

September 2010

Dear Parents:

This Handbook for Parents and Students is offered as a resource for the most commonly asked questions about the daily operations and program at The Carey School. Homeroom teachers have taken the time to discuss this handbook with students, particularly the sections dealing with our expectations for student behavior and pertinent procedural information. I ask that parents do the same so you can support our efforts to provide the best possible education for your son or daughter in an atmosphere that nurtures personal growth and respect for others.

In particular, please review the School's Peanut and Tree Nut Policy, Tutoring Policy, and the form for taking your child out of school for an extended period for reasons other than illness. Lastly, our Birthday Policy is often an area of some confusion, so I ask that you take a look at that section as well. As the needs of this school community are further identified, this Handbook will be revised. Should you have any questions about any of the information contained in this publication, please contact me directly.

Sincerely,

Eric Temple  
Head of School

The Carey School  
Parent/Student Handbook 2010-11

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## **OUR MISSION**

The mission of The Carey School is to inspire in our students a life-long love of learning and the pursuit of excellence within a diverse community that nurtures a deep sense of kindness, respect for others and personal responsibility.

## **OUR COMMITMENT**

- To offer a challenging core educational program based on the academic fundamentals of reading, language arts and math.
- To provide all students with an enriched and balanced education through special studies in music, art, Spanish, French, science, technology, physical education and library studies.
- To promote the values of kindness, integrity, tolerance and respect for people.
- To create an environment where childhood is celebrated and students are enthusiastic about learning.
- To respect and celebrate the diversity of people that enriches both our strong Carey community and society at large.

Approved 1/22/02

## **PRINCIPLES OF GOOD PRACTICE FOR PARENTS AND INDEPENDENT SCHOOLS**

This statement was adopted by the California Association of Independent Schools (CAIS) Board of Directors in October, 2000 and The Carey School Board of Trustees in April, 2001. It is intended that these principles will provide a framework for strengthening the relationship between parents and schools.

To be successful, every independent school needs and expects the cooperation of parents, who must understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful team with far-reaching positive effects on children and the entire school community.

Working together, parents and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty and respect.

In practice, the greatest impediment to effective teamwork between independent schools and parents grows out of misunderstandings about school decision-making processes: Who makes decisions in independent schools? How are those decisions made? Independent schools must communicate their procedures to parents who, in turn, share the important responsibility to become informed members of the school community.

### **Parents and Board of Trustees**

In most independent schools, decision-making authority at the highest level resides in a volunteer Board of Trustees whose membership often includes current parents. The Board of Trustees does not intervene in the daily affairs of the school, such as curriculum development and hiring, evaluating or firing of faculty and staff. Instead, the Board focuses on three areas critical to the success of any independent school; it selects, evaluates and supports the Head of School, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the Head in running the school; and it is accountable for the financial well-being of the school. In the conduct of its official business, the Board acts only as a whole; individual Trustees, including the Board Chair, have no authority to act unless specifically authorized to do so by the Board acting as a whole.

- 1) CAIS encourages parents who are interested in high-level decision making to stay informed about the work of the Board of Trustees by reading school publications, talking to the Head of School, and attending appropriate meetings.
- 2) Parents with concerns about the school or with decisions made by the administration and faculty are encouraged to inquire about and follow the school's review process, but they should not expect the Board of Trustees to act as an appeals board. In a day school, trustees often interact with others within the school community and hear concerns about the daily operation of

the school. As a matter of good practice, the trustee reports those concerns to the Head of School.

### **Parents and the Faculty and Administration**

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities and events.

The relationship between parents and the faculty and administration is formally governed by the school's written enrollment contract and handbook, in which its procedures are spelled out. When parents choose to enroll their child in an independent school, they agree to subscribe to its mission, follow its rules, and abide by its decisions. However, most teachers and administrators would agree that trust and mutual respect are the most essential underpinnings of effective working relationships with parents.

- 3) CAIS encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. Thoughtful questions and suggestions should be welcomed by the school. It is incumbent upon the school to provide parents with timely and pertinent information.
- 4) Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem. Efforts by parents to lobby other parents will be viewed by the school as counterproductive.
- 5) While parents may not agree with every decision made by the school, the parent and school will find, in most cases, enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent cannot remain a constructive member of the community. In such cases, both the parent and the school should consider whether another school would be a better match for the family.

### **The Parent Association and the School**

The Parent Association in an independent school provides a vital and much-appreciated service to school leadership and the entire school community. Because the Parent Association is so important, and its volunteer activities potentially so wide-ranging, CAIS recommends the following steps to structure and clarify the Association's role.

- 6) The Board of Trustees, in consultation with the administration, should develop a set of written by-laws for the Association that make clear its procedures and role as a service organization.
- 7) The by-laws should clearly state the Association's mission to support the decisions and policies of the Board and administration. The Parent

Association neither participates in policy-making by the school nor functions as a lobbying group.

- 8) The finances of the Parent Association should be supervised and regularly monitored by the school and should be part of the school's annual audit process.
- 9) The Head of School should be closely involved in the Association nominating process. Cooperation and teamwork between the Head of School and the officers of the Parent Association are crucial to the health of the school community.
- 10) It is appropriate that the Parent Association advertise its activities and events. However, the Association is not a public relations arm of the school and should play no role in the school's efforts to communicate about itself.

### **HISTORY OF THE CAREY SCHOOL**

In 1928, Mary Carey, a former teacher and school administrator, and James T. Carey, a businessman, founded a small pre-school for their two young daughters, Mary Therese and Clare, and a few family friends. In those years, preschool was virtually unheard of, and very few schools even had kindergartens. The first Carey School classes were held in the family home.

As attendance grew, and the children progressed, the school moved to the Clark Drive Mansion in San Mateo. In this home-like atmosphere, the tradition of small classes and academic excellence began.

Mary Therese Carey and Clare Carey Willard graduated from the school their parents had founded and went on to high school and college, returning to The Carey School to be teachers. Eventually, they assumed the role of co-heads and in 1955 purchased the present building on the Alameda. With the school's growth, elementary grades one through five were added.

In 1989, Mary Therese Carey and Clare Carey Willard retired to private life. They passed the reins of the Carey tradition to its present Board of Trustees of The Carey School, a non-profit organization. The school continues to operate within the Carey family spirit. A tradition of academic excellence and self-esteem continue to be emphasized.

## **GOVERNANCE**

### **BOARD OF TRUSTEES**

The Carey School Board of Trustees is responsible for the overall welfare of the school.

The primary functions of the Board of Trustees are:

- to set policies consistent with the School's Mission and Commitment.
- to assure the fiscal stability necessary to maintain an environment which facilitates educational excellence.
- to hire, supervise and evaluate the Head of School.

The Board of Trustees' fiduciary responsibility for prudent management requires that they seek and retain members who possess the following qualifications:

- demonstrated commitment to the Mission of The Carey School through unselfish efforts on behalf of the school.
- intellectual integrity and the ability to consider all issues with an open mind.
- the willingness to put aside family-specific concerns for the greater good of the school.
- a cooperative spirit which always reinforces agreed-upon Board policies and goals, regardless of personal position.
- a willingness to be involved in fundraising.
- the ability to maintain confidentiality.
- the ability to make the time commitment to attend Board meetings and all special Board events.
- the willingness to attend official school social and fundraising functions.
- In addition, Trustees are also expected to contribute to the Annual Giving Fund, CareyFest and Auction, to the best of their ability.

The tenure of Trusteeship is 3 years with consecutive terms limited to 6 years. New trustees assume responsibility each July 1.

### **HEAD OF SCHOOL**

The Head of School is responsible for the overall direction, management and operation of the school. All educational and operational policies and practices are established by the Head of School. The Head of School is directly responsible to the Board of Trustees.

