dress Code is in effect.

Graduation Day

K-Prep through 7th grade: Blue or Green shorts, a white shirt, and sneakers.

Graduation Dress for Eighth Graders

Boys may wear either a suit or a sport jacket and dress pants. They must wear a dress white button-down shirt, a tie, dress shoes, and dress socks.

Girls must wear a simple white or off-white (not tan) knee-length dress, which is appropriate for morning. Inappropriate styles include strapless, spaghetti straps, halter, bouffant skirts, and dresses made with clingy materials designed to be tight or form-fitting. Dresses should have no colored adornments. Shoes or dressy sandals should be completely white or off-white, and have flat or low heels.

Hairstyles, make-up (including nail polish), and jewelry should all be appropriate for a morning ceremony.

STUDENT BEHAVIOR

THE HARFORD DAY WAY: Our Behavior Code

Our Golden Rule is respect for self, others, and the School's mission, program, and policies. We strive to instill this value in our students through classroom lessons and through programming in grade-level, division-wide, and school-wide meetings. All students are expected to adhere to the School's Honor Code and the expectations for appropriate behavior, cited below.

Honor Code

A strong community relies on respect for work, property, and one another. Our expectation is that students will not give or receive help on assignments unless permitted by their teacher and will not copy work from another student or other source and present it as their own. Students are to be honest and trustworthy and are expected not to lie, cheat or steal.

Honor violations are processed by the appropriate Division Head in consultation with the School Counselor, and any necessary faculty members. For a first honor offense, a student may be offered counseling, serve detention, or face other consequences, at the discretion of the student's Division Head. A second honor offense may result in suspension, dismissal, or other consequences at the discretion of the student's Division Head and the Head of School.

Behavioral Expectations and Disciplinary Policies

We expect our students to:

1. Behave in ways that will not interfere with their learning or the learning of others.
2. Behave according to the rules, policies, and standards outlined in this handbook.
3. Behave in a manner that brings credit to themselves and the School.

Students' behavior is subject to the discretion of their teachers and, when needed, teachers are expected to modify behavior or enforce discipline as they see fit, using accepted standards established by the School that may include:

1. Separating the student from the classroom or activity
2. Detention or work hours
3. Loss of privileges

Behavior that a teacher deems egregious may be referred to the student's Division Head for more serious consequences that may include:

1. Probation
2. Separation
3. Suspension
4. Dismissal

As is the case in all disciplinary situations, issues are reviewed on a case by case basis, and consequences are at the discretion of the teacher, appropriate Division Head, and Head of School. The list of possible consequences above may or may not be applied in order; they are dependent on the seriousness of the offense. The School will communicate with parents regarding any behavior that warrants disciplinary action.

In any case, students may also be offered counseling or mandated to seek counseling outside of school.

Detention

Detentions are 60 minutes in duration and are scheduled at the discretion of the teacher or administrator ordering detention; they take precedence over other school commitments.

Detentions are scheduled after the academic day. Unexcused absences from detention may result in further disciplinary action. As part of detention a student may be required to sit quietly for a set amount of time, serve a set number of hours in service to the community, reflect on his or her behavior, or perform other services or duties.

Probation

Students who accumulate more than four 30-minute detentions or more than two 60-minute detentions in a semester may be suspended or placed on disciplinary probation for a period of time determined by the appropriate division head. Receiving additional detentions during the probationary period may result in suspension.

Probation serves as a warning that continued disciplinary or behavioral problems could result in more severe consequences, including separation, suspension, dismissal, or a decision to withhold an enrollment contract or not offer one. Probation may be accompanied by other penalties, including restrictions on a student's activities or requirements that he/she complete certain specified duties. (Please be aware, a student does not necessarily have to be placed on probation as a precondition for any

consequences, including suspension, dismissal, or not being invited to reenroll.)

