



The Marylhurst School
honoring the journey of each child

Parent Student Handbook

2017-2018 Edition

1232 Linn Avenue
Oregon City, OR 97045
503.650.0978
www.themarylhurstschool.org

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Dear Marylhurst School Families,

We welcome your return to the school year and look forward to sharing the year with our wonderful families. As we prepare for the start of the new school year, we assemble information that you will need to help you get the most from being a member of our community.

Please read this handbook carefully so that you are informed about the many details of school life at Marylhurst as well as information regarding procedures, programs and events. We encourage you to review the information with your child, as is age appropriate.

We are very proud of our school and realize its success is the result of the collaborative efforts of the entire school community. These efforts will become apparent as we move through our school year and so many of you will volunteer your time and energy for many of the events and projects that take place on our campus. Our community has always been generous of heart and hard work. We look forward to connecting with our new neighborhood by offering enrichment classes to our children while inviting children in local schools to join us. We are thrilled to be sharing our space with Head Start this year. We will continue to look for ways to reach out to our community as our school continues to grow.

As we begin again and we build common ground among our various constituencies, we encourage you to participate in events designed specifically for our parents. The Marylhurst School welcomes your involvement in many ways, but most importantly to become involved through open communication with your child's teachers. In addition to parent/teacher conferences twice a year all of our teachers will share with you how best to communicate with them on a regular basis regarding your child's classroom community.

The heart of The Marylhurst School rests in honoring the social/emotional development of a child. We model honesty, fair play and respectfulness for your children and we ask that you model this as well in your daily interactions with all members of our community. All children need nurture, structure and permission to make mistakes and take risks in a safe environment. Working as a team for the children in our care, we take pride in watching them grow as creators, explorers and citizens.

Welcome Aboard,

Sheila Walker
Head of School

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THE MARYLHURST SCHOOL

All children travel a unique path.

In our community of creators, explorers and citizens, we honor each journey.

Mission

Our school is built on mindful teaching, respect for the social and emotional life of the child and the understanding that knowledge is seeded through curiosity, experience and reflection. To that end, we practice an emergent curriculum steeped in a progressive education model.

Vision

At The Marylhurst School:

- We support children to be innovative, resourceful and imaginative as **creators**.
- We nurture curiosity, confidence and courage as **explorers**.
- We foster empathy, perseverance, and ethics as **citizens**.

Philosophy

The Marylhurst School believes that children are naturally curious, intrinsically imaginative, and thrive when learning is active and meaningful. Teachers are inspired by children to create enriching environments that foster kindness, intellectual growth, and the joy of discovery. The Marylhurst School supports the development of a community that celebrates the unique contributions of our families, our school, and each individual child.

Affiliations

The Marylhurst School is accredited as a subscriber school member of the Northwest Association of Independent Schools; licensed by the Oregon Department of Education child-care division under license # CC052495; and recognized by the Internal Revenue Service as a non-profit 501(c)3 with federal tax ID number is 93-0919339.

Diversity & Non-Discrimination

Marylhurst is deliberate about fostering a diverse and inclusive community. We follow the letter and spirit of all equal opportunity and civil rights laws.

Handbook Disclosure

The Marylhurst School Board and administration reviews the Parent Student Handbook annually, at which time there may be revisions. We reserve the right to change policy at any time in accordance with our by-laws and with Board approval.

SCHOOL COMMUNICATIONS

A healthy school community relies on strong communication among all constituents. The Marylhurst School strives to communicate in such a way that furthers our mission, informs the community, and supports all aspects of school life.

Office Hours

The main office is open from 8:00 am until 5:00 pm Monday through Friday while school is in session (September through mid-June). Voicemail and email messages will be returned by the next working day. Messages for students will be delivered to faculty, and then relayed to students.

Communicating with Faculty

Communication between faculty, students, and parents is critical to the success of the community. Faculty use a wide variety of tools to communicate with parents including: email messages, blogs, newsletters, phone calls, informal conversations, and conferences. Faculty can be reached via phone or email, and with advance notice, are available to meet with parents before or after class.

Back-to-School Night

Each fall Marylhurst hosts back-to-school nights; typically, in late September to allow students time to settle into their classroom communities. Parents are strongly encouraged to attend to get to know faculty, see classroom spaces, and learn about curriculum, schedules and expectations for the school year. This is also an opportunity for parents to meet each other.