### **FACULTY AND STAFF**

Teachers are appropriately degreed and credentialed; they are carefully selected for their pedagogical talents and experience. A Head of School, Assistant Head of School, Chief Financial Officer, Admissions Director, Development Director, Administrative Assistant, Cook, and a Facilities Manager complete the staff.

### **THE CAREY SCHOOL PARENTS' ASSOCIATION**

The Carey School Parents' Association assists the Head of School and the Board of Trustees with various support services which include keeping the channels of communication open between home and school, serving as room parents and

assuming responsibility for all fundraising. All parents are automatically members of the association and elect their officers annually.

The roster of officers and committee job descriptions are clearly and fully outlined in The Carey School Directory which is published each September. The association's bylaws are made available to any parent by contacting the Carey School Parents' Association president or the Head of School.

### **NON-PROFIT STATUS**

The Carey School is incorporated under the laws of the State of California and holds the Internal Revenue Service designation of a non-profit corporation. As such, it is governed by a Board of Trustees and administered by the Head of School.

### **DIVERSITY AND NON-DISCRIMINATION POLICY**

The Carey School strives to make diversity an integral part of school life. The Carey School community is committed to creating and sustaining an environment of mutual respect and a genuine appreciation for all the varied differences among us.

The Carey School community recognizes, understands, accepts and celebrates the differences among us in religion, race, color, physical appearance, physical and mental abilities, gender, age, marital status, sexual orientation, family structure, political beliefs, language, socio-economic status and familial customs and traditions.

The Carey School will not disparage any personal or family choice, belief, or point of view, nor will it condone expressions of intolerance.

## SCHEDULES AND PROCEDURES

### *The Carey School's Parking and Traffic Plan for 2010-2011*

One of our biggest challenges as a community is staying committed to our safe and efficient parking and traffic plan. The principal goals of the plan are 1) to ensure the safety of the children, and 2) to create an efficient flow of traffic so children can arrive and leave campus in a timely manner. We have worked with the City of San Mateo and our neighbors to develop this plan. Maintaining our good relationships with our neighbors depends on our adherence to this plan.

**PLEASE READ THE PLAN CAREFULLY AND ADHERE TO ALL THE STATED POLICIES.**

**As an added safety measure and to assist with the efficiency of pick up and drop off, please display your name placard on the passenger side dashboard of your vehicle. The sign identifies that you are authorized to pick up your child, and it helps faculty and staff identify the car for students.**

#### **A. Staggered Start and End Times**

The school has a slightly staggered start time to help with the flow of traffic. Note that the school **has early morning daycare beginning at 7:30 am, and extended care each afternoon until 6:00 pm.**

The chart below identifies the **location** and **drop off and pick up times** for each grade level. There will be one faculty member at the circle on La Salle and one faculty member at the front gate on Alameda from 8:00-8:25 for grades 1-5 and at the circle on La Salle until 8:45 for the Kindergarten, to assist children and to help direct the flow of traffic.

<b>Grade</b>	<b>Start Time</b>	<b>Drop Off Time</b>	<b>Location</b>	<b>End Time</b>	<b>Pick Up Time</b>	<b>Location</b>
First	8:30	8:00-8:25	La Salle	3:00	3:05-3:25	La Salle
Second	8:30	8:00-8:25	La Salle	3:00	3:05-3:25	La Salle
Third	8:30	8:00-8:25	Alameda	3:00	3:05-3:25	Alameda
Fourth	8:30	8:00-8:25	Alameda	3:00	3:05-3:25	Alameda
Fifth	8:30	8:00-8:25	Alameda	3:00	3:05-3:25	Alameda
Pre-K	8:45	8:30-8:40	Walk-In	12:30	12:30-1:00	Walk-In
Kindergarten	8:45	8:30-8:40	La Salle	2:45	2:45	La Salle

Cars **MAY NOT WAIT** on Alameda. The white zone is for drop off and pick up only. Please arrive after 3:00 in the afternoon for pick up.

\*Note that if you have more than one child in the school, please use the designated area for the **youngest** child. We understand that families who have a younger child in PK or K as well as a child in 1-5 will bring their younger child early. Note that the teachers will be ready to greet children in PK and K at 8:10 each morning. If you need to have your PK and K children here earlier than 8:10 they may check into early morning daycare.

## **B. Grade 3 – Grade 5 Drop Off and Pick Up / No Parking Zone on Alameda**

The area in front of the school that cuts into the sidewalk is designated as a **drop off/ pick up zone only**. **Please do not park in this area, nor wait for your student in this zone. This rule will be strictly enforced.** Students in third through fifth grade are to be dropped off and picked up in this area. Please make sure your child is ready to exit the car in the morning, as we do not want cars to be backed up on Alameda waiting for the drop off zone. **Children must exit and enter the vehicle from the right back seat passenger side only!**

## **C. Pre-Kindergarten and Kindergarten Children**

State law requires that pre-kindergarten children be signed in and out by their parent or guardian. Thus pre-kindergarten children must be walked into school. Parents may park on Alameda or La Salle Drive. It is recommended that Kindergarten children are also walked into school for the first two weeks or until the child feels comfortable walking in on his or her own. Note that if no one is at the front gate (usually after 8:45), parents and guardians of Kindergarten children will need to park and walk their child to the classroom.

## **D. Pre-K through Grade 2 Drop Off and Pick Up on La Salle Drive**

The Carey School enjoys an excellent relationship with our immediate neighbors on La Salle Drive. It is imperative that we respect and obey the posted speed limit and that we do not block driveways or use driveways to turn around. There are many children in the neighborhood and we must drive slowly and be aware of our surroundings as we enter and leave the school. The following rules apply to the pick up line on La Salle:

### **SCHEDULES AND PROCEDURES FOR LA SALLE DRIVE**

The safety of students at times of arrival and dismissal is paramount. To ensure safety, the San Mateo Police Department has rendered assistance in determining the safest procedures for arrival and dismissal.

For grades K-2, all vehicles are requested to circle and drop off via La Salle Dr., off 20<sup>th</sup> Avenue. (Do not drive into the faculty/staff parking lot.) Since all pre-kindergarten students must be signed in and out, drivers are requested to park on Alameda or La Salle Dr., out of the flow of circling traffic and walk on to campus. Both parents and students are requested to use the sidewalk, not the street, for walking onto campus.

#### **FOR PICK UP:**

- If you are at the head of the carpool line and your child is not yet in the driveway, park in an available parking space or drive around the block and then return to the queue.
- Once in the carpool line, complete the full circle by driving around the cul-de-sac. Do not leave the line to turn back around, especially by using a neighbor's driveway. Be aware that such turn-arounds block traffic trying to exit La Salle.

- **Never double-park** anywhere on La Salle or on the Alameda.
- Only kindergartners are to be picked up at 2:45. Students in grades 1 and 2 are to be picked up between 3:05-3:25.

## E. Extended Care Pick Up

When picking up your student from extended care, please park on either Alameda or La Salle Drive. Do not use the faculty parking lot. Driving in and out of the parking lot is a safety hazard for children and other vehicles.

## F. Carey Kindness

We all lead busy lives and there are times when we are late for important appointments. However, please keep in mind that driving slowly, staying aware of our surroundings, and being kind to one another will help set the tone for a less stressful and safer drop-off and pick up experience. Patience is indeed a virtue when behind the wheel of a vehicle that can cause a great deal of harm to individuals and property. Please respect one another and care for one another as you navigate the traffic and parking around the school.

THE FACULTY/STAFF PARKING LOT IS CLOSED TO ALL NON-FACULTY/STAFF TRAFFIC DURING SCHOOL HOURS (7:30 a.m. - 6:00 p.m.).

