



Welsh Hills School Family Handbook 2008-2009



Welsh Hills School is a community of students, teachers, administrators and parents whose interactions with each other are based on mutual respect and awareness of the rights and needs of others. Understanding and following the rules and guidelines of the School provide a more productive community which seeks to encourage the intellectual, social, emotional, physical, and ethical development of the children we serve. In matters of conduct, it is the expectation of Welsh Hills School that **students and adults act honestly and respectfully at all times. Students and adults are expected to support willingly the philosophy, policies, and rules of the School. The School reserves the right to determine the appropriateness of its overall program for each one of its students.**

Welsh Hills School is a member in good standing of the Independent Schools of the Central States (ISACS), the Ohio Association of Independent Schools (OAIS), American Montessori Society (AMS), the Independent Schools of Central Ohio (ISCO), the Granville Chamber of Commerce, and the Licking County Chamber of Commerce. The School is accredited by ISACS and chartered by the Ohio Department of Education. Welsh Hills School operates under the "Principles of Good Practice of Member Schools" as set forth by the National Association of Independent Schools.

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Vision Statement

We envision teaching every student to be confident, respectful, knowledgeable, and inquisitive, and inspiring them to become self-motivated lifelong learners.

Mission Statement

To provide children, during the critical years of their development, with a personalized education that creates a strong academic foundation, builds self-esteem, develops character, and promotes a lifelong love of learning.

Revised January 2006
The Welsh Hills Board of Trustees

Our Philosophy

Our philosophy at Welsh Hills School is that each child is seen as a unique individual, and is highly respected as such. We follow the Montessori philosophy which states that carried within each child is the adult person that child will become. To be able to develop to his/her fullest physical, intellectual, and personal potential, we believe that each child must first achieve freedom through order, and self-discipline within a warm, loving atmosphere. Welsh Hills School is committed to a learning program that includes, as one of its goals, a method of recording student achievement that is consistent with the school's mission and educational objectives.

The Welsh Hills School is committed to a process-based educational program where students are encouraged to evaluate their work regularly in order to achieve high standards of quality. Reading and writing are dynamic processes that integrate the instruction of all subject matters.

National Association of Independent Schools'

Principles of Good Practice: Parents Working with Schools / Schools Working with Parents

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

Parents Working with Schools

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

Schools Working with Parents

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

The First Six Weeks

Both continuing and new students are able to develop a comfortable level of responsibility in this process in about six weeks each year. Teachers integrate lessons in self-management with other areas of the curriculum.

- Teachers establish expectations and routines as they build community in the school-room.
- During the daily meeting, students and teachers discuss and role-play appropriate behaviors.
- Teachers demonstrate and discuss how to use and care for students' personal belongings and for school materials.
- Students learn to be responsible for their own assignments and for producing quality work.

The investment in time which teachers and students make early in the school year, is returned many times over throughout the year, not only in time saved but also in a stronger community.

Statement on Competition and Competing

Welsh Hills School strives to offer students age appropriate opportunities to test their intellectual skills in the world outside the schoolhouse walls. Our students learn to appropriately embrace competitive activities with confidence and maturity, balancing their natural tendencies towards competition with many opportunities to develop cooperation among members of their community. It is the goal of the School to prepare students to be responsible and thoughtful citizens as they graduate to the larger world.

It is the hope of the faculty that, regardless of outcome, students value the experience and relish a challenge through planned activities and events. Parents who have questions about the School's position on competition are invited to speak with the hombase teacher or the head.

Standardized Testing

At Welsh Hills School, all Intermediate & Middle School students take the ERB (Educational Record Bureau, Comprehensive Testing Program) every year. This ability and achievement testing program is used by independent schools across the country. Parents may request a conference with their child's teacher to discuss the test results.

Graduation Requirements

Students completing their studies in preparation to enter high school will fulfill three graduation requirements in addition to successfully completing the curriculum:

- A Personal Achievement
- A Service Project
- A Public Speaking Experience

Each experience will be personally formulated, implemented and completed by the student. A staff advisor will guide the student through planning, decision-making and project completion, but it is entirely the responsibility of the student to fulfill his or her graduation requirements. Parent and mentor input and support are welcomed and often required as the student gathers information and pursues project goals, whether during or outside of school daily hours. Graduating students must also satisfactorily complete all course work according to standards set by faculty.

Quality Work at The Welsh Hills School

Beliefs for a Quality School

Talent	All students have special abilities.
Success	Students who work hard will feel a sense of accomplishment.
Optimism	Believe that good things will happen.
Equality	All programs will offer chances for every student to learn.
Mastery	Students know what they will learn, how they will learn it, why they will learn it, and how well they are doing.
Trust	Students, families, teachers, and administrators form a community by having confidence in each other.
Validation & Affirmation	Students and teachers tell each other when they're doing a good job.
Respect	Students and teachers appreciate each other and are considerate.
Safety	Every student and teacher can expect to work in a protected environment.

The Six Conditions of Quality Work

1. The environment is warm and supportive.
2. Students do only meaningful work.
3. Students always do the best they can do.
4. Students do their own work.
5. Quality work makes you feel good.
6. Quality work does not hurt others.