Conferences

Conferences are a dedicated time for parents to meet collectively with both classroom teachers, one-on-one for 20 minutes, to discuss their child's progress. In the middle school, student-led conferences will begin in spring of the 7th grade year. Work samples, pictures, anecdotes, and other information about each learner is reviewed. Parents should feel free to prepare for the meeting by thinking of questions about their child, the curriculum, learning community, classroom social dynamics, or anything else that will help support and foster a positive learning community. Conferences help to complete the circle between home and school.

Fall conferences are held at the end of October, and are scheduled during Back to School Night. Spring Conferences are held in the middle of March, and are scheduled a few weeks ahead of time. Parents may schedule additional meetings with teachers at other times during the year, if additional needs or concerns arise.

Newsletters

Newsletters are an integral part of sharing what is going on at the school and in individual classrooms. A monthly school newsletter is published October through May, and distributed to families via email and the website. To be an active and informed part of the school community, it is essential that parents read each monthly newsletter.

Website

The school's website provides late-breaking news, frequently updated calendar information, curriculum and faculty news, online forms to update your information, the school directory, and general information on topics ranging from campus news to admission, alumni, employment, volunteering, and charitable giving.

Some sections of the website are password protected, such as the school directory. Parents receive the annual community password during orientation. Once logged-on, you can access newsletters, directory listings, volunteer sign-ups, and more. The school recommends bookmarking or making <https://www.themarylhurstschool.org> your home page.

Class and School Directories

Class and school directories are created each year, which contain helpful contact information about each child and his/her family. These are made available to families to foster the communication that is an essential part of a vibrant community of creators, explorers and citizens. We ask that everyone respect the community-building intent of these directories and not use them for any other purpose.

Solicitation Guidelines

In recognition of the fact that the Marylhurst community represents a diverse population with varied interests and beliefs, it is school policy that all faculty, staff and parents avoid soliciting members of our community for any organizations, businesses, fundraisers or causes that are not directly associated with the school. In turn, the school only promotes businesses, non-profits, civic causes, and extracurricular activities that are consistent with Marylhurst philosophy and approved by the Head of School/Board of Directors.

Feedback

Family observations and ideas about the school and how it works, as well as perceptions of children's learning experiences, are important and valued. Faculty and staff rely on open communication with families and are open to feedback at any time.

One method for soliciting feedback is our yearly targeted parent survey online; we appreciate full parent participation. The Board of Directors and administration carefully review survey results and use parent feedback to help us improve our work with students and families.

Making Decisions

The Marylhurst School is a collaborative community. The Head of School and Board of Directors have leadership responsibilities that are often shared with student, parent, and faculty/staff committees and advisors. Major problem solving efforts typically involve a review of how other institutions have addressed similar issues. We continually strive for processes and solutions that are respectful and affirming of our diverse community.

Marylhurst relies on open, honest communication and invites parents to express concerns through the following appropriate channels:

1. The concern should be discussed with those immediately involved (e.g. classroom situations with the teacher, or institutional situations with the Head of School). Please set up an appointment to talk, so that your issue receives undivided attention. Please refrain from discussing a teacher, another child, or the school negatively in the presence of your child.
2. Make sure that the person to whom you are expressing your concerns knows all the details of the situation, exactly what you are concerned about, and why. Misunderstanding, and unarticulated concerns, can lead to further problems.
3. Address your concerns only to the person who should hear them (see above).
4. If the teacher does not adequately address a concern, then parents are encouraged to meet with the Head of School.
5. If the above methods are not successful, concerns or comments may be addressed in writing to a Board of Directors Listening Committee. The Committee consists of The Marylhurst School Board President, Vice President, and Secretary. The Listening Committee may choose to schedule a meeting for further discussion. The Listening Committee will present its findings to the entire Board, who will act accordingly, within the authority and restrictions of the Bylaws. To note, this process shall not in any way be construed to interfere with, or supersede, the Head of School responsibilities and authority as set forth in Article III of the Bylaws.

Please be a model for your child by addressing teachers and administration in a respectful and polite manner, and voicing concerns through the appropriate method.