## G. General Dos and Don'ts

Do	Don't
Do drive Slowly	Never double park on La Salle or Alameda
Do pay attention and watch for other vehicles and children	Do not talk on your cell phone while navigating the traffic flow around school
Do take deep breaths and be patient	Never J Walk across Alameda
Do follow the procedures for your child's grade level	Never block a driveway or park in a red zone

## H. Help the Environment

Please seek ways to carpool to school. This helps to relieve traffic and it saves the planet too! Also, when in the car pool line, turn your car off if you will be waiting for more than a minute. Idling wastes gas and causes more pollution than restarting your car.

**Thank you for your assistance in making The Carey School a safe school and a good neighbor.**

If you have any questions, please do not hesitate to contact the school.

## **VISITING**

The Carey School prides itself on being an open and welcoming community. At times, though, it is prudent to create simple deterrents to safe guard the children in our care. During drop off and pick up, the walk in gate remains open and accessible for all visitors to the school. There are two to three school members at the gate and in the circle at these times. Outside these high traffic moments, the walk in gate will be secured by a card access system. Each family receives two cards that will grant them access to the school through the walk in gate from 7:00 am – 7:00 pm. Lost cards may be replaced at a cost of \$25. Please do not lend your card to a non-community member. Also, do not write any identifying information on the card that suggests its use at The Carey School. Please contact Jane Kolmodin in the Business Office if you lose your card and need another one.

For security and smooth operation of the school, we ask that parents and all other visitors arriving on campus during school hours first check in at the school office, unless they are attending a school program or group meeting.

## **BIKES**

Students may ride to school by bicycle. Students should, of course, wear helmets and some protective clothing. Bikes must be walked on to campus through the LaSalle Drive double gates and must be locked in the bike racks on the lower playground.

## **SCHOOL HOURS/SUPERVISED RECREATION AND DAYCARE SIGN IN/OUT POLICIES**

PRE-KINDERGARTEN STUDENTS not enrolled in daycare may not arrive before 8:10 a.m. Teacher supervision of playground and classrooms begins at 8:10 a.m. and ends at 8:45 a.m., with the official opening of the school day. Students enrolled in daycare may arrive no earlier than 7:30 a.m. Dismissal is at 12:30 p.m., or depending upon daycare arrangements, no later than 6:00 p.m.

All pre-kindergarten students must be signed in and out. Full legal signature is required.

All pre-kindergarten students not enrolled in daycare are requested to leave campus no later than 1:00 p.m. If the school's administrative assistant is not notified that your child is staying past 1:00 p.m., you will be charged a late fee of \$15 for each 15 minutes, or fraction thereof.

Note: There is a late pick-up fee of \$15 for each 15 minutes, or fraction thereof, for all students remaining on campus past 6:00 p.m. (This is regardless of notification.)

KINDERGARTEN STUDENTS not enrolled in supervised recreation may not arrive before 8:10 a.m. Teacher supervision of playground and classrooms begins at 8:10 and ends at 8:45 a.m., with the official opening of the school day. Students enrolled in supervised recreation may arrive no earlier than 7:30 a.m. Dismissal is at 2:45 p.m., or depending upon supervised recreation arrangements, no later than 6:00 p.m.

All kindergarten students not enrolled in supervised recreation are requested to leave campus no later than 3:30 p.m. If the school's administrative assistant is not notified that your child is staying past 3:30 p.m., you will be charged a late fee of \$15 for each 15 minutes, or fraction thereof.

STUDENTS IN GRADES ONE-FIVE not enrolled in supervised recreation may not arrive before 8:10 a.m. Teacher supervision of playground and classrooms begins at 8:10 a.m. and ends at 8:30 a.m., with the official opening of the school day. Students enrolled in supervised recreation may arrive no earlier than 7:30 a.m. Dismissal is at 3:00 p.m., or depending upon supervised recreation arrangements, no later than 6:00 p.m.

All grade school students not enrolled in supervised recreation are requested to leave campus no later than 3:30 p.m. If the school's administrative assistant is not notified that your child is staying past 3:30 p.m., you will be charged a late fee of \$15 for each 15 minutes, or fraction thereof.

### **LATE ARRIVAL/TARDINESS**

Since Carey's curriculum is particularly demanding, there is careful scheduling throughout the day. Homeroom and the first lessons are often the most important of the day. Students who arrive late not only miss very important announcements and lessons but also disturb the rest of the class. It is particularly difficult for our youngest students to achieve a good social adjustment if they arrive late.

### **IT IS ESSENTIAL THAT PARENTS MAKE EVERY EFFORT TO BRING STUDENTS TO SCHOOL ON TIME FOR THE 8:30 A.M. BEGINNING OF CLASSES FOR GRADES 1-5 AND THE 8:45 A.M. BEGINNING FOR PRE-K AND K.**

When a student is expected to arrive late, the school must be informed by parents (not by the student) by 8:30 a.m. Parents of tardy students will be called, unless such prior notice has been given. Late students or their parents must sign in at the office. Occasional tardiness is expected, but since it is disruptive, habitual tardiness cannot be permitted. Be advised that all tardiness are tracked, and will appear on a student's permanent transcript.

### **ABSENCES**

When a student is absent, the school must be informed by parents (not by the student), by 8:30 a.m. Parents of absent students will be called unless such prior notice has been given.

It is essential that all parents cooperate with the school to avoid unnecessary absences. When an unavoidable absence is anticipated, it is best to notify the school as early as possible so that the consequences of the absence are clear to the student and his/her teachers. The school does not grant permission to a parent to take a student out of school or to extend vacation beyond the school's vacation period; this is a parent's right. **However, we ask the you fill out the Student School's Absence by Choice form at least SEVEN days before your planned absence. See page 35 for this form.**

It is important, however, for parents to recognize that it is difficult to make up school work while on vacation.

When absence is unavoidable, due to protracted illness, teachers will do their best to provide whatever extra help is possible, time permitting. Teachers are, however, under no obligation to give extra assistance when absence has been by choice rather than necessity. Teachers should be given at least 7 full days to compile work for students absent by choice. Further, it is entirely within the teacher's discretion as to whether work missed needs to be made up, how it should be made up, and what weight late work should be given in terms of report cards.

Parents reporting absence should inform the front office when, between 3:15 and 4:00 p.m., they can pick up missed assignments and necessary materials. No matter what age a student is, it is important that the school be notified well in advance if parents will be absent from the home and the student cared for by someone else. If such circumstances are anticipated, parents must write the school, giving the dates during which the student will be under someone else's care, and the name, address and telephone number(s) of that person, including business hours and telephone. If possible, parents should provide a telephone number where they may be reached in an emergency, and check to be sure the student's emergency card lists responsible adults to contact.

Be advised that all absences are tracked and will appear on your student's permanent transcript.

### **RELEASE**

Students will not be released to anyone but their parents, unless the school has been properly notified (by phone or in writing) to the contrary. Further, the school shall presume that each natural parent has the same legal rights in regard to the custody of any students unless informed, in writing, to the contrary. To encourage privacy, a letter signed by both natural parents (guardians, if applicable) setting forth the custody agreement will be satisfactory. If a joint letter is inconvenient, a copy of the court order will be required.

### **EARLY RELEASE**

Early pick-up for medical, dental, or other appointments must be cleared, in advance, with the office or the homeroom teacher (by phone or in writing). Without such notification no student will be released early. **Please sign your child out in the front office if leaving early, and sign your child in if arriving late.**

### **POLICE ON CAMPUS**

The Carey School is in accord with the California Association of Independent Schools Communications of April 8, 1999, which states, "The police have an absolute right to be on campus and to question anyone without interference by school personnel. Police should check in the office, but are not obliged to do so. The school does not have an obligation to contact the parent of a student who is questioned, unless that student is removed from campus."

## **HEALTH**

A certificate or physician's note indicating good health must be sent to the office before the first day of school for all new students. State law does require that students entering school in California be immunized against measles, rubella, mumps, diphtheria and whooping cough. Failure to comply with this requirement may result in temporary exclusion from the school.

An updated medical emergency card and treatment release form must be on file in the office at all times. It is the responsibility of the parents to keep the school informed of any changes in medical emergency information.