Administration and Faculty At-A-Glance

Administration

Head of School	Gina Reeves	greeves@laca.org	ext. 30
Director of Finance	Tina Reynolds	treynolds@laca.org	ext. 10

Faculty

Toddler Lead Teacher	Charon Young	cyoung@laca.org	ext. 11
Toddler Assistant	Mary Lucas-Miller	chall@laca.org	ext. 11
Children's House Director	Laura Brown	lbrown@laca.org	ext. 22
CH Lead Teacher	Leona Vrbanac	lvrbnac@laca.org	ext. 12
CH Assistant Teacher	Stacy Hastilow	shastilow@laca.org	ext. 14
CH Assistant Teacher			ext. 12
Primary Director	MaryAnn Reeb	mreeb@laca.org	ext. 29
Primary Co-teacher			ext. 29
Intermediate Teacher	Sharon Cross	scross@laca.org	ext. 13
Middle School Teacher	Sharon Cross	scross@laca.org	ext. 13
Music Director / Librarian	Liz Redrow	lredrow@laca.org	ext. 16
Spanish Instructor	Amparo Saladino	asaladino@laca.org	ext. 17

Stay & Play			ext. 17
School Closings			ext. 41

General Information

School Hours

The school day at Welsh Hills School is from 8:30 A.M. to 3:15 P.M. for Full Day Children's House, Primary, Intermediate and Middle School students. We suggest that students arrive at 8:20 in the morning. Before School care is available at 7:30 a.m. on a contract and drop-in basis. After school care runs until 6:00 p.m. also on a contracted or drop-in basis.

Admission & Financial Aid

Welsh Hills School makes every attempt to provide clear and accurate information to families considering the school as an enrollment option. We welcome and appreciate referrals from current families and recognize the value of "word of mouth" marketing. As part of our admissions policy and procedures, Welsh Hills School does not discriminate on the basis of race, creed, gender, ethnicity or age. We welcome all applicants and follow a procedure that helps us determine the best fit for the school and the applicant. For children Toddlers through the 2nd year of our Children's House Program, enrollment is on a first-come-first-serve basis. The school does have limited financial aid available to families who apply based on need and program openings. To find out more about the process, inquire at the Business Office or call ext. 10.

Open Houses are scheduled for the second Wednesday, October through May, but individual tours and visits are welcome. The school has a rolling admissions policy whereby if there is a spot available in a program and the admissions process has been completed, we will enroll that spot.

Enrollment Timelines

1/31	Deadline for receipt of financial aid (F.A.C.T.S.) forms from current parents. Financial aid forms are available 12/1. Neither re-enrollment space nor financial aid consideration is guaranteed after 2/15 to returning students. After 2/15 aid will be provided based on availability.
2/1	Re-enrollment contracts with payment options sent to current, accepted families
2/15	Re-enrollment contracts are due signed with the correct deposit and a commitment to a payment option.
3/1	New enrollment contracts will be sent to accepted students who have completed the admissions process.
3/15	New enrollment contracts are due with completed documentation. Preliminary financial aid decisions will be announced contingent upon confirmation of information and an accepted offer of enrollment.
4/15	Financial aid recipients completed enrollment due.

The Business Office

The Business Office is open from 8:30 - 4:00 each school day. The Director of Finance handles all student accounts and facility rentals.

Payment Policy: Parents and/or Guardians are responsible for student's full account including tuition, Before & After Care fees, Pizza Lunch and other incidental expenses. A non-refundable deposit must be accompanied with a signed enrollment contract to reserve a space for your child. The school must be notified in writing by June 1st if your child will not be enrolling for the following year.

Tuition Payments

Advance payment of tuition for the full year is encouraged, but for the convenience of families Welsh Hills School offers three payment options:

- One payment due
- Three payments due
- Ten payments due

Additional expenses such as drop-in childcare will be billed monthly with payments due on receipt.

Development

Development is an important facet of the school's ability to operate and sustain itself for the future. Annual , capital and endowment giving as well as honoraria and memorial gifts all make up the various ways people give to the school. The school's constituents are encouraged to participate in these programs in support of the school. The school is a not-for-profit educational institution that receives revenues from tuition, fees, endowment, and voluntary charitable contributions. The tradition of philanthropic giving that was initiated with the founder's vision for the school continues today with the generous financial support received from parents, grandparents, alumni, alumni parents, foundations, corporations, and other friends. The Board of Trustees also supports fund-raising activities that are coordinated through the school and Parent's Association. While all contributions are voluntary, all parents are asked to share in the vision and spirit of these programs with their charitable philanthropic support.

Annual Giving Fund

The Annual Giving Fund is inaugurated early in the fall and completed by the end of the fiscal year. These contributions help fill the margin between the approximately 75 percent of the operating fund covered by tuition and a balanced budget. Each family is asked to contribute to the best of their ability. Contributions are recognized in the annual report. 100% participation is our goal!

The Welsh Hills School Gala and Auction

Each spring, a Gala and Auction is held to raise funds for the school. The theme of the event changes each year. All families are encouraged to participate in this important and fun event. Recognition of contributions is provided in the auction catalog.

Gifts may be made through the mail, in person or online at www.welsh-hills.org. The school's fiscal and contribution calendars run from July 1 - June 30. For more information call ext. 10.

Calendar and Information

The school calendar is posted on the website at <http://www.huntcal.com/cgi/calview.cgi/welshhills/WelshHills>. This calendar gets update frequently with any changes and additions, so it is the one to watch. Additionally, each month a calendar is placed in the "Good News" newsletter that you can print out and hang on your refrigerator. This too will have the events for the coming month posted on it.

Each program/classroom has it's own communication devices as well. Some have notebooks that come and go daily, some send weekly letters via email, others post newsletters on the classroom website, and some send things home in backpacks. Usually there is a variety of avenues information travels on. Please make sure that you are in communication with your child's teacher and know how information is being sent to you.

We also update the website, www.welsh-hills.org with new information and coming events. On the front page there are many links that will lead you to all the activities and events that are going on as well as archived newsletters and other previous information.

The "Monday Memo" gets sent out at the beginning of each week via email. It is important that we have a good email address for each of you so that you receive these most up-to-date communications. We will also send any "last minute" information via email, so **it is very important that each family be in contact electronically.**

Communications

There are numerous ways in which parents and the school can communicate. The school tries to keep parents abreast of the latest news and happenings through various methods:

Monday Memo (sometimes on Tuesdays) is a weekly email to families that provides information for the week and beyond, both from the school/classrooms and P.I.E.