Suspension & Dismissal

Behavior that warrants serious disciplinary action is generally defined as any behavior that brings discredit to the School, its spirit, purpose, policies, or procedures. Behaviors that may result in suspension or dismissal include, but are not limited to:

- Lying
- Cheating or plagiarism
- Stealing
- Bullying
- Fighting
- Causing harm (physical or emotional) to another student
- Inappropriate language, name calling, or innuendo including, but not limited to, race, culture, gender, or sexuality
- Expressed or evident antagonism to another student or member of the school community, including retaliatory actions for reporting inappropriate behavior
- Accumulation of detentions
- Academic probation
- Abusing, being under the influence, using, or possessing any illegal drug or alcohol
- Using, possessing, or abusing any legal drug not prescribed to the student(s) in question
- Using any form of tobacco
- Being in possession of a weapon
- Conduct that brings discredit to the School or its constituents
- Violation of the school's Acceptable Use Policy

Suspension is the most serious penalty that Harford Day imposes short of dismissal, and it should send the message that the individual has violated School community standards and therefore is excluded from School for a period of time. If a student has been suspended, he/she will not be allowed to return to Harford Day after the suspension period until he/she agrees to abide by the School's rules, policies, and standards. Continued behavior worthy of a second suspension may result in dismissal.

A suspended student is required to have completed all academic work and be prepared to make up any missed assignments or assessments upon returning to school. Thus, parents of suspended students should ensure that the student does not use this period simply as some "free time." Furthermore, Harford Day teachers are not expected to "catch up" students who have been suspended or provide them extra help covering material lost while the student was suspended.

If a student is dismissed, he/she is asked to permanently leave the School.

In all disciplinary matters, the Head of School has the ultimate decision-making authority.

Unintentional & Accidental Disciplinary or Behavioral Incidents

As in the world outside of Harford Day, there may be consequences for accidents and/or for unintentional actions that cause personal injury (physical or emotional) or damage to School facilities or grounds.

Expectations for Parents Regarding Disciplinary/Behavioral Incidents & Consequences

All disciplinary decisions are made with the utmost consideration. Consequences issued by the School are intended to ultimately be learning experiences for students. The School and its teachers do not seek to punish, but rather to assist children in taking responsibility for their actions. Faculty and administrators do not seek to tarnish students' reputations or label them.

Because they are private in nature, parents are expected to focus only on their child's role in any disciplinary matter. The School will discuss with parents disciplinary decisions and consequences regarding only their own children.

In all cases, the faculty and administration will do their best to make a timely decision in line with the School's expectations for student behavior. Once disciplinary matters are settled the School considers them closed and expects parents to do the same.

Behaving in a manner that perpetuates disciplinary matters and/or does not support their timely closure will be viewed as unproductive.

On-Campus Socials

- All School Rules are in effect during a Middle School dance or any School social.
- Students may leave a dance or social only with their parents. If alternate transportation arrangements are made, the appropriate Division Head or head chaperone must be informed in advance by a parent or guardian.
- Parents of any student who is being disruptive or not following School rules will be called and are expected to take the child home. The parents are also expected to meet with the appropriate Division Head the next school day to go over the incident and the consequences assessed.

Behavior off campus

The School reserves the right to protect its reputation and may take disciplinary measures – from a warning to dismissal – if the off-campus actions of a student(s) bring discredit to the School. Off-campus behavior that may result in disciplinary action includes:

1. Poor conduct at another school
2. Bad sportsmanship
3. Breaking the law or violating community standards of good behavior

4. Use of the Internet in a way that brings embarrassment or discredit to the School, its faculty, or community
5. Bullying

Bullying Policy

Every Harford Day student deserves to feel physically and emotionally safe. Therefore, bullying behavior such as verbal, physical, social, written, or computer-based actions that are threatening, disrespectful, insensitive, or isolating may meet with disciplinary consequences.

Retaliation against those who report acts of bullying will not be tolerated, and disciplinary actions may be taken.

Sexual Harassment Policy

Harford Day School promotes a professional learning and work environment in which all persons are treated with dignity and respect. Sexual harassment in any form is illegal and may result in administrative action.

It is the policy of HDS that no HDS employee or student may sexually harass any other member of the community, within or outside the workplace. All formal and informal, verbal, and written complaints should be reported to a advisor, supervisor, the Director of Finance & Operations, or the Head of School and will be investigated by one or more of those parties.

Anyone who retaliates against a person who has reported harassment may face disciplinary action. Anyone who retaliates against a person who assists, participates in an investigation, or testifies may also be disciplined. Reporting a complaint will not affect that person's employment, grades, work assignments, etc.

TECHNOLOGY USE AND ACCEPTABLE USE POLICY

Student Guidelines

Harford Day School has a computer network with Internet access for educational use. Access to the Internet enables students to utilize its vast resources to further our educational goals and objectives. All parents and students must have a signed copy on file.