LEARNING

The Marylhurst School is an independent, progressive education community serving 200 children in preschool through eighth grade. We embrace the creativity, questions and risk taking of childhood in a supportive, hands-on environment. Marylhurst is proud to offer:

- Small classes, each with two full-time teachers who inspire learning and build relationships so that every child is truly known.
- Experiential, thematic-based studies which reflect our community of learners and the limitless opportunities in the world around us.
- Child-centered curriculum rooted in developmentally appropriate practice.
- Welcoming community that celebrates the unique contributions of students, families and faculty.

Curriculum

Progressive education is a legacy of thoughtful practice recognizing that students learn best through real-life activities in collaboration with others. Curriculum throughout The Marylhurst School is child-centered, grounded in respect for the social and emotional aspects of the growing child, and framed around the essential questions children are grappling with at each developmental stage. Exploration of the following central questions inform classroom study and academic, emotional and social growth of children.

Preschool – **Autonomy:** How do I become independent?

K-1st Grade – **Community:** Where do I belong?

2nd-3rd Grade – **Relationships:** With whom do I identify?

4th-5th Grade – **Identity:** Who am I?

6th-8th Grade – **Justice:** What is the greater good?

Preschool

In the preschool, emergent play-based curriculum flows from the personal experiences of each individual child and is supported by the faculty and classroom community. We strive to strengthen the child's sense of self so that she/he will learn to work cooperatively as well as independently in the world. Our focus is held on the rich and varied curriculum that will engage each child's attention and ease initial separation between parent and child. As well, we focus on the overarching commitment to the social-emotional growth of each child. We ensure large, uninterrupted blocks of time for open-ended indoor and outdoor play. The environment is designed to invite discovery, independence and social interaction.

K-8 Primary and Middle School Programs

In the upper grades, thematic learning, multi-age classrooms and mentor-apprentice relationships permeate the classroom in both social venues and academic inquiry. Annual

overarching themes and integrated curriculum seeks to pose questions, frame hypotheses and devise systems to answer what it is the child wishes to know. We believe children are capable of complicated thinking, have their own wonderings and are marvelously prepared to focus on the complex and profound. Marylhurst children are encouraged to learn in ways that support and respond to their individual levels of growth in conjunction with the needs of the class as a whole.

We believe that music, art, and physical education are vital parts of the curriculum. Rather than only being taught as extracurricular activities, arts and sciences are integrated into the curriculum; they are essential to your child's classroom experience and are used to deepen and broaden thematic studies. The introduction of Spanish language instruction begins in Kindergarten, deepening and evolving as the children move through the upper grades.

Homework

At Marylhurst we believe that homework is an opportunity to deepen understanding and to extend classroom learning at home. Homework assignments begin in the first grade and increase in quantity and responsibility as children move through the upper grades. We expect that families will help children find time and space to do their homework, and will encourage children to reach out to teachers when they need help with an assignment. Homework should be done by children, and parents should expect to support and assist their children with the process. In the earlier grades, homework is primarily about the process, but students quickly gain pride in the great work they do. In upper elementary and middle school, missed homework assignments will impede work in the classroom. All primary/middle school classes also assign summer homework. Summer homework is thoughtfully designed, and we build our fall curriculum to be reliant upon the completion of summer homework.

Student Assessment

At The Marylhurst School, we believe that student evaluations should be authentic and ongoing in the classroom, not stand-alone, occasional events. Evaluations reflect the child's growth and changing needs. All faculty continually do in-class assessments throughout the year to track student learning and progress. Each fall, every child is assessed in academic areas to establish goals for the upcoming year. Individual progress of the child is communicated through parent-teacher conferences and written narratives, twice a year. Fall narratives address the type of learner your child is, their interests and characteristics and their strengths and weaknesses, as well as learning and progress goal setting. Spring narratives address what your child has learned, a summary of progress, goals achieved or approached and a look ahead at needs for the summer and following year. These evaluations become part of the student's formal record in place of traditional report cards. In addition, faculty communicate with students about daily academic work using methods that promote and encourage self-evaluation.

Narrative Progress Reports

In the K-8 programs faculty provide narrative progress reports in lieu of traditional report cards. Progressive schools such as Marylhurst see narrative reports as a more authentic portrayal of children's learning and development. Faculty put great effort and care into crafting a unique and individual narrative for each student; they rely on parents thoughtfully reading the reports. Faculty welcome questions about the narrative so they are well understood by all parents, and can be used to support the student's success. Narrative progress reports are not written in the preschool programs; please see above regarding conferences.