Newsletter and Public Relations

The semi-annual newsletter, **Schoolhouse News**, is sent to school families, grandparents, and other friends of the school. Families are welcome to send noteworthy accomplishments about their children's activities outside of school for mention in the newsletter. Press releases are sent throughout the year highlighting student accomplishments and activities and we occasionally have articles about the school published in the local media.

Archives

The school gathers, catalogs, and displays memorabilia from its past. We welcome the contribution of written materials, photographs, and other historical documents for the school's archives.

Individual Notes, Emails, Phone Calls and Conferences

For individual communication with your child's teacher please use any of the above forms of communication. Each faculty member has an email address and extension published on page 6, and will get back to you as soon as possible. **For emergencies or to change dismissal arrangements leave a message on ext. 10**

Welsh Hills School on the Web

Check our web site frequently for updated school & classroom news and information at www.welsh-hills.org. This is the best source of information and other needs such as forms, handbooks, calendars, homework and more. Each program and P.I.E. has a series of pages and links, as well as general information and access to materials. It is also possible to make payments and donations on-line as well as bid on some of our auction items each year. We post recent photos, newsletters and past Monday Memos.

IF YOU FEEL THAT YOU ARE NOT RECEIVING INFORMATION FROM THE SCHOOL ON A CONSTANT BASIS, CALL US SO THAT WE GET THE LINES OF COMMUNICATION FLOWING.

Parent Education & Involvement

There are various ways that Welsh Hills School offers parent education and support to our families. Each year we begin by offering orientation nights called “**Meet the Teachers**” for each program to allow parents to talk with teachers and find out needed information to help the coming school year go smoothly. These events are held in prior to or in week school starts. Please check the calendar for exact dates and times for your child’s program.

Board of Trustees Information Night is held annually in January. This event is a state of the school event outlining various things the Board of Trustees is working on to meet its strategic goals for the school. New tuition information is also presented at this meeting.

Getting Involved in the School

As a parent of a Welsh Hills student, you have the unique opportunity to be highly involved in your child’s educational experience. All too often, parents don’t know how to be a part of their child’s school and sometimes even believe that teachers don’t want parents to be involved. That’s not true at Welsh Hills.

· Users have a right to be informed about personal information that is being, or has been, collected about them, and to review this information. Here are some suggestions that will make you feel like a special part of the school you have chosen. We hope these suggestions will present an opportunity for all of you to “come to school.”

- **Attend functions.** It’s not always easy to attend school meetings, but the extra effort needed to make arrangements so that you can attend school meetings will pay off. You’ll know more about what’s going on, you can ask questions, and you can become better acquainted with teachers and other parents.
- **Talk with teachers.** Don’t hesitate to speak with teachers to discuss your child’s school experience. Don’t wait for a problem to arise. If you sense a difference in your child or your child tells you a story about something that happened at school, call us and inquire. Miscommunication causes more problems than anything else. We only ask that you contact teachers during their work day and not at home. They’ll return your calls or emails as soon as possible.
- **See your child in action.** Visit the school. Seeing children in their school environment is a worthwhile experience for parents. However, we ask that you call ahead to schedule a time when a visit will work well for the teaching and learning environment.
- **Attend Parent/Family Nights.** Here’s an opportunity for your child to show-off his or her best work and a chance for you to chat with teachers. These events are never meant to be conference times, but just casual meetings with our faculty and to see the school environment.

- **Share a talent or your knowledge.** Welsh Hills parents, collectively present to our school community a vast array of interesting talents and an incredible knowledge base. Visit a class, conduct a field trip, monitor a project. Every Welsh Hills teacher recognizes the value of knowledgeable parents.
- **Join Parent Leadership Committees.** Become an active member of our hard working, committed parent group. This group of interested parents provides classroom support and conducts fund raising efforts to supplement the school budget. They need your help and you'll feel like a real part of the school when you volunteer your time and energy.
- **Borrow our resources.** We have a number of subscriptions to educational publications, and books on education and child development. These periodicals are on display at the school and can be checked out by parents at any time. The more you know about how children learn, the better able you are to understand your child's role as a student and yours as a parent.

T.A.P.P. (The Art of Positive Parenting)

Welsh Hills School requires that each family enrolls in and attend T.A.P.P. classes. This is a six-week series that is offered at the school by "Action For Children" from Columbus. The series focusses on positive ways of raising and parenting children in a respectful and functional way for both parents and child. It's philosophy and techniques is in keeping with Welsh Hills philosophy and will enable better consistency for children between home and school. There is an additional fee for this course that is not included in the tuition cost.

Partners in Education (P.I.E.)

Welsh Hills has a devoted group of parents, teachers, staff, extended family members and friends of the school who make up "P.I.E.". As a parent, you have a key role in how your child learns and in how effective the school can be. We invite you to be an active, involved member of P.I.E. It is extremely important that parents take an active role in the school by helping out with events and by sharing their views, concerns and ideas. P.I.E. is the best way to participate in meaningful ways.

Lost and Found

Welsh Hills School believes in making children responsible for their own belongings. This includes having items that are needed at school, keeping them where they should be and taking them home. Children are given areas and space to keep their belongings and places to look when they are lost. General lost and found items will be put in the large gray tub in the vestibule. Parents are encouraged to have children look for their belongings there and are also welcome to come in and look. We ask that in support of students being able to manage and care for their belongings, parents make sure that names are clearly marked on all pieces of clothing, shoes and boots and backpacks; and that children have what they need but are not overburdened with extra items.

Safety and Crisis Information

In the event of an emergency or crisis at Welsh Hills, we have listed general information below. This is a general list, not detailed information. Detailed information would be released in the event of an actual emergency.