Students who exhibit signs of illness before coming to school must be kept at home. This practice reduces unnecessary contagion and burden for the school community. Students who become sick at school will be sent home as soon as the parents are located.

A student who has a fever should be kept at home for at least 24 hours after the temperature is back to normal.

Parents are requested to advise the school immediately if a student shows signs of exposure to any infection or contagious conditions; parents, by homeroom, will be advised of the possibility of such exposure at school.

For reasons of good health, The Carey School is a smoke-free campus at all times.

## **COMMUNICABLE DISEASE POLICY**

The Carey School places a high priority on the need to prevent the spread of chronic or acute communicable diseases that pose a serious health or safety risk to others in the School setting. It is the intention of the School to promote the health and safety of its students, staff, and the community, while assuring that no student or staff member unnecessarily is excluded from the available educational opportunities or his or her employment. Employees and the parent/guardian of the student with chronic or acute communicable diseases that pose serious health or safety risks to others in the School setting are expected to inform the Head of School immediately about their illness so that the School can effectively implement this policy. The School respects the right to privacy of any employee or student who has such a disease. Unless otherwise authorized by the employee or student's parent/guardian in writing, the medical condition of the employee or student will be disclosed only to the extent necessary to minimize the serious health and safety risks to the employee or student and others, or as required by law. No fixed rule is established that students or staff with particular chronic or acute communicable diseases that pose serious health or safety risks in the School setting will be excluded automatically or receive any other predetermined disposition. All cases involving such diseases will be assessed and handled on an on-going basis dependent upon the facts and circumstances of the individual case, and consistent with applicable state and federal law.

## THE CAREY SCHOOL'S PEANUT AND TREE NUT POLICY

### **Background:**

In our efforts to create a safe learning environment for all Carey School students, the School seeks to balance the needs of students with peanut and tree nut allergies with the needs of the rest of the community. This information is intended to clarify The Carey School's Policy that is now in place and begin the important process of educating the entire community regarding food allergies and our role in minimizing risk and harm to all children at The Carey School.

### **What is The Carey School's Policy on Nuts and Tree Nuts?**

Due to the severity of allergic reaction to peanuts and tree nuts when compared with other food allergies, The Carey School prohibits all peanuts and tree nuts or products made with peanuts or tree nuts from pre-Kindergarten, Kindergarten, First and Second Grade classrooms when there is a student who has such an allergy in the class or grade level. The only exception to this policy is for students in First through Fifth Grade who bring lunch to school. If a student brings lunch to school that contains peanuts or tree nuts of any kind, he or she may sit in the "Nut Zone" for lunch. Immediately after lunch the child must wash his or her hands. The tables will be cleaned after lunch. By designating a single table as a "Nut Zone" students with severe allergies will be instructed to avoid this area until the tables have been cleaned after lunch.

In grades third through fifth, we ask that parents and students be sensitive to student needs. By third grade, students are usually able to self-monitor their eating and their surroundings. Though there is no formal prohibition against peanuts and tree nuts beginning in third grade, we ask that you educate your student on the risk of exposing a friend with severe nut allergies to the allergen and the precautions necessary to ensure all of our students' safety.

### **Why this New Policy?**

A number of children and adults in the School are severely allergic to peanuts and tree nuts. Some may have a mild reaction to exposure; others can have serious life-threatening anaphylactic reactions. Indeed, tree nut allergies have increased in prevalence and severity over the past years. According to the Academy of Allergy, Asthma and Immunology, between 1997 and 2002 the rate of peanut allergies in children age five doubled. The Carey School is fully committed to the diversity of its student body and providing a safe educational environment for all members of the community. This includes students with severe nut allergies. We have a responsibility to ensure that these children remain an integral part of the school community without placing them at risk.

### **What is our responsibility?**

The family, the School, the student and the school community all have a shared responsibility for ensuring the safety of all members of The Carey School community. The world is not peanut and tree nut free. With the support of The Carey School community, the student will have to learn how to avoid allergens in all aspects of his/her life. However, these are some of the steps we as a community can take to support that child:

**The School:**

- Educating the general school community including students about preventing allergic reactions among themselves and others.
- Enforcing a “no food-sharing” policy.
- Enforcing a hand washing policy.
- Ensuring that tables with food are washed down after lunch and snacks.
- Educating key staff about the indications and technique for injecting epinephrine.
- Including food-allergic students in standard school activities. Taking threats, bullying, harassment or teasing against an allergic child seriously

**The Family:**

- Notify the school of the child’s allergies.
- Work with the school to develop a plan that addresses the child’s needs throughout the School
- Educate the child in the self-management of his/her food allergy including: Understanding safe and unsafe foods; Strategies for avoiding exposure to unsafe foods; How and when to tell an adult he/she may be having an allergy-related problem

**The Student:**

- Do not trade food with others.
- Do not eat anything with unknown ingredients or known to contain any allergen.
- Notify an adult immediately if he/she eats something he/she believes may contain the food to which he/she is allergic.

**The School Community:**

- Inform children not to trade food.
- Comply with “The Carey School’s Peanut and Tree Nut Policy.”
- Include severely allergic children in all activities possible.
- Do not blame the parents or the allergic child for inconveniences- this is no one’s fault.

**How can you help?**

Please help to reinforce the school’s No Food Sharing and Hand Washing policy with your child. **The Peanut Allergy Answer Book** by Michael Young, M.D. is a great resource for more information.

**MEDICATION**

To ensure safety, parents are required to fill out a medication permission form in the office, and then verbally notify the teacher. Parents are required to give all medication to the school office. No medication may be given to a teacher or a student.

**HEAD LICE POLICY**

In the beginning of the school year and shortly after the first day of return from winter and spring recess, all students will be examined by a public health nurse for the presence of head lice and/or nits. Additionally, throughout the school year all students will be checked periodically by their homeroom teacher.

If a student is found to have head lice or nits, he/she will be removed from class and the parent will be called. The parent is asked to take the student home and treat the hair with special shampoo. Any lice/nits must be removed from the student's hair, also. Additionally, parents are reminded of the necessity to follow through with a second shampoo treatment, as per the printed instructions on the product purchased or prescribed by a physician.

A letter will go home with each student from that class notifying the parents of the existing problem and stating recommendations for treatment.

Before returning the student to the classroom, parents must bring the student to the office to be checked by the administrative assistant.

### **LOST AND FOUND**

Students are instructed to bring all valuable items found on campus to the office; they are instructed to bring clothing and items of lesser value directly to the white lost and found box located near the main office. It is the student's responsibility to retrieve lost items, but parents are welcome to look through the lost and found box whenever they wish. It is required that all clothing, books, and lunch boxes are clearly marked with the student's name. Unclaimed, usable lost and found items will be cleaned and placed in the emergency center. All remaining items will be donated to the Good Will or other charity.

### **SCHOOL PICTURES**

Early each fall, the school contracts with a professional school photographer. Parents may select from a number of package options. All students are photographed, but only those having purchased one of the packages receive a composite class picture. The exact date the photographs will be taken are listed on the calendar and will be announced in *THE EAGLE'S EYE*.

### **FIELD TRIPS BY CARPOOL**

Working cooperatively, the school's administration and The Carey School Parents' Association have developed guidelines and requirements for those who volunteer to drive on field trips. Each summer these are mailed to all parents. A copy of these guidelines and requirements, along with an accompanying cover letter, are found in Appendix 1 of this publication.

## **THE CAREY SCHOOL DRESS CODE 2010-2011 PRE-KINDERGARTEN – GRADE-FIVE**

The Carey School dress code is a reflection of the school's mission and the expectations of the administration and faculty to promote an atmosphere that is wholesome, respectable and conducive to learning. All school clothing should be neat, clean and contribute to a student's sense of self-respect and pride in being a member of the Carey community. It should also be clearly labeled with the child's name.

