

2009-10  
LOWER SCHOOL  
WHITEHURST CAMPUS  
STUDENT-PARENT  
HANDBOOK

THE BOLLES LOWER SCHOOL WHITEHURST CAMPUS  
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# NOTES



# BOLLES

## LOWER SCHOOL

### CALENDAR

#### ~2009~

Pre-planning for Faculty .....	Monday, August 17 – Thursday, August 20
Open House, 9–10:30 a.m. ....	Thursday, August 20
Classes Begin.....	Monday, August 24
Labor Day Holiday, No Classes .....	Monday, September 7
Parent Day, No Classes .....	Friday, October 2
Fall Break, No Classes .....	Monday, October 5
Faculty Work Day, No Classes .....	Friday, October 23
Thanksgiving Holiday Begins, 3 p.m. .	Tuesday, November 24
Classes Resume .....	Monday, November 30
Winter Holiday Begins, 3 p.m. ....	Friday, December 18

#### ~2010~

Classes Resume .....	Monday, January 4
Faculty Work Day, No Classes .....	Monday, January 11
Martin Luther King, Jr. Holiday, No Classes .....	Monday, January 18
Presidents' Day, No Classes .....	Monday, February 15
Faculty Work Day, No Classes .....	Friday, March 12
Spring Break Begins, 3 p.m.....	Friday, March 26
Classes Resume .....	Tuesday, April 6
Last Day of School, Noon Dismissal .....	Friday, May 28
	No Extended Day on May 28

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## THE BOLLES SCHOOL VALUES STATEMENT

The Bolles Community embraces and endeavors to reflect in our own lives respect for the individual. We teach students that all that is uniquely civilized about culture - all that is truly great in human life—in art, in music, in literature, in science, and in technology—represents the achievements of truthful, reflective, and often of deeply-learned individuals trading ideas and goods with one another in mutual respect and to mutual advantage. The success of such persons makes possible such highly desirable but derivative values as generosity, sharing, relief for the poor and destitute, and pride in community.

We recognize the unique opportunity we have to encourage moral growth through self-examination, and we believe that these values reflect our shared philosophy:

- **Respect** - for the property and opinions of others
- **Responsibility for one's actions** - self-discipline and accountability
- **Diligence** - perseverance in the quest for physical and mental excellence
- **Justice and fairness** - concern for the good of others
- **Civic virtue and responsibility**

Our Lower School Motto is recited each morning at our flag-raising ceremony:

***"I promise to show respect for myself and others  
and to be responsible for  
my actions, my words, and my work."***

## HONOR CODE

The Bolles School Honor Code reads as follows: ***"I will maintain my self respect and respect for others. I will not lie, cheat, or steal, nor tolerate anyone who does."*** Violation of the Honor Code can be grounds for dismissal from the School.

# **BOLLES LOWER SCHOOL WHITEHURST CAMPUS STUDENT-PARENT HANDBOOK**

**This handbook is designed to be shared by students and parents together. It is our hope that a careful understanding of the enclosed material will lead to a rewarding and successful school year for all members of the Lower School Whitehurst Campus community.**

## **Absences**

When your child is unable to come to school or will arrive after 8:25 a.m., please call the Lower School Office by 9 a.m. Cooperating with this procedure will save many unnecessary time-consuming calls by the office.

Absences for vacation or travel are strongly discouraged. Should there be such absences, please notify the lower school principal and classroom teacher at least one week in advance to allow for preparation of homework material.

Students may return to school when they are no longer contagious, have been fever-free for 24 hours, and are able to participate in school activities.

## **Arrival**

To insure a good start each day for your child, arrange for your child to have a good breakfast and make every effort to have him/her at school no later than 8:15 a.m. Opening exercises will start promptly each day at 8:25 a.m.

## **Books and Materials**

Textbooks for grades K-5 must be purchased online at [www.Bolles.org](http://www.Bolles.org) under the Campus Store link. In addition, classroom teachers will provide a supply list for each child. Spirit Day shirts and Bolles sweatshirts may be purchased at the San Jose Campus Store.

## **Car and Bus Transportation**

Parents may call the Transportation Office to inquire about school bus transportation. Notes should always be sent to the classroom teacher or Extended Day Program director when there is a change in a child's dismissal plans.