With access to the network and Internet comes responsibility. Students are responsible for appropriate behavior on the school's network just as they are in the classroom. All devices on campus must be used for **educational** purposes, those related to an HDS assignment, project, or function for which the student is responsible.

All school devices are school property and, unlike home devices, are set up for the use of the school community. All of our devices are to be used in ways that respect the work, privacy, and access of other users, and reflect positively on the student or the

school. Students may not tamper with settings or download anything to any device without permission.

Students in Grades 4-8 are encouraged to bring in personal devices such as iPads, Nooks, or Kindles. These devices may be used only under teacher supervision. If a child is observed using his or her device inappropriately (i.e. playing games, surfing the Internet, etc.) he or she will be asked to leave the device at home. HDS is not liable for any loss or damage to personal devices.

Students must abide by the **educational** standards and acceptable use guidelines while using such devices on HDS's network at school or during school events. Students will review and sign these guidelines with their teachers and parents. These guidelines can be found in the Parent and Student sections of the Website.

Students are responsible for using common sense and good manners when online. All communication is expected to be appropriate. Students should report any breach of etiquette to a teacher or parent.

Student guidelines for using technology:

1. Follow safety guidelines for online searching and for evaluating both the quality of the sources and the value of the content you find online.
2. Understand that the Internet is public and whatever you publish will be available to everyone forever.
3. Report to your teacher any problems relating to offensive or inappropriate language, graphics, videos, or photographs.
4. All postings of video or images from school activities, which contain persons who are not in your immediate family, must be approved by the school, and/or the parents of other children in the photo.
5. No images should be taken with any device on campus without permission from a teacher.
6. For your safety and privacy avoid giving out personal information (last name, address, phone number, photograph, etc.) online unless your teacher and parent approve.
7. Use only your own account and your own files.
8. Help to keep school computers virus-free by not downloading files or loading files onto computers without specific permission.
9. Be aware that network activity and storage areas may be reviewed by network administrators to ensure responsible use.

10. Cell phones are to be used after school activities have finished or with a teacher's permission.
11. E-readers, iPads, Nooks, Kindles, etc., are for use in classrooms.
12. Mobile devices may not be used on field trips unless permission has been granted by the supervising teacher.

Students are granted Internet access with the understanding that some resources may be inaccurate; some resources contain material that is inappropriate for classroom use and that access of inappropriate resources is NOT permitted. A filter has been provided so that objectionable materials are not expected to be available; however, should something objectionable be inadvertently encountered, the student is responsible for disengaging from it immediately. Any breach of network etiquette should be reported to a parent, teacher, or Mrs. Schoene.

Online Forums: Harford Day School strongly discourages student access to unmonitored social media, as children do not understand the permanent nature of social media posts, nor the outcomes that posting may have on their future. The School expects that all members of its community will bring credit to themselves and Harford Day School by what they do online. As an institution, HDS has the right to preserve its excellent reputation and, if necessary, will take action against anyone who disparages or embarrasses the School or any member of the school community, online or otherwise.

Parent Guidelines for Technology Use & Social Media

Harford Day School has a computer network with Internet access for parents to use when on campus. With access to the network and Internet comes responsibility. Parents are responsible for appropriate behavior on the school's network and expected to exercise discretion and the School's best interests when using social media.

Parent guidelines for using technology & social media:

1. All postings of video or images from school activities, which contain persons who are not in your immediate family, must be approved by the school, and/or the parents of other children in the photo.
2. Mobile devices should not be used on field trips unless permission has been granted by the supervising teacher.
3. Online Forums: The School expects that all members of its community will bring credit to themselves and Harford Day School by what they post online. As an institution, HDS has the right to preserve its excellent reputation and, if necessary, will take action against anyone who disparages or embarrasses the School or any member of the school community, online or otherwise.

4. The School strongly discourages “friending” teachers or otherwise establishing connections with faculty over social media, as determining whether to accept requests, or which to accept, can put the faculty/parent relationship in an awkward and difficult position.
5. Parent email groups have been established for each grade. Unless special permission has been granted by the Director of Technology, parents who would like to use HDS’s email groups must first ask permission from and have their message reviewed by the Director of Technology.