General Information

- Faculty and staff have been trained and are knowledgeable about emergency and crisis procedures
- All classrooms have emergency procedure booklets and a telephone system to connect within the school and to the Granville Police
- Every attempt will be made to communicate with parents via the website, telephone and any means necessary regarding such situations.

School Closures, Snow Days and Emergencies

In the event of inclement weather or other emergencies such as electrical power failure, lack of water, lack of heat or air conditioning, hazardous road conditions, or other situations that may endanger the safety or health of children and employees, may result in Welsh Hills School facilities being closed at the discretion of the Head of School. Families can get this information through watching local television stations (nbc, abc, or cbs), tuning into local radio stations (107.7, 103.3, 97.1, 1460 AM) or calling the school's closure information extension 40.

Technology

Welsh Hills School is committed to the integration of technology into the academic programs of the School. The following two policies are meant to give clear guidelines regarding the appropriate use and security of laptop computers. Underlying these policies is the understanding that all of us will treat the laptops responsibly and use them respectfully.

1. The Children's Internet Protection Act requires that school and libraries meet certain standards in the use of blocking and filtering technology.
2. Welsh Hills School has adopted a standard of Internet access and use to include the following:

- *Access by minors to inappropriate matter on the Internet shall be limited based upon the filtering programs supplied by LACA (Licking Area Computer Association), and through supervision of student use and access by teachers. Welsh Hills School enforces the use of this software.*
- *Students shall not enter or use chat rooms or use email while on school premises.*
- *Students may not gain unauthorized access, including hacking and other unlawful on-line activities.*
- *Students may not make unauthorized disclosure of personal identification information.*

Welsh Hills School certifies that it has adopted and implemented this Internet Safety Policy and actively works to suppress and prevent access to visual depictions which are obscene, child pornography, or harmful to minors (addressed to and/or by minors). Any person found not adhering to this policy in any way would be subject to disciplinary action and possible dismissal.

Traffic Patterns and Procedures

Share these guidelines with relatives and caregivers who may drop off or pick up your child. Help us provide safe arrival and dismissal times, while keeping the cars moving. Both cars and buses use the curb lane; cars use the left lane only when parking. Please drive slowly in front of the school.

Moving Curb Lane – stay in your car

One of the greatest dangers for drivers and pedestrians comes from cars and buses moving into and out of the curb lane. Therefore, the curb lane is established as a continuous, moving lane. Besides being safer, this enables you to drop off or pick up your child more quickly. If you wish to drop off or pick up curb side, these are the guidelines:

Arrival: Pull up to the east end of the sidewalk, all the way up to where the sidewalk ends, or keep pulling up to the vehicle in front of you.

- Pull up past the ramp so that other cars can pull in behind you. Wait until you are past the ramp to let your child exit the vehicle.
- Allow your kids to walk from there to the front doors. You may want to wait a moment to see that they are safely inside.
- **Park your car** if you want to get out with your child.

Dismissal: At dismissal, wait near the west hydrant, to allow the early buses to move through. Then pull up as at arrival.

- We will send your child to your car. If your child is not ready when you are at the front of the line, we may need to ask you to pull up or go around the circle, to keep the line moving. We will continue to try to have students ready as you pull into line.
- If there are vehicles behind you in line and you need extra time to fasten safety-belts, load your trunk, etc., please pull up on the grass past the sidewalk. Here you can take a few extra minutes without holding up the line.
- Once your child is in your car, please stay in the curb lane. Continue to pull up until the vehicle in front of you leaves. **Pulling out of the curb lane to the left is dangerous; other cars will be using the left lane to enter and exit the parking area.**

Both Arrival and Dismissal: Keep your car running and stay in the driver's seat.

- As vehicles in front of you move, please keep pulling up. You do not need to stop in front of the door your child will enter or exit. Do not get out to assist your child. Park your car if you wish to get out.
- Students should exit and enter the car on the curb side. Please arrange seating in your car so that students do not have to use the driver's side. If you cannot arrange this, please park.

Parking Area – getting out of your car

If you want to get out of your car, please park your car in the parking spaces in front of the school, or on the west side of the building. Use the **parking area** when you do not want curb side pickup, such as;

- When your child needs assistance with the car door or car seat
- When you wish to get out of the car to greet your child
- When you want to talk to a teacher or other staff member
- When you plan to come into the building for any reason
- When you want your child to enter the car from the driver's side

Please cross the driveway to your car with your child. We will instruct students to wait on the sidewalk for you to accompany them to your car.

For later dismissals:

- Students whose buses arrive after 3:15 will remain on the porch or just inside the schoolhouse until 3:30.
- Students who have not been picked up by 3:30 will join the After School program. Parents then park and come into the building to pick up their child and pay the daily drop-in fee.

“Nature’s Classroom” Environmental Education

Students come to terms with their environment beyond the walls of the classroom. They will participate in outdoor explorations and investigate their world through an interdisciplinary curriculum. A school-wide recycling program will continue to involve children in the care of their environment.

As appropriate, students participate in a nationally recognized outdoor environmental education camp program, Nature’s Classroom. Welsh Hills School has incorporated this experience into the curriculum since 1986. There is a charge involved. Some younger students visit Nature’s Classroom for a day trip; older students stay for 2 nights.

This is a mandatory trip and an integral part of the whole school curriculum.

Welsh Hills Summer Camp Programs

Each Summer Welsh Hills offers dynamic summer camp programs for children 2 through 13 years old. Various camps are run on a weekly basis for each age group providing a theme and many exciting activities and fun for children who attend. These programs are open to the general public and a new brochure is published each spring with the current themes and information for the following summer.

Policies & Procedures

Attendance

Each school day is important. Students and parents are asked to give school attendance their highest priority. Independent schools that hold a state charter are obligated to follow State guidelines on attendance for grades K-8. Absences will be approved by the office for the following reasons: (1) illness; (2) family emergencies; (3) important doctor, dentist appointments; (4) religious holidays.