Testing

The Marylhurst School does not believe in traditional standardized testing, though we are aware of the importance of children being exposed to the testing process. Rather, we utilize the Educational Testing Bureau for infrequent formalized testing; specifically, the Comprehensive Testing Program (CTP). The CTP is a broad assessment for students in areas such as reading, listening, vocabulary, writing and math used nationally by independent schools. Marylhurst faculty administers the CTP to 5th and 8th grade students once per year; 4th graders will take a practice exam, while 5th and 8th grade student results will compare student performance and growth with similar groups of achievers via other independent norms using scaled scores, stanines and percentiles.

Educational Support

Student-to-Faculty Ratio

Marylhurst is committed to a low student-to-faculty ratio. Class sizes range from 12-24 students with two faculty (three faculty in the three preschool program). Ratio ranges are developmentally appropriate; they are smaller in the preschool where students need more help, and broader in the primary grades where students need more independence. Children of Marylhurst faculty and staff may occasionally shift the ratios slightly; however, K-8 classroom enrollment does not surpass 24 students without approval of the Board of Directors.

Blended Age Classrooms

A key element of the Marylhurst School's approach to learning is built on blended grade classrooms, which allow students to build stronger bonds both with their peers and teachers. Mixed age classrooms also help students become more accepting of developmental, age, and achievement differences among their peers.

Learning Specialist

Because faculty work so closely with each child in the classroom, they quickly become aware of learning difficulties students may experience. Marylhurst employs a specialist, serving both preschool and K-8 programs, who works with teachers to assess and plan for individual

needs to help students meet curricular goals. The Marylhurst School is able to make some accommodations for individual learning styles, but we do not offer special education services.

Tutoring

Sometimes tutoring in a specific academic area is recommended to parents. In this case, a referral or recommendation can be made to qualified tutors in the field. However, the cost of outside tutoring is the responsibility of parents. Tutoring should take place outside school hours to ensure students receive the maximum benefit of both their class time and individual tutoring.

Field Trips

Field trips are an important extension of classroom learning in both the preschool and K-8 programs. These firsthand experiential endeavors allow children to become more independent as learners. As well, field trips build community as students work together with their classmates. They are wonderful opportunities to build lasting memories while exploring emerging concepts in our world.

In the preschool field trips are often on foot, to explore the local community, and delve into the history, art, geography, and culture of the immediate area. Primary grade students are ready to explore the larger area and often venture to parks, observation centers, and other destinations that enrich curriculum. Overnight trips, which foster community, autonomy, planning and preparedness beyond what shorter day trips may accomplish, begin in the 4th grade. Marylhurst supports these types of experiences that enrich our curriculum and support our mission of students as explorers.

Parents receive special permission slips and trip information sheets in advance of students leaving campus. Expenses for these trips (cost of food, admission and transportation) are largely included in tuition but there may be times when a small fee is requested. For upper grade travel, expenses will be off-set by fundraising and need-based scholarships are available. Parental participation on field trips is at the discretion of faculty.

Technology

Technology can be a helpful and powerful tool, however, countless research studies have shown that too much screen time has a detrimental effect on children's developing brains. Electronic devices are not utilized in the preschool. In K-5 classes, one community desktop computer is available as a resource for information gathering and word processing with adult support and supervision. In upper elementary tablets may be used for building research skills and laptops are shared in the middle school.

Marylhurst utilizes Internet filtering programs. Students are held to a high standard of digital citizenship and are expected to practice good judgement and to behave in a lawful, ethical and

respectful manner when using computers/tablets and the Internet at Marylhurst. Internet use is limited to productive, educational endeavors that positively contribute to learning. Technology is neither used in place of meaningful interactions with faculty or peers, nor as a way to fill otherwise unstructured time.

Library

The library is a treasured space at Marylhurst that all of our community may take advantage of when it is available. Parents may use the library with their children if a class is not present. Children and families may check out books with the assistance of the librarian or other staff member. Please be courteous and use general library etiquette (quiet voices, put books back in the correct place or in the “to be re-shelved” bin, etc.). Books are checked out on a rotating basis, and have to be returned to the library before another book can be checked out. Books that are lost or damaged will need to be replaced by the family that lost them or caused the damage. The library gladly accepts donations of new, or gently used, books that represent the school’s values, compliment the current selection and further the school’s educational mission.