## **Character Development**

Our character development program is taught weekly to Pre-Kindergarten through Grade 5 and is based on building self-esteem and self-awareness. The program emphasizes feeling good about oneself. The Bolles lower school is proud to be a leader in the community in elementary school drug prevention programs.

## **Class Parents**

Class parents will assist teachers in assorted activities during the school year. Some of these include class parties, yearbook, field trips, and assemblies. Class parents are also called to assist The Bolles Parent Association with school functions. Every effort is made to provide each parent an opportunity to participate and feel part of the Bolles family.

## **Class Parties**

Children celebrating birthdays are invited to share a treat with their class. Parents usually send a special healthy snack to school to help the birthday child celebrate. Other parties are held during the year to celebrate various occasions (Halloween, Valentines' Day, etc.). Teachers and students will often ask room mothers to help organize these. To avoid having money being brought to school by the children, it is hoped that all parents will be willing to share the responsibility for the cost of these parties.

**It is against School rules to distribute invitations, bring presents, or bring sleeping bags to school for after-school parties and functions that include only a portion of the class. Parent and student feelings are very easily hurt.**

## **Class Placement**

One of the most important features of The Bolles School is a balanced classroom. We must have the freedom to place students in our choice of classroom based on achieving the necessary balance of boys and girls in each class and academic and developmental needs. Please note that the School puts a great deal of thought and care into this process. Parents are asked not to request individual teachers. Class placement will be mailed in early August.

## **Communication**

The School works very hard to keep parents informed and the lines of communication open. A weekly folder including children's work and other pertinent information and notices will be sent home each Monday. Parent concerns regarding individual students should be directed first to the appropriate teacher and every effort will be made to solve your concerns. For regularly updated news and information, visit our web site at [www.Bolles.org](http://www.Bolles.org). The site also includes fun photos of our parents and students.

Please note that neither parents nor outside interests are permitted to distribute or display any publication, announcement, advertisement, or other written or printed matter on any Bolles campus. This policy is intended to protect our families from receiving unwanted and/or unauthorized materials.

## **Community Service**

The lower school participates in a variety of community service projects that have included the School food drive, Dreams Come True, disaster relief drives, and Bulldog Ton, as well as various other projects during the school year.

## Computer Usage Statement

The Bolles School computer network (including all School computer equipment and Internet accessed through School equipment) is provided for students to conduct research, to learn about computers, to facilitate learning, and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and access entails responsibility.

The Bolles School has in place an Honor Code and a Values Statement. The documents apply to *all* areas of school life, including the use of computers. For example, a student who opens another student's book bag and reads a personal letter found in that book bag would be in violation of both the Honor Code and the Values Statement. Similarly, opening and reading another student's personal computer files without permission would also violate the Honor Code and the Values Statement. Both the Honor Code and the Values Statement are displayed prominently on campus and are found in this Whitehurst Campus Lower School Student-Parent Handbook.

The following policies exist to aid the student in clarifying specific situations, and are not intended to be all-inclusive. If a situation arises that is not specifically covered in these policies, the student is expected to apply the Honor Code and the Values Statement. If in doubt, the student should seek the advice of a teacher.

1. Accessing the accounts and files of others is prohibited. A network password is considered to be the personal property of the user and may not be used by another for any purpose.
2. Attempting to subvert network security, to impair functionality of the network, or to bypass restrictions set by the administrators is prohibited. Assisting others in violating these rules is also considered unacceptable behavior.
3. Improper use or distribution of information is prohibited. This includes copyright violations such as software piracy as well as plagiarism. The network is a valid academic resource and use thereof is governed by the same rules as library resources. This includes the Internet. All information obtained through the Internet and other computer research tools must be cited when used in a student's work. Information gained from a web site is not any different from information found in an encyclopedia or magazine. Students should see their classroom teacher for help in the proper methods of citing the various computer resources.
4. Using the network for commercial purposes or in support of illegal activities is prohibited. This includes, but is not limited to, uploading or downloading of illegal or pornographic material, sending chain letters, sending threatening or harassing e-mail, use of profanity in any way, and other similar activities.
5. Students may not copy files to the network, download files from the network, or alter the system settings, system files, or programs on the network in any way without the permission of the network administrator. This includes altering the Windows environment.
6. Files from the Internet, dial-up bulletin boards, or online services such as America Online, CompuServe, or Prodigy may not be downloaded to the network or computer

hard drive without permission from the instructor or network administrator. These files may be downloaded only to the student's floppy disk so as to help protect our systems from viruses.