1. School begins promptly at 8:30 a.m. and continues until 3:15 p.m.
2. If a student arrives late or departs early, that student must check in and out of the office at the top of the stairs.
 - Any student arriving after 8:30 is considered tardy, except children who arrive on a late bus.
 - Children must bring a signed note if there are dismissal changes or reasons for excused absences. Changes in dismissal may be called in and messages can be left on ext. 10 **ONLY**.
3. **If a student is absent due to illness or family emergency, parents must notify the school before 9:00 A.M.**
 - Call **(740) 522-2020** Note: Ohio schools are responsible for notifying parents when a child age 5 or older is absent. (Please leave a message on ext. #10 during non-school hours.)
 - A call will be made to the home of any student who is absent without notice.
 - If communication is not possible between parents and school, a written note from the parents must accompany the student upon their return to school. Failure to do so constitutes an unexcused absence.
 - A student who is absent because of illness for more than three consecutive days must have a doctor's written confirmation. Failure to do so constitutes an unexcused absence.
 - For any student absent with a long-term illness, the absence and class work will be considered individually.
 - For children who are absent, rules for illness or planned individual excuses should be followed. ***No one should plan for a child to attend for only part of a scheduled day. Children should not arrive after 10:00 unless a special arrangement has been made with the homebase teacher.***
4. Any request for a planned excused absence must be made at least one week **in advance in written form** to the teacher who will evaluate its appropriateness.
 - all personal appointments should be arranged outside of school hours whenever possible.
 - **parents are asked not to schedule vacations or family trips with their children while school is in session.**
 - if parents do schedule trips, teachers are not required to give class work in advance of the trip.
 - **parent conferences are a required part of the school calendar.**

5. Vacations taken outside of the school schedule are considered unexcused absences.
6. If students in the Intermediate and Middle School groups are absent, they are responsible to keep up with all assignments. When absences are unexcused, students may not have the opportunity to make up the missed assignments. All work missed may receive no credit.
7. If a student is tardy or absent five or more times in a month, whether they are excused or unexcused, a conference may be held with the student, parents, and teacher to determine the best course of action.
8. If a pattern in tardiness or absences is observed, the Head of School may meet with the parents and teacher to determine the best course of action.
9. Failure to conference after 10 tardies or absences per semester, or to reach a resolution in conference, may result in dismissal from the school.
 - if dismissal or withdrawal occurs, the school is obligated to notify the student's public school district.
 - all terms of Welsh Hills School's enrollment agreement will continue to apply.

Confidentiality

Confidentiality for each student is preserved in accordance with the Family Educational Rights and Privacy Act (FERPA). Any information about a child's status educationally and financially is kept in confidence with limited access by school employees. Only the Head of School has access to all files.

Pets

Animals need to be kept on a leash and handled by the owner. Pets cannot be let loose to play with children or run around inside or out. Pets are not to be handed over to teachers to supervise, and teachers' first responsibility is to supervise children around pets to insure safe interactions.

Dress - each student needs to have one "logo" shirt for field trips & occasions

Students should be neat and well groomed. Children are expected to wear clothing which is clean, in good condition, modest and appropriate for school and weather conditions. Choosing what to wear is a time for parents to help children choose what is appropriate. If uncertain about clothes, please ask your teacher.

1. All clothing must not be oversized, have holes or writing and/or pictures on it. Sweatshirts and sweatpants are not acceptable. All students should keep extra appropriate clothing at school in case there is a need to change.
2. An extra sweater and boots/extra shoes that remain in school are mandatory. Outdoor coats will not be worn in class. Shoes must be secure on feet, safe and not prohibit active movement. Jeans (pants) may only be worn when appropriate to planned activities and on special days as designated by classroom teachers.
3. Parents are expected to check their child's attire prior to leaving home each day. Although teachers will enforce these guidelines, precious instructional time will not be devoted to individual attire. Instead, students will either change or call home to let parents know that they are not compliant with the guidelines for appropriate dress.

PHYSICAL EDUCATION CLOTHES FOR INTERMEDIATE & MIDDLE SCHOOL: shorts, t-shirts, sweat suit or wind suit, supportive athletic shoes with non-marking soles, white socks.

Phone

We appreciate your cooperation with these attempts to keep our phone lines available and accessible.

- Please send WRITTEN messages concerning your child rather than calling. It is a better and more efficient way to document & carry out your request, especially in the morning hours when school is getting underway and in the afternoon when school is dismissing.
- We ask children not to use the phone during school hours unless it is of critical importance. We will determine the need, and you can assist your child by encouraging him/her to finalize plans before leaving home in the morning.
- Students carrying cell phones *must* have them turned off and put away during the school day. Non-compliance will result in the phone being sent to the office.
- Classroom phone extensions are published in the school directory. Teachers may not be able to retrieve and return calls immediately, but will do so as soon as possible.

Field Trips

An integral part of Welsh Hills School's philosophy is a commitment to experiential learning. Through involvement with the world around them, students are better able to integrate, retain, and manipulate information. To this end, Welsh Hills School offers opportunities to investigate community resources. Trips are planned that relate to the child's current area of study and/or to other interest areas of the child. Field Trips provide an opportunity to broaden a child's scope of interest. Parents are often invited to accompany students and teachers on these trips. We ask that younger siblings not be included in these trips, so that adult attention does not get divided. Parents are notified in advance of each field trip.

Each year Middle School students plan and take a big trip. They fund this trip through various projects like baby-sitting, craft fair, etc., and choose where they want to go subject to the approval of their teacher and the Head of School. Parents are informed about where the trip will be and provided with a detailed itinerary. Chaperones for the trip are determined based on the destination and the class size.

Car seats are required by law for children up to 4 years old and 40 lbs. Booster seats are optional for older children. If parents want their child in a booster seat, they must provide it and be sure it is on hand prior to a field trip leaving. If parents insist on a booster seat and they do not provide it, the field trip will leave on time and the child will wait at school for a parent to come get them.