Enrichment Opportunities

We recognize that extra-curricular activities are a valuable way to build well-rounded people. While many traditional extra-curricular activities are built into the standard curriculum at Marylhurst, there are also opportunities for students to explore other interests after school. We offer a wide range of enrichment opportunities on a rotating basis, including classes that explore art, science, music, theater and sports. Opportunities are announced by the office and on the website, and sign-up sheets are sent home with students.

Summer Camps

During July, Marylhurst offers one-week camps which reflect the casual rhythms of a summer schedule. Camps are created and taught by Marylhurst faculty/staff and often reflect themes which emerge in classes throughout the school year. Camps are open to the community at large, including students not enrolled at Marylhurst, and organized based on developmentally appropriate age ranges. Each year, camp themes and schedules are announced during the spring.

COMMUNITY

The Marylhurst School takes pride in being an open and diverse community in which discussion of different points of view is welcome. Such conversations are the basis for growth and a source of energy for a community of learners. Meetings of the Parent Association and the board of directors are open to visitors, and special meetings of all or parts of the community may be called as the year unfolds. We are proud to be a community of educators, students, family members and more.

Facilities

School grounds are available for casual recreational use by Marylhurst families. After school hours, children are under the direct supervision of parents or their representative; community spaces will close at 3:30 pm daily. With advanced notice, organized activities are approved at the discretion of the Head of School. Service animals are welcome when they are working or in training.

Parent Involvement

Marylhurst is more than a place where a parent drops off their children in the morning. We value the bonds our parents have with faculty and students, connections with the school and each other, and their friendships within our community. Parents make significant and needed contributions to the school both in and out of the classroom.

Parent Association

Marylhurst partners with families to provide an exceptional education for our students, and the Parent Association is an integral part of that relationship. In addition to providing a vital communication link between parents and the school, the goals of the Parent Association are to foster community and school spirit, enhance the educational experience through a variety of activities and events, and to support the integrity of Marylhurst facilities and programs.

Each parent or legal guardian of a student currently enrolled at The Marylhurst School are voting members of the Parent Association. Meetings are held at least seven times a year on school premises and families are strongly encouraged to participate. The Parent Association elects annual officers – preschool and primary co-chairs, a secretary and a treasurer from either program. Each class community has an identified room parent who regularly attends meetings and reports community updates between the Parent Association and individual class families.

The Parent Association is funded through earnings from two programs that it administers; Marylhurst swag, as well as 5% up to \$500 of annual jog-a-thon proceeds. The Parent Association bylaws are adopted by the Board of Directors.

Events and Celebrations

Parents should plan to participate in a wide variety of events and celebrations which enrich our community throughout the year. Extended family members are often invited to attend and/or participate in events at faculty discretion. To ensure families have sufficient notice to schedule appropriately, the school creates an annual calendar that is distributed at the beginning of each school year. It is also available on the school website.

Service Hours

Part of what makes Marylhurst a vibrant and inclusive community is each family's annual commitment of at least 10 hours of volunteer service (5 in the two-parent/child program). Volunteer jobs can be completed by taking photographs, serving on a board committee, or shelving books in the library; in the classroom or on a field trip by faculty request; or at annual work and garden parties, recruiting events, or development programs/events.

Service hour opportunities for every personality type and skill set are communicated via the Parent Volunteer Coordinator in monthly newsletters, classroom Facebook pages and the school webpage. Hours are tracked in a binder in the front office, and each family is responsible for ensuring the binder is current in reflecting the number of hours they have contributed throughout the year. As it takes time and energy to support a thoughtful educational program, hours not completed/recorded will be billed to families at an hourly rate of \$20 in the spring. Please plan to spread your service hour commitment out throughout the year, making sure you have contributed half of your hours before the winter break.

Advancement

Like most independent schools, tuition alone does not cover The Marylhurst School annual operating expenses. To provide an exceptional educational environment for children, fundraising efforts rely on the participation of every family in the school community, and benefits from the generous support of extended family, friends, matching donations from employers, and more. As a 501(c)3 all donations are tax deductible.