### **Internet Safety Guidelines:**

1. Never give your last name to anyone over the Internet.
2. Never give your phone number or mailing address to anyone over the Internet.
3. Never reveal information about other people over the Internet.
4. Never agree to a face-to-face meeting with someone you have "met" online without your parents' consent.
5. If you receive any e-mail or other communication with someone over the Internet that makes you feel uncomfortable, tell your parents or a teacher immediately.

### **Costume Parade**

One of our annual lower school events is the Costume Parade in October for students in Pre-Kindergarten through Grade 5. Costumes should be in good taste and appropriate for lower school students. Weapons, violent costumes, and costumes associated with mystic religions should be avoided.

### **Curriculum**

Our curriculum provides the basic intellectual and academic tools necessary for success in our middle and upper schools. Lifelong learning skills are also shared and encouraged with the children.

### **Discipline**

Discipline at The Bolles School is thought of in terms of academic discipline as well as behavior. Children are expected to interact with one another in a positive, constructive manner so as not to impede the process of learning whether it be a game on the playground, a social studies lesson, or an art or music experience. Self control, proper language, and respect for peers and adults is emphasized and expected. We want parents to reinforce these feelings as well.

Academic discipline is a realization on the child's part that classwork and homework are expected to be completed in a timely and neat manner. Incomplete assignments and failure to prepare properly lead to the child being under considerable pressure. Parents are asked to encourage academic discipline but not to create unreasonable expectations for their child.

Our lower school faculty is a caring and supportive group of professionals. They have a very keen sense of the individual and varied needs of the children. Discipline problems are dealt with for the most part by teachers with the full support of the lower school principal. We have very few problems because of the great support and interest of our teachers and parents in the children.

## Dismissal and Daily Schedule

Pre-Kindergarten meets daily from 8:25 a.m. until 12 p.m. Kindergarten children meet daily from 8:25 a.m. until 2 p.m. Grades 1-3 meet daily from 8:25 a.m. until 3 p.m. Grades 4 and 5 meet daily from 8:15 a.m. until 3:15 p.m. Children may go directly to their classrooms only after 8 a.m. Children not picked up by 12:10 p.m., 2:10 p.m., 3:10 p.m., and 3:25 p.m., respectively, will be sent to the Extended Day Program and appropriate charges will be billed to your School account.

To insure your children's safe and prompt departure from and arrival at school, please adhere to the following procedure.

1. Our roadways and buildings have been designed to accommodate arrival and dismissal at individual grade buildings. As a result, **cars should not be parked in front of any buildings and left unattended during peak hours in the morning and afternoon.** Visitors to the lower school should park in the designated parking area by the softball field, as other spaces are assigned.
2. Children should be dropped in the appropriate areas in the morning and proceed immediately to their classrooms. **All children arriving prior to 8 a.m. are required to go to Extended Day, located in the Early Learning Center playground.**
3. **Fire Department regulations require parents to remain with their cars at dismissal time and maintain a single line only.** Pre-Kindergarten dismissal is in front of the Pre-Kindergarten building. Kindergarten dismissal is at the end of the sidewalk in front of the Kindergarten building. Grades 1, 2, and 5 dismiss at the far end of the Grade 1 building. Grades 3 and 4 dismiss in front of the Grade 3 building.

Please do not use arrival or dismissal time for parent conferences. Your wait may be lengthy the first week of school; however, we appreciate your patience and cooperation in the safe dismissal and arrival of all lower school children.

### LOWER SCHOOL

#### PRESCRIBED DRESS CODE

Lower school prescribed dress and personal appearance should be clean, healthy, and appropriate and reflect a standard of excellence. There may be occasions when the dress code will be relaxed to accommodate special events. "Regulation" means that the clothing is prescribed and must be purchased at Sunshine School Uniforms, 8595 Beach Boulevard, Jacksonville, FL 32216, (tel.) 904-620-8076. These items are starred in the following list.