Food

We encourage you to send nutritious snacks and lunches with your child to school. The position of the school faculty has always been to encourage healthy eating by recommending that students reduce or eliminate the intake of sugar products and highly processed foods. Our goal is for students to have healthy snacks and lunches.

- **Snacks** – Primary, Intermediate and Middle School students pack an additional nutritious item in their lunch boxes each day, to eat as a snack, usually during the morning. Children's House parents send snack foods for a week; see Children's House Handbook. Suggestions are whole fruits or vegetables, cheese, small bagels or other nutritious finger food (not permitted: soda, candy, drinks, dessert, chips, anything eaten with a utensil)
- **Lunch** – Full-day students bring their lunch to school. Pizza Lunch, which is sponsored by P.I.E., is on Fridays. Middle School students prepare and sell lunch on Wednesdays to support their class trip. Microwaves are available for student use. To encourage a balanced diet, only one dessert item is permitted each day (not permitted: soda, candy, more than one dessert/day).

To also facilitate self-management, check to be sure children can manage their lunch containers. Some are dangerously sharp and difficult for young students to open. Easy-open, reusable plastic containers are one solution (not permitted for younger children: individual serving containers with metal pull-top lids). We also encourage parents to facilitate children making their own lunches based on limited, healthy choices. **Our message to students is: *Eat Healthy and Reduce Waste.***

Students learn to compost food scraps and to clean up their lunch space.

If you would like to send food to school for your child's group for a birthday or other special occasion, please make arrangements with the teacher in advance.

Homework

Philosophy of teaching students how to do homework:

Young students do not intuitively know how to manage the responsibility of homework. Like all successful learning activities, learning to complete homework is a process-based activity that needs the guidance and support of school *and* home.

At Welsh Hills School, teachers are committed to helping students learn to manage the responsibility of homework if it is assigned. Each program description below will generally describe the process followed to teach students how to complete homework assignments with a happy heart. In all, homework should be meaningful and purposeful. The content and frequency of homework are critical elements in evaluating the success of the School's efforts to teach homework skills. Homework at Welsh Hills School may include work that did not get completed in school and/or needs to include parents. Primarily it's purpose is to enrich or expand a student's curricular activity or it should reinforce the study skills necessary to become a responsible student. Welsh Hills School also firmly believes that "more is not necessarily better."

Laptop Computer Security Policy

The school requires the following:

- During the school day, students must have laptops with them, or the laptops must be stored in the student's cubby space. Laptops are not to be left around the schoolhouse unattended.
- Faculty will pick up and secure unattended laptops.
- Laptops may not be left at school over vacations.
- Laptops must be kept in an approved computer case. They may not be kept in regular book bags.
- Students may not lend their laptops to friends during school hours.
- Laptops may not be used on school buses.

Procedure if a laptop is missing:

- Notify the technical support faculty member.
- Parents will be notified.
- Granville Police may be notified.

General Recommendations:

- Avoid leaving laptops or other valuables in situations that increase the risk of theft. Don't create a temptation.
- Have a real awareness of laptop security when off campus, during evenings, during weekends, and on vacations.

Network User Responsibilities

Network users include all students, teachers, administrators, support staff, and community members who have access to the Internet via the World Wide Web and Welsh Hills School's wide area network. Students may have access to the Internet via the World Wide Web (www) and the Welsh Hills School's wide area network (WAN) while working on class projects in a supervised setting. This includes computers in media centers and classrooms. If a student wants/needs to use the www or WAN for independent school work, the student and parent must read the "Acceptable Use Policy" and complete the "Contract for Individual Access to the World Wide Web". Students must follow all rules contained within this policy at all times when using the WAN or the www. Students must also follow the direction of faculty and staff members supervising any area where networked resources can be accessed.

Security and Safety

- Users will accept the responsibility for keeping all pornographic and gambling material, inappropriate text files, material dangerous to the health and safety of students and staff, or files dangerous to the integrity of the wide area network from entering the school via the Internet.
- Users will demonstrate legal responsibility by not transmitting any material in violation of U.S., Ohio, or Welsh Hills School regulations. This includes, but is not limited to: copyrighted materials, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.
- If a user identifies a security problem on the Internet or the WHS wide area network, he/she is responsible to notify a teacher or administrator. Users should not demonstrate the problem to other users.

- Students have the responsibility to use computer resources for academic purposes only. Playing games or using networked resources for non-academic purposes during the school day is not permitted unless supervised by school staff. Users may not conduct commercial activities for profit, advertise products, or conduct political lobbying on the network.
- Users may not access home telecommunications accounts from school.

Property

- Users must respect others' privacy and intellectual property. Any traffic from this network that traverses another network is also subject to that network's acceptable use policy (AUP).
- Users are responsible for citing sources and giving credit to authors during the research process. All communications and information accessible via the network should be assumed to be private property.
- Users will honor the legal rights of software producers, network providers, copyright, and license agreements.
- Users have a right to be informed about personal information that is being, or has been, collected about them, and to review this information.

Courtesy or Email Netiquette.

Users may encounter web sites that ask for comments or a reply. The WHS Student Contract for Individual Access to the World Wide Web reviews and encourages the use of these safe and appreciated communications behaviors.

Consequences for inappropriate behavior are as follows:

- Any violation of the network responsibilities will result in a cancellation of network privileges and may result in disciplinary action. The network administrators will deem what is appropriate use and their decision is final. Also, the network administrators may deny access at any time as required. The administration, faculty, and staff of WHS may request the network administrators to deny, revoke, or suspend specific user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
- Tampering with computer security systems and/or applications and/or comments will be considered vandalism, destruction, and defacement of school property.
- Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.
- WHS makes no warranties of any kind, whether expressed or implied, for the services it is providing. WHS will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the school's own negligence or the user's errors or omissions. Use of any information obtained via WHS is at your own risk. WHS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

** Students and parents in the Intermediate and Middle School Programs are required to sign and have on file a contract for individual access to the web.