The primary fundraising event of the year is the benefit auction, held annually in early March. A volunteer committee of parents plans this adult evening which features dinner, both a silent and live auction, and a paddle raise dedicated to a specific school need. To reach donation goals, enrolled families are responsible for a procurement commitment of \$50 in the preschool and \$75 in K-8 programs. This commitment can be met by procuring an item of stated value for the auction, or through cash payment. If not fulfilled, the procurement commitment is billed in February.

Additional fundraising opportunities include our fall Jog-a-Thon, an all school event, focused on enriching the educational experience of the entire school community. Funds have been used to support an "Artist in Residence" program, among other valuable endeavors. During Literacy Week

in the spring, K-8 students participate in a Read-a-Thon to raise money for our school library. Other fundraising efforts include: Scholastic books, swag and wreath sales; eScripts in which participating businesses contribute a percentage of your grocery loyalty card, credit or debit card transactions back to the school; and Amazon Smile donates up to 4% of purchases to Marylhurst when shoppers link to their site from our website.

Food/Snacks

Marylhurst does not provide food service on campus. To support Marylhurst's efforts to instill good eating habits, we ask that parents provide nutritious food choices and be sensitive to allergies that may be present in a given class. This information will be given to you by the teachers of each classroom community. Preschool parents provide a snack for the classroom on a rotating basis; typically two weeks annually. To meet state health and safety requirements in the preschool, we ask that all snacks be prepackaged and store-bought.

Pictures

Students have the option of having their school picture taken at the end of each school year, both individually, and with their class. Forms to purchase pictures are sent home in April, portraits are taken in May and pictures are available at the end of the school year.

Teachers take great care to capture the learning that goes on in Marylhurst classrooms throughout the year. These pictures find their way into the student's intellectual endeavors in the classrooms, the monthly newsletters, the Marylhurst website, school marketing materials and some are given to parents. Parents choose whether-or-not their student photographs can be used for publicity or news related purposes annually in the Enrollment Agreement.

Holidays

In recognition that all families celebrate holidays differently, teachers do not overlay the curriculum with activities and literature surrounding religious or secular holidays. Instead, we learn about traditions from many cultures throughout the year. Teachers follow the interests of the students to determine how holidays are recognized.

Birthdays

While Marylhurst wants to recognize each child and celebrate their special day with them, it's important that such celebrations not significantly interfere with the day-to-day objectives of the classroom. Individual classroom birthday traditions are set by each teacher and may differ. Parents may choose to work with their child's teacher to provide a special birthday snack if they desire.

A Marylhurst tradition is to celebrate a student's birthday by donating a book to either a specific classroom library, or for the school library that is shared by the entire community. Books that represent the values of our community of explorers, creators and citizens are a

wonderful way to acknowledge a special occasion, and provide a lasting legacy that many students will appreciate.

In the spirit of inclusiveness, invitations for children's parties held outside of school should be issued by mail or telephone. Similarly, parents should not arrange group transportation to pick up students at Marylhurst for celebrations where the party is not open to all class members.

Gifts to Teachers

Marylhurst strives to engender the qualities of generosity and gratitude in our students. Children and adults who exemplify those values may naturally want to demonstrate their appreciation to Marylhurst faculty in some tangible way. However, such expressions may be fraught with unintended consequences. If a parent or student is so inclined, giving a small, inexpensive item such as a note, card or artwork created by a child is an appropriate expression of gratitude.

Teacher Appreciation Week is observed in the United States during the first full week of May. That is a particularly appropriate time, if desired, for parents to partner with other parents in the class and with their children to craft a small token of their appreciation.

Extended Care

The before-and-after care program is designed to complement the Marylhurst experience by providing an extended day to families. Practices are aligned with those used in the classroom, led by a faculty member who is also a teacher at our school. Opportunities for indoor and outdoor exploration, snack/lunch and time to complete homework are offered. Extended care is available from 7:30-9:00 am and noon to 5:00 pm Tuesday through Thursday; and from 7:30 am to 5:00 pm on Mondays and Fridays.