#### Prescribed Dress - Lower School Boys

- |                |   |
|----------------|---|
| *TROUSERS:     | Regulation khaki or navy  |
| *SHORTS:       | Regulation khaki or navy  |
| OXFORD SHIRTS: | Regulation white or light blue with button down collar, long or short sleeves |

*POLO SHIRTS:	Regulation polo shirts in red, navy, hunter green, white, orange with navy collar, or navy with orange collar
TURTLENECKS:	Solid red, navy, or white turtlenecks
SWEATERS:	Solid red or navy cardigan, V-neck, or crew neck sweaters of student's choice.
SWEATSHIRTS:	Any Bolles sweatshirt.
JACKETS AND COATS:	Items of students' own choice: free of logos, words, advertising, etc., & reflect good taste (no denim)
SOCKS:	Solid white, red, hunter green, or navy socks.
SHOES:	As the children are involved in outside play daily, footwear should be a closed toe, supportive tie or buckle rubber soled shoe. Athletic shoes are preferred. Acceptable colors are white, navy, brown, or black.
BELTS:	Solid navy blue, brown, or khaki. Belts must be worn on all regulation items with belt loops.

### **Prescribed Dress - Lower School Girls**

*SKIRTS/SKORTS:	Regulation khaki or navy
*SLACKS/CAPRIS:	Regulation khaki or navy
*SHORTS:	Regulation khaki or navy
*JUMPERS/KNIT DRESS:	Regulation navy with Bolles logo (Pre-K – Grade 3).
OXFORD SHIRTS:	Regulation white or light blue with button down collar, long or short sleeves
*POLO SHIRTS:	Regulation polo shirts in red, navy, hunter green, white, orange with navy collar, or navy with orange collar
TURTLENECKS:	Solid red, navy, or white turtlenecks
SWEATERS:	Solid red or navy cardigan, V-neck or crew neck sweaters of student's choice.
SWEATSHIRTS:	Any Bolles sweatshirt.
JACKETS AND COATS:	Items of students' own choice: free of logos, words, advertising, etc., & reflect good taste (no denim)
SOCKS:	Solid white, navy, red, or hunter green. Solid white or navy tights may be worn on cold days.
SHOES:	As the children are involved in outside play daily, footwear should be a closed toe, supportive tie or buckle rubber soled shoe. Athletic shoes are preferred. Acceptable colors are white, navy, brown or black.
BELTS:	Solid navy blue, brown, or khaki. Belts must be worn on all regulation items with belt loops.

#### **The following are inappropriate:**

1. Dramatic haircuts and hair color
2. Hair that is below the collar or covers the ears, for boys
3. Denim
4. Oversized shirts

5. Jackets and coats that are advertising vacation spots, teams and/or products, cartoon characters
6. Sandals, flip-flips, or boots
7. Hats or baseball caps
8. Earrings for boys

### **Extended Day Care**

The Bolles Extended Day Care Program is operated for the convenience of working parents of Bolles students. It provides an extended day that compliments and coincides with the philosophy of the lower school.

The Extended Day Program is closed on all days that School is closed and on the afternoon of the last day of school.

Children who are unable to participate in outside activities or play due to runny noses or recent colds should not be sent to school or the Extended Day Program. Staffing does not allow for individual or small group supervision inside.

Children in Grades 1-5 will have an opportunity to get a head start on their homework at Extended Day.

We wish to assist parents in their important job of parenting. We appreciate being made aware of special situations which may cause a child to need extra support and nurturing.

Pre-Kindergarten children enrolled in the program may bring a well balanced lunch from home or purchase a box lunch and milk or juice through the School. All children will be provided with an afternoon snack.

Children in Pre-Kindergarten and Kindergarten will meet in the Pre-Kindergarten building. Children in Grades 1-5 will meet on the lower school playground. (Rain location - Grade 4 Building) **All morning Extended Day students meet on the playground of the Early Learning Center (Pre-K).**