STUDENT HEALTH & WELLNESS

Health Suite

The Health Suite will be staffed each weekday from 8:00 A.M. until 3:00 P.M. by our school nurse, Beth Muller-Hinder, or a substitute R.N. General Health Suite information is posted in the Wednesday Bulletin and on the School’s website: www.harfordday.org. From the homepage of the website click on the “PARENTS/STUDENTS” tab on the left side of the page. From the drop down menu click on “Health Suite Information.”

The nurse provides assessments and direct care to students with injury or acute illness and administers medicines and treatments as authorized. If your child becomes sick at school and needs to go home, the nurse will call you. We understand the inconvenience to working parents, but we have no facility or personnel to care for sick children. Please prepare a contingency plan well in advance, and let us know how we can help. Students leaving school due to illness are picked up in the Health Suite. Please be sure to sign your child out in the blue binder in the school office before leaving school.

In order to best care for your child, it is essential to share any health/medical condition(s) he or she may have with the school nurse. This information will be kept confidential.

Privacy of Medical Information

Due to federal regulations, in the absence of written parental/guardian permission, all student medical information will be kept strictly confidential (i.e. health information will not be discussed or released without permission).

Health Forms and Consents

Parents are required to complete the Health section of the HDS portal by August 1. Your child’s health history, emergency contact information, emergency medical authorization, the dispensing of medication during the school day, and other important details are part of the portal’s health section. Please update your child’s health and demographic information as necessary, throughout the school year. After August 1, you will need to contact the school nurse to make changes to your child’s health information. Health information is confidential and only accessible to the school nurse.

Immunization and Physical Examinations

The American Academy of Pediatrics recommends physical examinations every one to two years for all children. Harford Day School requires a complete physical examination for all children entering First, Third, Fifth, and Seventh Grades, as well as all new students entering school.

Harford Day School follows the vaccine requirements established by the Maryland Department of Health and Mental Hygiene. The requirements are updated annually and posted on the health section of the School's website. Any child not in compliance with the required immunizations or failing to have a current physical on file will be asked to remain out of school until the necessary documentation is provided.

Medical Emergencies

For true medical emergencies, we will call the local EMS for transport to the nearest available facility. We also try to call a parent immediately. If you are unreachable, we will call the person(s) named on the Emergency Contact section of the HDS Portal. Please be sure to name someone who can be reached easily. Please keep all emergency contact information up to date.

Screenings for Hearing and Vision

All examinations for hearing and vision are for screening purposes only and not intended to replace regular medical care. The results of the screenings are sent home with our students for parents to review. All new students, and students in Kindergarten, First, Third, Fifth, and Seventh grade are offered vision and hearing screenings.

Vision screening is provided by Vision Associates. Hearing screening is provided by Dr. Gehris, Jordan, Day, & Associates. The Wednesday Bulletin will post upcoming vision and hearing screening information.

Sicknesses and Absences

Please notify the school office before 8:30 A.M. whenever your child is absent. Please tell us if you would like your child's homework sent home with a carpool or left on the table outside the school office, to be picked up after school.

To be counted present, a student must be in school for at least 3 hours. A student who is absent may not participate in that day's after-school activities.

If your child has a contagious illness or communicable infection (such as strep throat, impetigo, or pink eye), keep the child home until the doctor permits him or her to return to school. Understandably, your child will be sent home if we think he/she poses a health threat to others in the school. **Children experiencing vomiting, diarrhea, or a temperature over 100.4 are to remain home for 24 hours after the last occurrence.** Please do not mask a fever with Tylenol or Motrin and send your child to school.

Head Lice Policy

Harford Day follows the recommendations set forth by the Harford County Public School System with regard to head lice. The school nurse will screen students suspected of having head lice. If live lice are found on a student, the parent/guardian will be asked to pick up his or her child from school. The nurse will inform the parent/guardian of the appropriate treatment for head lice including use of a pediculocide, removing nits, and environmental controls. The student may return to school when:

- a. twenty-four hours have passed since the initial application of a pediculocide.

AND

- b. the school nurse has re-examined the student's scalp and determined there are no live lice present.

Following the student's return to school, the school nurse will examine the student's scalp twice a week, for a period of two weeks.

Nits (eggs) on the scalp and along the hair shaft do not indicate live lice infestation and therefore, do not require a student's exclusion from school. However, the school nurse will examine/screen a student with evidence of nits for a two-week period to determine the absence of live lice.