- The cost is \$8.00 per hour per child and will appear on your TADS account; financial aid is not available.
- Extended care has a 1 hour minimum charge billed in 1 hour increments on the hour. An exception of a 30-minute charge is made for the following times only; 8am-8:30am, 2:30pm - 3pm & 3:15pm - 4pm will be billed as 30 minutes. Beehive use for a parent conference is a minimum 1 hour fee.
- Changes to your schedule may be made for any month we are not currently in. Time is billed for reserved space rather than the child's attendance. Drop-in care is based on available space and not guaranteed.
- Parents who pick up their children after 5:00 will incur a \$1.00 per minute charge until the child is picked up.
- Tuition and extended care payments must remain current to be eligible for continued use of the extended care program.

STUDENT CONDUCT

Marylhurst expects students to self-manage and to cooperate with peers and all faculty/staff. Rather than list rules and regulations about unacceptable student behavior, we consider honesty, conscience and good sense as the basic guides to behavior. Students are expected to behave with respect for self and others, safety, integrity, inclusiveness and a sense of community. Any action that threatens the physical, mental or emotional safety of students or faculty/staff is unacceptable.

Harassment, hazing, menacing, or bullying in any form is not tolerated on or off-campus, on the Internet or in person. As well, engaging in any activities of assault, abuse, sexual misconduct and sexual assault, exploitation or intimidation of another student or faculty/staff on school property or at school sanctioned events is not tolerated. Inappropriate behavior can be cause for dismissal.

Attendance

Regular attendance is expected of all students and is necessary for student success. Parents should call the office (leaving a voicemail message is fine) by 8:00 am in the K-8 grades, and 8:30 in preschool, if children will not be in class.

In accordance with Oregon law, regular attendance is defined as attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which school is in session. Vacations, routine medical appointments and other pre-scheduled events should take place outside of school hours to respect the integrity of each student's learning experience; please plan accordingly.

Arriving on Time

Arriving a few minutes before class starts sets a great example for our students while late arrivals disrupt learning for everyone in the classroom. Primary and middle grades begin at 8:30 a.m. while preschool starts at 9:00 am. Students should arrive in time to put their belongings away and be settled in and ready to learn when class begins. K-8 students arriving more than 5 minutes late are tardy and need to sign in at the office before going to class.

Academic and Personal Integrity

Students are expected to demonstrate integrity when it comes to their work, their words, and their actions. Marylhurst regards cheating, plagiarism, dishonesty, disrespect, theft and vandalism as significant violations of our community values.

Dress

Each student should wear clothes that allow full, active participation in all school activities. Preschool students should wear washable play clothes that can get messy. Sturdy shoes (no slick soles, backless shoes or open toes) are a must. At the Head of School's discretion, students who arrive on campus wearing inappropriate/offensive clothing may be asked to change. Each student

needs to have one change of clothes at school, as well as rain gear (coat and boots) to ensure he/she can enjoy the outdoors in any weather.

Cell Phones

Marylhurst encourages students to actively engage with each other and their teachers academically and socially. Use of cell phones on campus can interfere with face-to-face communication and may adversely affect academic and interpersonal focus. Students must keep phones turned off and in backpacks during the school day. Parents should not text/phone their students during school hours; call the main office and we will quickly reach your child.

Smoking, Drugs and Alcohol

Marylhurst follows all state and federal laws relating to tobacco, alcohol and drugs. We recognize that tobacco, alcohol and drugs can seriously interfere with the physical, social, emotional and academic development of students. Tobacco use (chewing, smoking and vaping), and the use, purchase, possession, distribution or sale of drugs or drug equipment beyond a student's authorized prescription, or over-the-counter medication (taken in accordance with the Medical Administration Permission and Record form), are prohibited on school property and at events sponsored by the school.

Alcohol is occasionally part of parent, faculty or Board of Directors events held on campus. When alcohol is present at the school, it is exclusively for adults over 21 years old, though students may be present at these events with their parents. Events where alcohol is present must be school sponsored and Board of Directors approved.

Intimate Behavior

Coupling and displays of affection that are romantic or sexual in nature do not promote a healthy learning environment and are discouraged. Sexually intimate behavior is not appropriate on school property at any time by students, as well as at school-related, school-sponsored, or school-sanctioned events or activities regardless of location.

Weapons

The use or possession of any firearm, or other dangerous object that could be classified as a weapon, including any toy or object that looks like a weapon, is prohibited on campus and at school events except for teacher directed or supervised activities. Weapons will be confiscated and disciplinary action will take place, including notifying law enforcement if warranted.