### **SHOES**

For playground safety issues, all children must wear rubber and/or skidproof soled shoes. On P.E. days athletic shoes are required.

## **SAFETY NOTES**

For safety reasons it is recommended that draw string on clothing be removed and long necklaces or chains not be worn.

### **THE FOLLOWING ARE NOT ALLOWED:**

1. Swimsuits, short shorts, tank tops, bare midriffs, tops with low necklines, or underwear showing (including spaghetti straps)
2. Any article of clothing with offensive or inappropriate language or graphics
3. Camouflage or military clothing
4. Low slung and/or oversized pants
5. Hats worn indoors
6. Open-toed shoes, sandals, flip-flops, platform shoes, or backless shoes
7. Make-up
8. Dangling earrings
9. Torn or ripped clothing

### **PRE-SCHOOL-GRADE 5 P.E. DRESS CODE**

On P.E. days, students should come to school in the following: Red or white sweatpants and sweatshirts, red or white T-shirt, athletic socks (any color) and athletic shoes. Red or white shorts can be substituted for sweat pants during warm weather. For your convenience, you may order red and white athletic clothing with The Carey logo through Land's End. See the CSPA section of the website for ordering information.

### **EXCEPTIONS**

Any exception to the dress code may be made by administration or faculty when deemed appropriate (i.e. picture day, special theme day, field trips, etc.).

### **ENFORCEMENT**

Parents are chiefly and foremost responsible for making certain that students are dressed appropriately and in conformity with this dress code.

The faculty and administration shall be responsible for enforcing the dress code. On the first instance a violation occurs, the homeroom teacher will deal directly with the student. Should a second violation occur, the homeroom teacher will call the student's parents. On a third violation, the administration will require a parent to come to campus, remove his/her child from class and return the child dressed appropriately.

### **NOTE**

This dress code has been developed cooperatively by the administration, the faculty and the Executive Committee of The Carey School Parents' Association. This dress code may be changed without notice by the administration. Further, the administration is the final and sole arbiter in all matters regarding this dress code.

## TRADITIONS

In its long history, The Carey School has established a number of traditions. In chronological order, they are:

### **SEPTEMBER:**

#### **BACK TO SCHOOL NIGHT**

This night provides an opportunity for parents to learn about the curriculum in their child's homeroom class and specialist classes.

### **OCTOBER:**

#### **GRANDPARENTS' AND SPECIAL FRIENDS' DAY**

Grandparents and surrogate grandparents are invited to the school for classroom visits and a short program.

#### **CAREYFEST**

This provides a day of activities including the walk-a-thon, afternoon activities, refreshments and entertainment.

#### **TRUSTEE DAY**

This provides the entire Board of Trustees an opportunity to visit campus, sit in on classes, and have lunch with the students and faculty.

#### **LITERATURE DAYS**

During Literature Days, an author will visit and there will be a special performance related to literature. The emphasis will be on the love of reading throughout the week.

#### **PUMPKIN PATCH**

Students in grades PK-5 are invited to pick their own pumpkin for carving at the annual Pumpkin Patch.

#### **HALLOWEEN CELEBRATION**

Students in grades PK-5 participate in a morning costume parade. Small celebrations occur at the end of the day.

### **DECEMBER:**

#### **HOLIDAY SING**

The Carey School family gathers at The Bayside Performing Arts Center to welcome the holiday season.

### **JANUARY:**

#### **SCIENCE FAIR**

Students in grade 5 display their long-term science projects.

### **MARCH:**

#### **FOREIGN LANGUAGE DAYS:**

Foreign Language Days will celebrate many different cultures as students participate in a variety of activities designed to help them understand and appreciate different life experiences.

**APRIL:**

**CLARE CAREY WILLARD ART DAYS**

All students participate in four days of art experiences which include performance, poetry, music and arts and crafts. The week culminates with the Art Fair.

**FOUNDERS' DAY**

Special activities and programs are incorporated into Art Days to celebrate the founding of the school.

**MAY:**

**CELEBRATION OF LEARNING/ FAMILY MATH NIGHT**

Celebration of Learning is an opportunity for families to tour the campus and see, first hand, the wonderful learning that occurs in each classroom. Projects and student work are displayed in every classroom. The event is combined with Family Math Night, an event that provides an opportunity for families to learn the many different math games the children are learning in class.

**PAULINE MURRAY SPORTS DAY**

Students, faculty, and parents in grades PK-5 participate in a day of organized sports, games, and special activities. PK and K participate on campus and 1-5 go to Beresford Park. Pauline Murray, a Carey School teacher from 1968 to 1983, initiated and organized Carey's first annual Sports Day. In May of 1991, Sports Day was renamed to honor a much-loved former teacher.

**5<sup>th</sup> GRADE RECOGNITION AND YEARBOOK ASSEMBLY**

Students in 5<sup>th</sup> grade are recognized for their achievements throughout their years at Carey. Yearbooks are distributed to the whole school.

**END OF YEAR FIELD TRIPS**

In pre-kindergarten and kindergarten, students and faculty enjoy a visit to a designated park or recreation area. The highlight of the day is a picnic lunch served at midday. Grades 1-5 and faculty participate in a day of games, hiking and swimming also at a designation park or recreation area. Again, the highlight of this trip is a picnic lunch served at midday.

**JUNE:**

**OPERETTA**

All students participate in a school-wide spring musical.

**GRADUATION**

Graduation is a community-wide celebration marking the end of the academic year 2010-11. All Carey School faculty, staff and students are in attendance. At this celebration, The Carey School family recognizes and bids farewell to students in grade five.

## **COMMUNICATIONS WITH THE SCHOOL**

### **COMMUNICATION**

Open and honest communication is the hallmark of a healthy community. At times we may have questions or concerns that are difficult to communicate. However, addressing a problem head-on in a respectful manner is always the best policy. As adults, we have the responsibility to model kindness, respect and personal responsibility for our children. Anonymous communication of any kind is strictly forbidden by school policy and may result in being asked to leave the community. Anonymous communication can be hurtful and does not result in open dialogue. At The Carey School we try our best to support one another and problem solve together.

### **THE EAGLE'S EYE**

Every other Wednesday the school issues a bulletin known as the Eagle's Eye. This is the chief instrument of communication between school and home. It is imperative that parents read this weekly as it contains many of the messages which are necessary for parents to keep well informed about the life of the school and the well-being of students. This bulletin is posted directly on the school website in a password protected section and only parents in the community have access to this information.

With the approval of the Head of School, parents are welcome to place items in the The Eagle's Eye. Since the Eagle's Eye is posted on Wednesday, it is required that any items arrive at school no later than Friday, the week before at 12 p.m. (noon), so they may be included.

### **BACK-TO-SCHOOL-NIGHT**

Each September parents are invited to a Back-To-School-Night with homeroom teachers and specialist teachers. The evening agenda is constructed to provide parents with a clear understanding of Carey's program of studies. Teachers describe the curriculum, objectives, methods, schedules and general expectations. Parents are urged to attend this very important evening designed to keep them fully informed.

Comments or questions regarding specific student progress are inappropriate at these meetings.

### **CONFERENCES AND REPORT CARDS**

1. Parent-teacher conferences are held twice a year. Extra conferences may be requested at any time by telephoning or emailing the teacher directly.
2. PLEASE DO NOT TELEPHONE TEACHERS AT HOME.
3. Report cards are issued two times a year in grades PK-5 (January and June)

### **CELEBRATION OF LEARNING**

Celebration of Learning is held in early May. Student work is exhibited and parents are encouraged to ask questions of the teachers and the administrators. This is also an excellent opportunity to become acquainted with the curriculum in subsequent grades. Family Math Night is combined with Celebration of Learning.