### **EXTENDED DAY RATE SCHEDULE**

**PRE-K: MORNINGS ONLY CONTRACT RATE (7:15 - 8 A.M.) \$12**

**FULL CONTRACT RATE**

Full day 7:15 – 8 a.m., 12 – 5:30 p.m. \$56

Half day 7:15 – 8 a.m., 12 – 3:15 p.m. \$44

**DAILY RATE**

12 – 1 p.m. \$7.50

12 – 3:15 p.m. \$12

12 – 5:30 p.m. \$14

Mornings Only \$5

**GRADES K-5: MORNINGS ONLY CONTACT RATE (7:15 – 8 A.M.) \$12**

**FULL CONTRACT RATE**

**KINDERGARTEN**

7:15– 8 a.m., 2 – 5:30 p.m. \$44

2 – 3:15 p.m. \$22

**GRADES 1-5**

7:15 – 8 a.m., 3 – 5:30 p.m. \$44

3 – 4:15 p.m. \$22

**DAILY RATE**

Mornings Only \$5

3 – 4:15 p.m. \$7.50

3 – 5:30 p.m. \$14

**OVERTIME \$16.00 PER ¼ HOUR**

**Drop-in care for all students will be allowed providing there is space available and permission is requested the day prior to when day care is needed. Please avoid drop-in care on rainy days.**

Please remember that Extended Day Program charges are made for children not picked up by 12:10 p.m. (Pre-Kindergarten), 2:10 p.m. (Kindergarten), 3:10 p.m. (Grades 1-3), or 3:25 p.m. (Grades 4-5).

Your attention to the operating hours of the Extended Day Program is appreciated. Overtime charges are made when children are picked up after 5:30 p.m. (\$16 per quarter hour). The School cannot be responsible for children arriving before 7:15 a.m., and as parents you simply should not leave your child **unattended**.

**Extra Help**

Classroom teachers will often ask children to arrive at school promptly at 8 a.m. for extra help in a specific subject area. We hope that all parents will be able to provide the necessary support and transportation.

**Field Trips**

Field trips are designed to expand the curriculum for our students. Permission slips will be sent home in advance for all field trips. Transportation for all trips is arranged by the Bolles Director of Transportation and utilizes either School or charter vehicles. Private cars are not to be used to transport children on field trips. Frequently, parents will be asked to help chaperone these trips. As an official School chaperone, parents are asked not to bring siblings, to remain with the group at all times and abide by the guidelines of the destination or the School.

## **Fire and Tornado Drills**

Fire and tornado drills are conducted on a regular basis. Each classroom has its own exit directions posted. In the event of a fire drill, classroom teachers are expected to oversee that all students leave the area in the prescribed orderly manner and proceed to their assigned area. If a tornado is spotted in close proximity, the alarm will sound for an extended period of time. All faculty and students will proceed immediately to the most interior wall of the classroom. They will sit in a crouched position with backs to the window. The all clear signal will be a short alarm sound.

## **Grades**

Grades reflect the skills a child gradually develops to become a student. These include self discipline, learning to study, responsibility, ability to question and reason, and comprehension. Please do not let your child's grades reflect your ability as a parent. Parents should give support, direction and concern to their young students; however, a "finished-for-them" project or assignment is not productive and frustrates a teacher's attempt to pinpoint specific difficulties a student may have.

Children in Grades 1-5 are graded on the following scale: 92-100 (A), 84-91 (B), 75-83 (C), 65-74 (D).

Homework or assignments that are turned in late will have the grade lowered at least one letter grade at the discretion of the classroom teacher. Homework referrals will be brought home by the children when work is not turned in or not completed or when a child is not prepared for class.

Positive reinforcement and review of papers with the children is a daily exercise in the classroom and is perhaps more important than any letter grade. Children in Grades 1-5 will bring home papers on Monday for parents to review. Please note that not all papers are graded; many are simply checked as complete or incomplete and many are reviewed only with the children.

## **Harassment Policy**

Bolles students and teachers are not allowed to tease, bother or embarrass anyone because of differences in looks, color, beliefs, size, abilities, or home country. Teasing or embarrassing a student can keep that student from being able to learn and can cause much harm to the student by making him or her afraid of being at school or school activities.

Some teasing may be embarrassing to the opposite sex. For example, boys teasing girls or girls teasing boys with improper language or touching. This is called sexual harassment and is not allowed. Adults are not allowed to do this either. Anyone seen acting improperly in these ways should be reported. Report this behavior to a parent, teacher, or someone working in the School office. The Bolles School wants to help stop any behaviors that make a student feel uncomfortable or sad.

Please remember the Lower School Motto:

"I promise to show respect for myself and others and to be responsible for my actions, my words, and my work."

## **Homework**

Homework presents an opportunity for the teacher to reinforce or review material covered during the day. Assessments in the form of tests, quizzes, and projects, are also part of the homework process. Children should be encouraged to do their homework at a regular time and in a place free of distractions. Please assist your child as needed in organizing his/her time to complete assignments and to prepare for periodic tests, quizzes, and projects.