Self-Management

Conflict Resolution, and Choices & Consequences

Welsh Hills School faculty believes that self-management is a priority for students' success in the learning environment. High expectations are in place for students to manage their own belongings, behavior and schoolwork. In order to facilitate students' growth toward assuming full responsibility in these areas, the faculty teaches self-management as part of the curriculum, especially in the fall.

Conflict Resolution

At Welsh Hills School, time and attention is devoted to teaching children constructive ways to deal with the conflicts that naturally arise when groups of people work closely together. When students are engaged in conflict, the expectation at Welsh Hills School is that they will seek peaceful and appropriate ways to resolve those conflicts. Students are not always equipped to do that upon entering school; therefore, they are given the skills and vocabulary when necessary. In addition, adults and other students model conflict resolution for them.

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1. The child identifies the problem and his or her feelings. Example: "Someone knocked my blocks over and that made me really angry."
2. The child expresses the problem and his feeling to the other person involved. Example: "I feel angry when my blocks are knocked over."
3. The other person takes responsibility for the problem and takes some action to rectify the situation. Example: The second child apologizes and offers to help rebuild blocks.
4. If there is further conflict, for example the child does not take responsibility for the problem, the problem is discussed with each child taking turns sharing his or her feelings until they agree upon a mutually acceptable solution. If students are unable to reach such a solution, they request assistance from a teacher, who then assists with the process.

Choices and Consequences

Decision-making is a vital part of students' growth and development. A safe, nurturing environment helps students feel comfortable to make choices and to experience the natural consequences of those choices. Teachers celebrate the positive consequences with students and support students emotionally during negative consequences. When natural consequences are not apparent or effective, teachers and students determine logical consequences, such as loss of a right. **(Unnatural consequences, such as rewards and punishment, are controlled by adults and encourage dependence on adults, thus inhibiting progress toward self-management.)** Feeling the natural and logical consequences of their actions helps students develop responsibility and improved decision-making.

The Self-Management Plan

In both academic and social areas, a pattern of inappropriate choices sometimes occurs. For example, a student may develop a habit of late homework assignments or of a negative behavior. Students may also make a onetime choice that is extremely inappropriate. For these cases, a procedure is in place to help students learn to make more responsible choices. A teacher and student will together complete a Self-Management Plan, which identifies the issue and describes a plan to resolve it.

Teachers will implement any combination of the following steps on a case-by-case basis:

student-staff conference	student self-management plan
inter-staff conference	family notification
family conference plan	intervention plan
counseling recommendation	suspension or dismissal

The Self-Management Plan, with copies of other documentation, will be filed. Throughout the year, teachers continue to model and expect appropriate self-management, to promote a respectful and responsible community. Families are asked to support the plan as designed by the student and teacher, and not add additional consequences.

Discipline

Discipline Rules via ODE

In accordance with Ohio Department of Education's Preschool Licensing Rules, the following rules must be followed and shared as written:

- 1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- 2) No discipline shall be delegated to any other child.
- 3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- 4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- 5) No child shall be subjected to profane language, threats, or derogatory remarks about himself or his family or other verbal abuse.
- 6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

- 7) Techniques of discipline shall not humiliate, shame or frighten a child.
- 8) Discipline shall not include withholding food, rest or toilet use.
- 9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- 10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Harassment

Harassment of a student(s) by other students or any member of the staff is a violation of Federal Law and is contrary to the Welsh Hills Board of Trustees' commitment to provide a physically and psychologically safe environment in which to learn.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

A student is able to report any incidence of harassing behavior from a fellow student, staff members, or a school visitor, in a way that avoids embarrassment and protects the confidentiality of the student to the Head of School.

All such reports will be acted upon promptly. Anyone found to have violated this policy shall be subject to disciplinary action up to and including dismissal from the school.

Medical

Administration of Medication to Students

Parents: Please read to avoid confusion in the future. Thanks!

Welsh Hills School strongly urges that all medications be administered at home whenever possible. Please consult the prescribing physician or dentist to ascertain if the medication can be given at times when your child is at home. These procedures are designed to protect your child and Welsh Hills School.

Non-Prescription Medication requires both parental and physician's signature. Please refer to the Non-Prescription Medication Release Form for details. Before the School will give your child **prescribed medication** which **must** be taken at school, State Law (Section 3313.713 O.R.C) requires that:

1. The parent complete and sign a parent permission form.
2. The physician or dentist complete and sign a physician's authorization form, a note from the doctor will not be accepted unless it contains all the information contained in the State Law (Section 3313.713 O.R.C.)
3. Both completed and signed forms must be returned to school before the medication can be given at school.
4. Each medication must have a separate set of forms.
5. Any change in dosage will require new forms before the new dosage can be given.

Accident/Incident Report Form

In the event your child becomes injured at school, an Accident Report Form will be completed and sent home for you to review, sign, **and RETURN to the school**. You will receive a copy of the completed form.

Communicable Diseases & The 24-Hour Rule

A communicable disease is any health condition that is contagious (for example, anything from some common cold symptoms to chicken pox). When your child is clearly ill, and certainly when contagious, he or she should not be in school. To prevent the spread of communicable disease to others, and to prevent your child from returning to school before recovering fully, Welsh Hills School has established these procedures, based upon recommendations from the Ohio Department of Health.

To determine whether a child is well enough to be in school:

- **Parents - before school:** Sending sick children to school gets particularly costly to other children and staff, and can result in widespread illness and absences. If you suspect that your child is getting sick or if your child has any of the symptoms listed below, please keep him or her home. A child who is not well enough to participate in all regular school activities, both indoors and outdoors, should stay home. Please do not send in a note to exempt children from activities.
- **School Staff - during school:** Many of our staff members have been trained in First Aid, and/or the prevention, recognition and management of communicable disease to determine if a student needs to be: 1) isolated temporarily, 2) sent home from school, or 3) attended by an emergency squad.