### **NEW PARENTS' ORIENTATION**

Each year The Carey School schedules an orientation for new parents which takes place in late August or early September. This meeting is designed to assist new parents in adjusting to life at The Carey School and to permit them to participate early on in the life of the school. Parents will hear a description of a typical school day, tips for a smooth beginning of school for the students and an overview of the school's financial infrastructure. This orientation is also an opportunity for new parents to become better acquainted with the organization of the school, the events listed on the 2010-2011 school calendar, the activities of the Carey School Parents' Association and the Board of Trustees. A question and answer period will conclude this session. It is expected that new parents attend this session.

### **PARENT EDUCATION SERIES**

The Carey School along with other schools on the peninsula , organizes opportunities for parent education. Guest speakers/educators are invited to address the needs and interests expressed by the parent community. Dates and times of the parent education series are announced in The Eagle's Eye.

### **TELEPHONE MESSAGES**

It is very important that all arrangements for home transportation and after school appointments be made and understood by students before they leave for school. The school cannot guarantee delivery of a message on campus, especially if the message arrives after noon. Of course, in a true emergency, call the school office.

Telephone messages for students should be limited to true emergencies, and only in emergencies should students ask to use the school telephone. Also, it is not a good idea for parents to ask students to return a call because the school's telephone lines are often in use, and the students can miss class time trying to contact a parent whose phone is busy.

### **SCHOOL DIRECTORY**

A school directory is completed and published each September. This directory should not be given to anyone or to any organization.

## WHOM TO CALL ON CAMPUS

Absence/Tardiness	Betty Angell
Admissions	Dana Goldberg
Alumni Relations	Lisa Fowler
Annual Giving	Lisa Fowler
Calendar	John Loeser
Capital Campaign	Lisa Fowler
Car Insurance Coverage	Betty Angell
Curriculum	John Loeser
Daycare/Supervised Recreation	Eddie Madril & Betty Angell
Development	Lisa Fowler
Discipline	John Loeser
Emergency Preparedness	John Loeser
Fundraising	Lisa Fowler
Grievance	Peter Lim or Eric Temple
Grade School Programs	Eric Temple or John Loeser
Health Records/Transcripts	Betty Angell
Insurance Questions	Jane Kolmodin
Lost and Found	Betty Angell
Lunch Program	Jane Kolmodin
Opening/Closing of School Facilities	Jane Kolmodin
Pre-Kindergarten Program	John Loeser
Reservation/Use of School Facilities	Jane Kolmodin
School Policies	Eric Temple
Student Medication/Head lice	Betty Angell
Tuition and Daycare Assistance Program	Jane Kolmodin
Tuition Payments	Jane Kolmodin
The Eagle's Eye	Daisy Hsiao

NOTE: Individual teachers, rather than administrators, should be contacted for information about a test, grade, behavior, or any other matter regarding your own student. The teacher is always the best person to speak to about classroom issues and ordinary business of day-to-day classroom management.

ERIC TEMPLE, the Head of School, can be called about almost anything. His primary responsibilities are the hiring and evaluation of faculty and staff, school policies, budget, admissions, staffing and to share information on any subject not clearly within the responsibility of someone else named above. Additionally, Eric may be called upon to address concerns which remain if discussion with a teacher has not resolved some issue.

## EARTHQUAKE PREPAREDNESS

### GENERAL NOTE

The school is making every effort to insure the safety of the students in the event of an earthquake. Regular drills are conducted to instill proper reaction and an emergency plan has been established. In addition to first aid supplies, food, water and blankets have been prepared for students.

It is important that parents be aware of the school's general plan and assess their own readiness to deal with a crisis situation, such as a severe earthquake.

If you have any questions regarding emergency preparedness, please contact John Loeser, Assistant Head of School.

## **THE PLAN**

In the event of an earthquake severe enough to disrupt ordinary public services, students on the way to school should proceed to school; if students are on the way home, they should proceed home. If an earthquake does not cause serious damage or destruction during school hours, students will remain at school under the supervision of school personnel, until the regular dismissal time.

If an earthquake causes damage or destruction to buildings, communication systems, and power, the following procedures will be in effect.

If it is safe to do so, parents are urged to come to school to pick up students. The supervising teacher must be informed that the student is leaving school under the parent's supervision. Students will ONLY be released on the Alameda. The cul de sac and driveway MUST BE RESERVED FOR EMERGENCY VEHICLES. Radio Station KNBR 68.1 AM will broadcast local disaster information in San Mateo County.

If it is NOT safe or you are unable to pick up a student by DISMISSAL, you should arrange for your student to be picked up by the authorized persons designated on your student's Emergency Form.

If the earthquake causes damage or destruction so severe that roads and freeways are unable to be used, the following procedures will be in effect.

Parents, who are able, are encouraged to pick up students.

If it is safe to do so, the students will remain at school.

If it is necessary to evacuate the building, the students will walk to the nearest safe authorized place with teachers and staff. OUR PLACE OF DESTINATION WILL BE POSTED AT SCHOOL.

In the event of a severe earthquake during non-school hours, parents should not send children to school on that day (if it is a school day) or on the next regular school day, unless Radio Station KNBR 68.1 AM reports that school is open or parents are able to confirm by telephone that school is open. Students should be kept at home until one of these confirmations has been obtained.

## **PARENTS' RESPONSIBILITIES**

The school should be notified as soon as possible of any change of any information on a student's Emergency Form. The Emergency Form is sent home in the summer mailing. Parents are responsible for making any changes to the form and returning it to the school prior to the first day of scheduled classes.

If a disaster should occur, parents should refrain from calling the school. An electronic emergency broadcast system will be used to communicate directly with families via cell, land-line, and email. School telephones will be needed for emergency call out.

## **DISCIPLINE**

### **GENERAL NOTICE**

The school has few specific rules for behavior of its students. It is assumed that parents, students, and staff share a belief in mutual respect, courtesy, honesty, tolerance and goodwill. Learning such values, at home and at school, is a normal part of a student's social development, and occasional deviations from good behavior can easily be handled within the classroom. Occasional minor offenses, such as chewing gum, tardiness, or missing homework or class materials will not generally be brought to a parent's attention.

Persistent failure to observe school rules over an extended period of time, or offenses involving physical or verbal cruelty or disrespect will be brought to the parents' attention. Usually, a conference or telephone call will determine the causes of such behavior; although school and parents share responsibility for the development of values, the ultimate responsibility must lie with the parent.

The school reserves the right to suspend or dismiss any student for any illegal act such as possession of drugs or alcohol at school, as well as cheating, theft, unexcused absence from campus, serious acts of misbehavior, or continued behavior detrimental to the interests of other students and for the school. In taking such action or refraining from doing so, the school will seek parental understanding and cooperation to determine the best interests of the student concerned as well as of the school and its student body.

### **ITEMS NOT PERMITTED AT SCHOOL**

Except at the specific direction of an administrator or teacher, students may not bring to school: skateboards, frisbees, hard balls, toys of any kind, candy, gum, radios, cassette recorders, cell phones, headsets or cell phones. There is no need for such items at school, and they are easily broken or mislaid.

For nap time, daycare students may bring stuffed animals to school at the specific direction of a teacher. Students may bring in any pre-approved item or toy for sharing, special projects or activities.

There is rarely any need for students to bring money to school; large sums should never be brought.

### **GENERAL SCHOOL RULES**

#### **IN THE HALLWAYS/CUBBIE AREAS**

- Running is not allowed;
- Belongings must be hung up;
- Hallways and cubbies must be kept clean.

#### **ON THE PATIO:**

- Running is not allowed;
- Students may not play with sports equipment.

#### **ON THE PLAYGROUND:**

- Running is not allowed on the way to the playground;

- Fighting is forbidden;
- Students must get drinks during recess;
- Students must use the restrooms during recess;
- Students must respect the play areas/games of other students.
- Students must allow everyone to play and may not exclude anyone for any reason.