Children in Grade 1 should expect approximately ten minutes of homework on Monday – Thursday night. The amount of the work increases by ten minutes for each grade culminating with fifty minutes nightly in Grade Five. Homework is not assigned on weekends or during vacations; however, reading, journal writing, and academic review are encouraged. Occasionally long term projects will require additional time or appropriate planning.

A daily study period is available for students in Grade One – Five enrolled in the Extended Day Program. As staff has responsibility for a large number of children at extended day, it is suggested that parents review completed assignments with their children.

Parents are asked to communicate closely with their child's classroom teacher anytime assigned homework appears excessive or particularly challenging for their child.

## **Lost and Found**

The Lower School Lost and Found is located in the Lower School Office. It is very helpful if all sweaters, coats, towels, and lunch boxes are clearly marked with your child's name.

## **Lower School Library**

We are especially proud of The Pauline J. Copeland Lower School Library. Resources for other School libraries are available for loan or classroom use. The facility is open daily from 8 a.m. to 3:30 p.m. Specific rules and class schedules will be shared with the children by the librarian. Parents are asked to help children keep track of circulating books to avoid charges for loss or damages. Donations of books in honor of a child's birthday or other special event are welcome.

## **Lunch and Snacks**

Children in Grades Pre-K–5 may bring a mid-morning snack from home each day. We ask that this be a nutritious item (apple, celery, orange, etc.) and never candy, the latest pre-sweetened breakfast cereal, or soft drinks.

Students in Grades K–5 may bring a lunch from home or may order a box lunch at school. School menus are sent home monthly. Milk, juice, and water may be ordered through the School as well. We ask that the lunch reflect the same judgment as the child's mid-morning snack. Lunch and milk orders are billed to your School account. Shortly after the start of the school year and continuing on a weekly basis throughout the year, students in Grades K-5 have an opportunity to order pizza one day a week. Further information concerning this lunch program will be sent home early in the fall.

## Medication and Health

Students who will need special medication of any kind during the school day must not keep that medication with them but must leave it in the Lower School Office and it will be distributed as prescribed by the parent. An upper school nurse is on duty during the school day for emergencies. When a child is too ill to remain at school, every effort will be made to contact the parent. When this is not possible, we will contact the persons indicated on your child's Student Information Form. As students are expected to participate in all activities during the school day, children with runny noses, minor sore throats and only slight temperatures should not be sent to school. It is simply not fair to other children in the classroom. Contagious diseases (i.e. chicken pox, etc.) should be reported to the Lower School Office. Students who have been sent home for health-related reasons may return to school when they are fever-free and not contagious. **Health forms are required by law for students in Pre-Kindergarten and Kindergarten and for all new lower school students. These forms must be received prior to the start of the school year.**

## Parent Association

The Bolles School Parent Association offers parents the opportunity to become involved in the life of the School. Parent volunteers on our four campuses work together to coordinate school-wide events and projects, and also to plan and produce events on individual campuses.

Association dues assessed each year support the numerous activities that the Parent Association sponsors, such as Grandparent Days, Faculty/Staff Appreciation Days, new parent activities, academic grants, parent education programs, grounds improvements, etc. on all campuses. In addition, parents raise funds for the School through the Parent Fund and the Tuition Drawing.

Parent involvement is essential to the continued success and growth of the School, and parents are encouraged to actively participate in the Parent Association. For more information about the Parent Association and opportunities to volunteer, visit our web site at [www.Bolles.org](http://www.Bolles.org) and click on Parents, or call the Parent Association hotline at (904) 256-5045.

## Parents and Independent Schools

To be successful, every independent school needs and expects the cooperation of its 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.

## **Parents and the 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, hiring, evaluation, 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.

Parents with concerns about the school or with decisions made by the administration or faculty are encouraged to inquire about and follow the school's review process. 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. Trust and mutual respect are the most essential underpinnings of effective working relationships between parents and school employees.

Inherent in the Bolles Mission Statement is that all members of the community live by the Honor Code and Values Statement: students, faculty, staff, and parents.

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 have often proven to be counterproductive.