Medications Policy

When your child is taking prescribed medication on a regular basis, please make every effort to arrange for the medication to be taken outside of the school day. However, when it is deemed necessary for prescription medication to be given during the school day, the following guidelines must be met:

In Maryland prescription medication must be ordered by an authorized prescriber (physician, nurse practitioner, certified midwife, podiatrist, physician's assistant or dentist).

No medication will be accepted or administered unless accompanied by a completed Prescription Medication Form. The form is on the HDS portal.

The form is to be completed by both the student's health care provider and parent.

Medications brought to school must be in the original container (a second container may be obtained for the medication taken at home) and labeled with the following information:

Name of student

Name of medication

Dosage of medication to be given

Frequency of administration

Route of administration

Name of physician/authorized prescriber ordering the medication

Date of prescription

Expiration date

Students are not allowed to carry medication in school; rather a parent should deliver the medication personally to the Health Suite or school office. Medicine classified as a controlled substance requires the parent and nurse document the amount of medication

dropped off or picked up from the Health Suite. Every effort will be made to notify you of the need to refill ongoing medications stored at school. Ultimately, it is the responsibility of the parent/guardian to refill prescriptions in a timely fashion.

No student, except those with special exemptions, will be permitted to self-medicate during the school day. All medications, except epinephrine auto-injectors and asthma inhalers, are kept in a locked cabinet. Students who have asthma may carry and self-administer their medications with the written approval of their parent(s), doctor, and the school nurse.

Circumstances warranting special consideration should be discussed with the school nurse.

At the end of the school year, parents will be asked to pick up medication stored in the Health Suite. Any medications not picked up by the end of June will be discarded.

Epinephrine Policy and Procedure

Harford Day School has adopted a policy allowing the availability of stock epinephrine for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Field Trips

Daily and emergency prescription medications (epinephrine auto-injector, inhaler, diabetic supplies, etc.) already kept in the Health Suite are carried and administered by designated staff/faculty during off-campus activities such as field trips and scheduled “away” athletic competitions.

Overnight Field Trip Medication Guidelines

1. A parent who accompanies his or her child on an overnight field trip is responsible to carry and administer medication to his or her child.
2. The following medication administration guidelines apply to students NOT accompanied by a parent/guardian:

Prescription medication currently kept in the Health Suite, along with the authorization form signed by the parent and the child’s physician, will be sent on the trip. You need only to ensure and/or provide enough medication for use during the field trip.

If your child requires prescription medicine that has NOT been given in school, you and your child’s physician MUST complete the Prescription Medication Form.

If you would like your child to receive over-the-counter medicine, please complete the Harford Day School Parent Medication Authorization For Overnight Field Trips form. The form is located on the “Health Suite Information” section of the School’s website.

A separate consent form is required for each medication.

All medication must be in the original labeled container.

The authorization forms and medication is to be brought to the Health Suite by the parent no **later than three business days prior to the trip.**

Hydration

Everyone needs a minimum of 6 to 8 glasses of water each day for optimum health. Students are encouraged to keep a water bottle full of fresh water (no sports drinks) on hand. Adequate water consumption also reduces the incidence of headache and gastrointestinal discomfort due to dehydration.

Concussion Statement

A concussion is an injury to the brain caused by a blow or jolt to the head and/or body that triggers the head and brain to move back and forth. If a student is suspected of having a concussion during the school day or during a School sponsored event, the student is to be escorted to the Health Suite for further evaluation. A parent will be notified of the injury and the school nurse will complete a head injury report that is given to the student or parent. A student returning to School after a concussion requires written directives from his/her health care provider outlining a plan of care for his/her gradual return to school, play, and athletics. The school nurse will notify staff directly involved with the student of the post-concussion plan of care. A gradual return to normal activities allows for careful monitoring of the student's progress.

Automatic External Defibrillator (AED)

For sudden cardiac emergencies, we have three AEDs on campus. AEDs are in the Field House lobby, the Kindergarten building (in the hallway outside the kitchen), and in the Middle School kitchen.

Suspected Child Abuse or Neglect

Faculty are legally responsible to report suspected child abuse or neglect to the School and state authorities. Faculty are legally protected from lawsuits for false reports, as long as evidence indicates that suspicion of child abuse or neglect was reasonable.

Asbestos Management Plan

In October 1986, the US Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, reinspections, response actions, and post-response action activities, including periodic surveillance activities that are planned or are in progress. You can review this plan

during normal business hours without cost or restriction. Check with Fred Moran in the Business Office.