#### IN THE CLASSROOM

- Students may be in the classroom only in the presence of an adult;
- Students must follow rules set by each individual teacher.

#### AT LUNCH

- Students must clean their own area;
- Students must discard all trash.

#### UPPER PLAYGROUND RULES

The swings are first-come, first-serve. If all are being used and other students want to use them, they must rotate every five minutes. Three students and one pusher are allowed on the tire swings at one time.

Students running on the track are to be given **priority** status, and should be able to run without being hindered or harassed. However, they too must be aware of other games going on and must try as much as possible to avoid interfering with those activities.

#### LOWER PLAYGROUND RULES

Basketball games on the lower playground have priority on the basketball courts. There is room for either three separate half-court games or one half-court game on the 8-foot basket and one full court game on the 10-foot baskets. All students are to be included in games.

If no basketball games are being played, the basketball playing area is open to any other games on a first-come, first-served basis.

**No** balls are allowed on the playground before school starts.

**No** students in grades 1-5 may ride the tricycles.

**No** students in grades 2-5 may enter the sand area before Pre-K, K and 1 have left that area. At the discretion of the teacher on duty, traffic cones may be placed to divide the lower playground in half, providing play areas for two separate activities.

**No** sand toys are allowed in the wood chip area of the playground.

**Please** have the students pick up toys and return them to the toy chest at the end of the day or after recess.

All rubber balls are available on a **first-come, first-served** basis. There will be no hiding or stashing of balls by any group of students. Basketballs are to be used to play basketball first, and are never to be used in a kicking game. **No** one-touch or wall ball games will be allowed at the backstop area. All one-touch games are confined to the upper playground. **Only one ball** per game or group of students.

## **CLIMBING BOULDER RULES**

**No** climbing over the top of the wall.

**No** sitting on top of the wall

**No** boosting up onto the wall

**Five** students are allowed on the wall at one time. When a student reaches the top and comes back down, his or her turn is over. Note that a best effort also counts as a turn. The students need to monitor themselves.

**No** climbing directly behind another student. Students need to spread out.

## **HOMEWORK**

### **GENERAL NOTE**

Homework is given for the purposes of: developing a student's sense of responsibility, developing a student's pride in individual effort, practicing, reinforcing, and applying skills which have been introduced in the classroom, challenging students to explore new fields or to work more intensively in an area studied in the classroom and developing independence and self-reliance.

Parental assistance should be limited to occasional help with specific items of difficulty. It is both the process of doing the work and the product of that work which are the purposes of home assignments. If any assignment proves too difficult, the teacher needs to know this and adjust teaching to this reality; when parents do part of the homework, difficulties are disguised, the learning process is subverted and the student's self-esteem is lowered.

Parents with questions regarding the purpose, amount, or content of an assignment should contact their student's teacher. Parents are encouraged to closely monitor their students' homework.

### **HOMEWORK ASSIGNMENTS**

Homework will begin in kindergarten with a single, weekly assignment, about 10 minutes in length. Homework for 20-30 minutes daily is customary for first graders and 20-40 minutes for second graders. Homework should take 40-60 minutes in grade 3, and 60 to 90 minutes in grade 4, and 90-120 minutes in grade 5. If a student seems to be spending far more or far less time than this, except when special projects are involved, over a period of several days, please contact his/her teacher. We do not encourage a student to spend more time than indicated doing homework, except on occasion. Generally, homework is not assigned over a weekend. Free time for students is as necessary as study time.

### **THE CAREY SCHOOL HOMEWORK CLUB**

The Carey School provides an opportunity for children who need a place to go in order to get started on their homework at the end of the day. From 3:00-3:30 pm, Monday through Friday, one faculty member will be on duty in Room 19 to assist students who may need some help with homework. For example, faculty may help students get organized in order to be ready to tackle their homework once they get home, or faculty may actually assist students with understanding directions for a homework assignment. Sometimes, a student just needs someone to make sure he or she is sitting down to focus. However, Homework Club is not

meant to provide academic remediation for students who need more practice in a skill set, nor is it meant as a disciplinary action where students are sent in response to a behavioral or academic challenge. However, there may be times when a teacher requires a student to attend the Homework Club in order to address a concern about a student's ability to get his or her homework done.

As this is the first time we have tried this idea, there may be some glitches that will need to be addressed as we forge a program that best supports our students. It is our hope that students and parents find the Homework Club a useful resource that supports our students in meeting the school's academic expectations.

Sign In and Sign Out for Homework Club:

**Parents must sign in their student for Homework Club using the same process as Drop In After School Care. There will be a sign up sheet outside of the main office. Parents may also call Betty and ask her to sign their student up, however, these requests must be made before 2:00.**

- Faculty will take attendance from the sign up sheet. This will help us track who is using the Homework Club (grade level, gender, etc.). It will also help us know who is on campus and where the student is located.
- If a student leaves Homework Club before 3:30, he or she will sign out and designate where he or she is going. If a parent picks up a child from Homework Club, he or she needs to sign out his or her child.
- Students who are in Homework Club at 3:30 will be walked to After School Care and be signed in.

If you have any questions, feel free to call Eric or John, or ask your child's homeroom teacher.

## **TUTORING POLICY**

The Carey School recognizes that some students need to receive extra help in order to build skills in certain academic areas or in specific courses. The first avenue for seeking advice regarding tutoring should be a student's teacher. We value the connections that teachers, students, and parents forge during their years together at The Carey School and a conversation about a student receiving extra help should start with the Homeroom teacher.

### Some Basic Expectations:

- Teachers are expected to help students within the course of daily classroom work and to the extent that this is possible in the context of group instruction.
- A teacher, after working consistently with a student, may recommend a tutor to work on specific skills.

- A parent should seek the teacher's advice and recommendation on tutoring to support a student's learning goals and needs.
- Tutors should not do a student's work, but rather assist in improving the student's skills to empower him/her to do his/her work independently and successfully.

To help facilitate the student/teacher/tutor/parent relationship, the responsibilities of each party are outlined below:

#### Responsibility of The Carey School Employee:

- Carey School employees may not tutor students in their own class or students in the grade they are teaching. Carey School employees may not tutor during regular school hours (8:00 am – 4:00 pm). The Assistant Head of School and the Head of School will make exceptions to this policy on a case-by-case basis. These rare exceptions will be based on the specific needs of the student where, in the judgment of the administration, other tutorial support is not available.

#### Responsibility of the Teacher:

- Teachers will return work in a timely manner with specific suggestions for improvement and will be available to meet with students to help ascertain specific needs. Teachers will discuss the student's needs with the parents and the tutor to facilitate the student's progress.

#### Responsibility of the Student:

- A student will first seek assistance from his or her teacher. A student will turn in work that he or she has done and not work that the tutor has produced. Students may not miss school to meet with a tutor, unless the Assistant Head of School or the Head of School has granted specific permission.

#### Responsibility of the Tutor:

- A tutor is expected to help a student build skills. A tutor may not write a student's paper nor complete other class assignments for him or her. Tutors should supply exercises that support the assignments of a class in order to build skills needed for success in a class. Thus, tutors should check in with a teacher about the student's progress. When a student has improved his or her skills, the tutor should encourage the student to try working on his or her own. Students gain confidence when they know it is truly their own work being assessed.

#### Responsibility of the Parent:

Although the school may be able to suggest some possible tutors, the parent is responsible for finding a competent tutor. In the case of students with diagnosed learning differences, the school will recommend a skilled tutor where possible.

The parent should supply the tutor’s name and contact information to the teacher so that a preliminary consultation with the teacher can be scheduled. Parents should not expect the tutor to do the student’s work in pursuit of a better grade. Parents may not schedule tutoring sessions during the school day unless specific permission has been granted by the Assistant Head of School or the Head of School. It is vital that tutoring sessions do not require child to miss instruction or participation in school programs

**GIVING AT THE CAREY SCHOOL**

As an independent school, Carey receives no financial support from Federal, State or local governments.