## **The Bolles School Parent and School Partnership Agreement**

The Bolles School emphasizes high academic achievement, good study skills and positive character development. We set high standards for each child with whom we work, and then give support to enable him/her to meet these expectations. We expect our students throughout their years here to achieve success in becoming self-motivated and in assuming responsibility for their actions.

At The Bolles School, we value an atmosphere of genuine respect and courtesy between student and student, adult and student and adult and adult.

Parents need to understand that tuition only covers 80% of the School's operating cost, which means that the School needs to exercise tight fiscal responsibility including running a balanced budget, collecting tuition payments in a timely fashion, and asking for annual and capital donations as well as volunteer efforts.

In partnership, we mutually agree to:

1. Promote The Bolles School mission as an inclusive, diverse community of learners and educators.
2. Treat all members of The Bolles School with respect and civility.
3. Help support a home environment that encourages the development of positive learning attitudes and habits including, among other things, consistent, on-time drop-off, regular sleeping routines, and disciplined access to electronic media.
4. Create a culture of mutual respect and high social and academic expectations.
5. Resolve conflicts and questions in the spirit of partnership and objectivity and assume that there are at least two sides to every disagreement.
6. Respect the school's responsibilities to do what is best for the entire community and for the promulgation of itself as an educational institution.
7. Respect the confidentiality of all aspects of the children's experience, including grades, assessments and the experiences of his or her peers.
8. Communicate effectively, efficiently and truthfully with each other about all aspects of the child's' experience.
9. Nurture all children towards an evolving and developmentally appropriate independence.

## Reports and Conferences

Parent conferences are held in the fall. However, faculty are available at any time during the year for additional conferences. Dismissal or arrival time, Open House evenings, and field trips are not appropriate times for an individual conference. Progress Reports are issued in January and June for Pre-Kindergarten. Progress Reports for students in Kindergarten through Grade 5 are issued quarterly.

## School Closings

In the event of possible school closings, please tune in to local radio and television stations for information. For further news and updates, you may also access the Bolles web site at [www.Bolles.org](http://www.Bolles.org).

## Search and Seizure Policy and Procedures Statement

To ensure a safe campus environment for all students, guests and personnel, The Bolles School has the authority to search and confiscate any item(s) that may pose a danger to others. If a personal search is necessary, it will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. The student's parent will be notified of the search as soon as reasonably possible.

The Head of School and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property; or student automobiles. No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband includes any substance or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be taken by staff. Storage, return, or the destruction of such items shall be at the discretion of the Head of School or the Head's designated agent. The cooperation of all students, parents, personnel and guests will ensure a safe environment for our children.

## Student Information Form

Please fill out the Student Information Form **carefully and completely**. It is imperative for our records to be as complete as possible on each child. Please include all emergency numbers, as well as cell phone numbers, and remember to notify the Lower School Office immediately if any information changes during the school year.

## **Student Well-being and Psychological Assessments**

The mental and physical well-being and safety of our students is of paramount importance to the School. Therefore, there may be times when concerns might arise about personal, family or emotional issues that may adversely impact the welfare or safety of a student or those around him or her.

Based upon the observations or recommendations of a member of the Bolles staff, the School may require that a student be evaluated by an independent mental health professional acceptable to the School. Circumstances may call for an evaluation and report before the student sent is permitted to return to School.

### **Testing**

Group testing of students is designed to assess individual strengths and weaknesses and to evaluate our curriculum and objectives. Students in Kindergarten are given the Metropolitan Readiness Test and students in Grades 3-5 the Comprehensive Testing Program 4. These tests are administered in the spring. The School has limited capability to provide individual intellectual assessments. In cases where the classroom teacher and lower school principal feel an outside referral for testing is necessary, parents are expected to make arrangements and pay for these services. The School will be more than willing to assist in finding and recommending qualified diagnosticians and will participate in follow-up conferences once the diagnosis is complete. It is hoped that parents would always share test results with the School.

### **Visitors and Guests**

All parents, visitors, and guests of the School should report to the **Lower School Office** during the school day. Please do not deliver supplies, lunches, or pick up students for appointments by going directly to the classroom.

### **Volunteers**

The success of an independent elementary school program depends a great deal on parent volunteer help. Opportunities throughout the year will arise for parents to volunteer. Some of these opportunities include class parents, Pizza Lunch for Grades K-5, Cub Scouts, Fall Festival, library volunteers, class plays and parties, field trips, family picnics, math skills, and various fundraising activities.