Counseling

Harford Day employs a School Counselor who works with individual children, small groups, and large groups on social and emotional growth and well-being. The Counselor also teaches *Passages*, HDS's life skills course. The Counselor is available for consultation with parents and to act as a conduit and liaison between a child's off-campus therapist and the School.

OFFICE OF ADVANCEMENT

The role of the Office of Advancement is to support the school in all public relations and to coordinate all fundraising activities. The Advancement Director is the point of contact for the parents association. Tuition provides a great percentage of income; however, tuition covers approximately 86% of the cost of educating a Harford Day student. The School's fundraisers bridge the gap between tuition revenues and expenses. Harford Day raises funds and promotes the school in many different ways.

Annual Fund

The Annual Fund of an independent school is one important element of the budgetary process. Each year estimated annual fund gifts are included in the operational budget. The Office of Advancement solicits tax-deductible Annual Fund gifts from all members of a student's family: current parents, trustees, faculty, grandparents, former parents, and alumni. These gifts ensure that Harford Day will continue to provide the highest quality education to our students.

Your contribution, together with those of other parents, is vital to the continued strength of Harford Day. Gifts range in size, but every gift is important; a high participation rate from our families is of utmost importance.

Capital Campaigns

From time to time, the School embarks upon large, expensive projects that require additional funding not available in the operating budget. During these times, the Board of Trustees votes to conduct a capital campaign to raise the necessary funds. At Harford Day, capital campaigns have paid for several building additions, including the Field House and adjacent classroom wing. During the 1994 - 1995 school year, the School conducted a capital campaign to pay for the Kindergarten Building and to renovate the Science Lab. The new Middle School, which opened in September 2000, was also financed by a capital campaign. A mini-capital campaign provided funding for the new Health Suite and office renovations in 2004. In 2007, Harford Day celebrated its 50th Year Anniversary and embarked on a large capital campaign to raise money for a 12,600 sq. ft. addition to the Field House and to increase the School's endowment. The science wing opened in September, 2008.

Special Events

Although most special events are fundraisers, they also provide an opportunity for members of the HDS community to become involved and to have fun. Examples of special events are the Golf Tournament and Annual Fine Arts Festival.

Parents Association

The Parent Association provides a vehicle for parents to become involved and support Harford Day School. All parents are welcome at the monthly morning meetings. Each class elects two representatives who are eligible to vote on matters brought before the Association (see job description, page 5). Most of the Parent Association's time and energy is spent planning fundraisers, events, community service projects, and parent education. Working from a list prepared by the School's administration, the group chooses items to purchase for the school with the money raised during the year. The President of the Parent Association is a voting member of the Board of Trustees and serves as a liaison between the parents and the Board. HDSPA by-laws are available from the Advancement Director.

Alumni Association

The Alumni Association organizes events to provide support for Harford Day and maintain a bond between the School and its alumni. The President of the Alumni Association is a voting member of the Board of Trustees and is the liaison between the alumni and the Board. All former students of Harford Day School are automatically members of the Alumni Association.

Public Relations and Publications

The Office of Advancement oversees most school publications, including *Daybreaks*, and the Annual Report. *Daybreaks* is mailed to all members of the Harford Day community, and it contains information about student activities, alumni, and important developments at the school. The Annual Report briefly summarizes the School's financial status and lists donors who have voluntarily contributed to Harford Day School during the most recent fiscal year. It is sent to all members of the Harford Day School community in the fall.

The Office of Advancement maintains a Facebook page for the purpose of providing frequent information about our school to the community. Those interested in becoming fans of this page should search for "Harford Day School" in their search bar on Facebook. The site is updated regularly with a variety of information about things going on at the school but does not replace the school's traditional methods of communication such as the Wednesday Bulletin, emails, telephone calls, and letters. Candid pictures, alumni news, calendar reminders, and events are all examples of the many interesting aspects of our Facebook site. **Consistent with the school's privacy policy, we do not permit "tagging" or any other identification of current students' names and photographs on Facebook.** We invite the community to become fans of our Facebook page.

FINANCIAL OBLIGATIONS

Tuition

Please read your enrollment agreement, as it describes your obligations specifically. Contact the Director of Finance & Operations if you have further questions.

Financial Aid

The School's financial aid policies are described on the School's website. Contact the school Controller or the Director of Admissions for more information.

We hope this information is helpful. Please call with any questions you may have.