Tuition and fees represent approximately 90%-95% of the school’s operating budget. Fundraising provides most of the remaining 5%-10%. This fundraising falls into 4 types of giving: CSPA fundraising events (Careyfest / Walk-a-Thon, Auction and eScrip / SchoolPOP), Annual Giving, Capital Campaign and Endowment. All parents are expected to contribute to these efforts according to ability.

The following chart outlines each type of giving including the purpose, frequency, key benefits, sponsors and use of funds.

	Careyfest	Auction	eScrip / SchoolPOP	Annual Giving	Capital Campaign	Endowment
Purpose	Fall Family Event	Adult Event w/ Auction	Fundraising for School operations	Supports School operations	Addresses School facility needs	Provides future financial stability
Frequency	Fall / October	Spring / March	Year Round	November to January	As needed, every 4 to 6 years	On-going
Key Benefits	Allows additional educational enrichment	Allows additional educational enrichment	Allows additional educational enrichment	Ensures academic and faculty development	Supports major new facility needs	Long-term financial stability
Sponsors	CSPA	CSPA	CSPA	Board of Trustees	Board of Trustees	Board of Trustees
Uses	CSPA determined projects	CSPA determined projects	CSPA determined projects	School operations	Specific campaign goals	Permanent fund w/ interest generation income

## MISCELLANEOUS INFORMATION

### USE OF THE SCHOOL'S NAME

It is the policy of the school that its name, or any abbreviation cannot be used by any private person or any company, unless such use is related to an officially sponsored event or project approved by the Head of School.

### THE CAREY SCHOOL ACCEPTABLE USE POLICY

An Acceptable Use Policy outlines and governs the appropriate use of hardware and software at The Carey School. Annually, parents and students are required to review this policy.

### AVOIDANCE OF CONFLICT

In order to avoid schedule conflicts, or transportation problems, any communications or invitations which involve the school, staff, students, school site, or programs, must be cleared with the Head of School.

In addition, it is important to recognize that the school calendar helps all segments of the school community create an orderly, organized existence. To avoid any end-of-the-school-year confusion, please plan ahead! Before March 1, please telephone the Head of School or Assistant Head of School with anything you plan/need to assure a date on the school calendar. After March 1, nothing may be added to the calendar.

### BIRTHDAYS AND PARTIES

To avoid confusion, parties for students should be held on weekends whenever possible. Although it may seem convenient to begin a party immediately after school, especially on a short day, this often results in great confusion over carpools and daycare arrangements. Invitations may never be handed out in school, unless an entire class is invited.

Birthdays are an important event for children and each teacher has his or her preference for celebrating a child's birthday in the classroom. Note, however, that a birthday party is thrown one time each month for the children whose birthday's fall in that given month. Teachers will coordinate with the room parents the date and simple snacks for the celebration. Please do not send cupcakes or other items to school on your child's birthday unless is has been coordinated with the homeroom teacher and room parents.

For end-of-the-year class events, parties may not be held off campus during the school day. They may be held after school or on weekends or during the day at school in coordination with the homeroom teachers. All students must be invited to an end of the year class party.

In our efforts to live our mission statement and our commitment to kindness, respect for others, and personal responsibility, we ask that parents either invite an entire class, or the entire gender of a class, or less than half of the class to a party. When a smaller gathering is planned we ask that you please be thoughtful and

sensitive as to not exclude only one or two children. Invitations may never be handed out in school, unless an entire class is invited.

### **LUNCH**

Carey is one of very few independent schools which provides a hot lunch program for its students. The school attempts to provide a nutritious lunch and serve the needs/likes of the majority of students. It is each student's responsibility to keep the outdoor eating areas clean and to pick up and properly dispose of all litter. Any questions about the lunch program should be directed to Jane Kolmodin.

### **CLASSROOM USE**

Students may not use classrooms without the permission of a teacher or the Head of School.

### **REQUESTING A TEACHER**

The school arranges class lists according to the advice of teachers who already know the students, how they interact, what their needs are, and what type of teacher may be best suited to each student's needs. The school creates all necessary class sections; therefore, parents should not call the school to request a specific teacher. A form will be handed out at Parent-Teacher Conferences in April for parents to provide feedback regarding academic strengths and weaknesses as well as social considerations.

### **ANTI-HARASSMENT POLICY**

The Carey School is committed to providing an environment that is free of discrimination. In keeping with this commitment, The Carey School maintains strict policy prohibiting harassment which would have a negative impact on a student's academic performance, or creating an intimidating, hostile or offensive educational environment.

Types of conduct which are prohibited and which may constitute sexual harassment of a student include:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic comments about an individual's body.
4. Sexual jokes, stories, drawings, pictures or gestures.
5. Spreading sexual rumors.
6. Making sexual remarks about students.
7. Touching an individual's body or clothes in a sexual way.
8. Displaying sexually suggestive objects.
9. Any act of retaliation against an individual who reports a violation of sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Any student who believes he or she has been harassed should promptly report the facts of the incident(s) and the name(s) of the individual(s) involved to a teacher or an administrator. The incident should be reported as soon as possible as stale information is more difficult to investigate. The complaint will promptly be

investigated. Every effort will be made to keep confidential the identities of the student(s) involved. (Rev. 9-24-94)

### **The Carey School Grievance Procedure**

If a member of The Carey School community ("the complainant") has a grievance which he or she cannot resolve in an informal manner, the complainant shall meet with the Head of School and attempt to resolve the grievance.

If the grievance cannot be resolved by the Head of School, the complainant may submit his or her grievance by a writing entitled "Grievance" to the Head of School or the President of the Board who will then submit the grievance to the Executive Committee of the Board of Trustees for consideration at the next regularly scheduled Executive Committee meeting. The Chair of the Human Resources Committee will be assigned to the Executive Committee for these certain situations. Upon written request to the Head of School or President of the Board received at least thirty days before the Executive Committee meeting, any party may address the Executive Committee in person regarding the grievance. The decision of the Executive Committee will be delivered or mailed to the complainant within ninety days. The decision of the Executive Committee shall be final.

**The Carey School's Notification Form for Student's School Absence by Choice**

As stated in The Carey School's Handbook for Parents and Students, "It is essential that all parents cooperate with the school to avoid unnecessary absences. When an unavoidable absence is anticipated, it is best to notify the school as early as possible so that the consequences of the absence are clear to the student and his/her teachers....It is important, however, for parents to recognize that it is difficult to make up school work while on vacation. When absence is unavoidable, due to protracted illness, teachers will do their best to provide whatever extra help is possible, time permitting. Teachers are, however, under no obligation to give extra assistance when absence has been by choice rather than necessity. Teachers should be given at least seven (7) full days to compile work for students absent by choice, though they are under no obligation to do so. Further, it is entirely within the teacher's discretion as to whether work missed needs to be made up, how it should be made up, and what weight the late work should be given in terms of report cards."

In an effort to facilitate the proper notification of faculty and administration of an absence by choice, please fill out the following form.

Student's Name: \_\_\_\_\_ Student's Homeroom Classroom: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Dates Student Will Miss School: \_\_\_\_\_

Reason for Planned Absence:

Signatures of Teachers Showing Notification (Signatures are needed from each teacher of a class the student will miss. If the student is not missing a class, he or she need not get that teacher's signature):

Homeroom Teacher: \_\_\_\_\_

French or Spanish Teacher: \_\_\_\_\_

Music: \_\_\_\_\_

Physical Education: \_\_\_\_\_

Science: \_\_\_\_\_

Art: \_\_\_\_\_

Technology: \_\_\_\_\_

Library: \_\_\_\_\_

Administrative Assistant: \_\_\_\_\_

Assistant Head/Head of School: \_\_\_\_\_

PLEASE RETURN COMPLETED FORM TO THE STUDENT'S HOMEROOM TEACHER