To determine when a child is well enough to return to school:

Students who return to school too soon after an illness are usually not well enough to benefit from being at school. Remember that a child who is not well enough to participate in all regular school activities, both indoors and outdoors, must stay home. Do not send a note requesting that your child stay indoors, instead use these guidelines:

“The 24-hour Rule”:

1. **The child must be symptom-free for 24 hours, before returning to school.**
 - a) Keep your child home until all symptoms have been gone for 24 hours.
 - b) Keep your child at home until a normal temperature has been registered for 24 hours.
2. In any of the following cases, the child must be **treated by a physician and be symptom-free for 24 hours before returning to school:**
 - a) Redness or swelling of the eye; conjunctivitis
 - b) Spots or rashes that remain
 - c) Vomiting more than 2 times per day
 - d) Diarrhea more than 2 times per day
3. If your physician has prescribed an antibiotic, wait until your **child has been taking the antibiotic for 24 hours and is symptom-free for 24 hours before returning to school.**

If your child contracts a communicable disease, please call the school immediately so we can inform other families. When students have been exposed to a contagious disease, parents will be notified by parent letter.

Symptoms

1. A student with any of the following symptoms will be isolated temporarily.

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature (but under 101° F)

A sick student will rest on a cot in the office, or in another space away from other students, where he or she can be observed and heard by a staff member for worsening conditions. The child may continue to rest for a time before a parent is contacted; often children feel better after a rest period.

2. A student with any of these symptoms will be sent home.

- Vomiting
- Diarrhea
- Mucous that is not clear
- Stiff neck
- Temperature of 101°
- Evidence of lice, scabies or other parasitic infestation
- Conjunctivitis
- Severe Coughing
- Yellowish skin or eyes
- Difficulty breathing
- Grey or white stool

When your child becomes ill during the school day, pick him/her up as soon as possible, for your child's own welfare and comfort, as well as to minimize the spread of the illness. If you are unable to come to school on short notice, make arrangements in advance with a relative or neighbor who is listed on the Emergency Medical Authorization form to come to school and pick up your child.

Using the 24-hour rule, a student who is sent home from school with any of the above symptoms may not return to school the following day.

The school will contact an emergency squad when a student has any of these combinations of these symptoms: severe cough, whistling sound, and trouble breathing.

Emergency Procedures for Serious Illness or Injury

In case of serious illness or accident, a member of the school staff will:

1. Call 911 for an emergency squad. The child will usually be taken to Licking Memorial Hospital.
2. Call the child's personal physician as noted on the child's Emergency Medical Form.
3. Call the child's parents. If a parent cannot be contacted, call alternate persons listed in the child's file.
4. Notify the Head of School of the child's condition and the action taken

In case of accidents or injury, the supervising adult will:

1. Administer first aid or seek out a qualified staff member.
2. Contact the parents or their designated alternate, if after evaluating the injury, it is necessary for the child to be seen by a physician. Transportation to a physician is arranged and provided by the parents. The School is not responsible for providing transportation to a physician.

3. Ask the staff member who observed the accident or injury to complete a School Accident Report.
4. Apprise the Head of School of the child's illness or injury and treatment, and will contact the parents if substantial first aid is administered or if an accident report has been written.

The Universal Precautions

The Universal Precautions policy covers all employees who may "reasonably anticipate" coming into contact with human blood and other potential infectious materials, which includes any body fluid that is visibly contaminated with blood.

1. Each employee may in the course of her or his daily activities come into contact with potentially infectious materials. Those situations are, but not limited to the following:
 - a. Providing assistance after an accident has occurred with children, employees, parents and/or volunteers
 - b. Assisting children during medical procedures, nosebleeds, times of illness, etc.
 - c. Changing diapers of children or cleaning up after a child has a toileting accident.
 - d. Handling of potentially infectious material such as soiled clothing, tissues, and diapers.
2. The following preventive measures are to be used to reduce the spread of all infectious and contagious diseases.
 - a) Wash hands regularly. Hand washing is the best way to protect both child and caregiver. Use the recommended hand washing technique:
 - * Use antibacterial liquid soap and scrub hands for 1 minute.
 - * Scrub tops of hands, palms, between fingers and under nails.
 - * Rinse under water with hands pointed down.
 - * Dry hands with paper towels.
 - * Turn off the water faucet with a towel before disposing of it.
 - b) Wear disposable gloves while cleaning up blood, bloody saliva, urine, feces, vomit, or if there is a skin rash or open cut on the hands. If skin contact is made with these substances, wash the affected areas with soap under running water.
 - c) Wear disposable gloves when changing a child's diaper if the feces are bloody. It is not necessary, however, to wear gloves routinely while changing a diaper.
 - d) Throw away disposable gloves after each use. Everyone must wash their hands after wearing and removing gloves.
 - e) Place disposable diapers in a pail lined with a plastic bag. Tie the bag securely when filled.
 - f) Supervise toilet-trained children to ensure that they wash their hands well after using the rest room.
 - g) Clean up blood and bloody fluids on surfaces with 1 part ordinary household bleach diluted in 10 parts water. The bleach solution should be fresh and used on the day it is made. Isopropyl alcohol, Lysol disinfectant, and hydrogen peroxide can also be used.
 - h) Have mouthpieces or resuscitation bags on-hand to minimize the need for mouth-to-mouth resuscitation in an emergency.
3. All employees must adhere to this Universal Precautions Policy.
4. If an employee or volunteer has been exposed to a blood borne pathogen during the course of school business, she or he must notify her or his supervisor immediately.