Personal Belongings

All personal belongings should be marked clearly with each student's name. Students should refrain from bringing valuables or significant amounts of money to school. Preschool students can bring a special blanket, doll or stuffed animal as a transitional object, but toys should not be brought to

school. Electronic devices that create distractions at school will be confiscated at the teacher's discretion.

Lost and Found

Marylhurst cannot be responsible for loss or damage of personal items. Students who have lost items on school grounds should check the lost and found in the office. Unclaimed items are donated to charity at the end of the year.

Disciplinary Action

The Marylhurst School values the social and emotional development of each child in our community. Faculty and staff guide children's behavior using a variety of strategies including but not limited to: using words to express their feelings, building empathy and conflict resolution skills, and encouraging children to listen while others are sharing concerns, ideas or solutions.

The primary goals in our disciplinary system are to consistently model positive outcomes, to educate students and families and to treat all parties involved as fairly as possible. There may be times when a student needs to be redirected to another area or different activity, and in rare occasions, may need to leave the classroom to have time to reflect on his/her actions and develop a plan before returning. When necessary, the student may have restrictions imposed, and/or may be separated from the school community either short term (suspension) or indefinitely (expulsion).

We will not hesitate to contact law enforcement if a student violates the law. At the onset of learning about inappropriate behavior, the school will communicate with the student's parents. The school will always attempt to contact parents when it intends to contact law enforcement, except for urgent circumstances when the safety or health of the community is at stake.

Discipline is at the discretion of the Head of School and all incidents are handled on an individual basis.

HEALTH AND SAFETY

Campus

In order to keep students in a supervised, safe and orderly environment, Marylhurst is a closed campus community. Visitors need to register at the main office when they arrive, and they will either receive a visitor badge or be accompanied the entire time they are on campus. Students shall not leave the school grounds at any time during the school day without written permission of their parents/guardians and school administration. Students who leave school without authorization are classified truant and subject to disciplinary action.

Authorization Procedures

All parents complete an annual authorization listing family doctors, health insurance policies, parents' contact information, people designated as alternative emergency contacts for parents, and a short health history. This gives the school permission to obtain medical treatment for children in the event of an emergency, accident, injury or sickness with parents assuming responsibility for the cost of treatment. Marylhurst follows standard first aid principles in handling emergencies, regarding children's safety as the first priority. Please notify us promptly of any changes in phone numbers, your child's health, or particular medications and medical requirements.

Drop-off and Pick-up

In accordance with state regulations, preschool students must be signed-in and signed-out when they arrive at and leave school. Primary and middle school students may take advantage of the drop-off car lane between 8:15 and 8:30 am daily. All children should be picked up promptly at the scheduled dismissal time. As no child may be left unattended, faculty will send those not picked up on time to extended care.

If someone other than a parent will be picking up any child from the classroom or extended care on a regular basis, please complete the appropriate section of the annual authorization via www.TADS.com For a one-time-only situation, please send an email to the school office that gives permission to the person picking up your child and include that individual's contact phone number. For the safety of your child, we may require the individual to show identification. We will not send your child home with any unauthorized person.

Illness

The Marylhurst School follows the guidelines and policies set forth by the Oregon Department of Health. Children who are ill, or who have experienced a fever, vomiting or diarrhea within the past 24 hours should not be sent to school. Please keep sick children at home, both for their comfort and so that other children and staff will not be exposed to possible illness, until they are fully able to participate in all school activities. If children become ill at school, we will make them comfortable and call parents to pick them up.

Immunizations and Communicable Diseases

State law requires that the school keep immunization records on file for each student. Proof of immunization, or a non-medical or medical exemption, must be signed prior to a child's attendance at school.

Should your child contract a communicable disease, please notify the office as soon as possible, so that we can inform others that they may have been exposed. In such cases, a child must be kept home at the onset of symptoms, during the communicable stage of any illness, and remain home until he or she is able to fully participate in all school activities. The school works with the County Health Department when appropriate to provide parents with information.

In the event that a child is identified with head lice, parents are informed immediately so they can take the child home. The school maintains a "No Nit" policy to prevent further spreading by ensuring that students don't come back to school until they have been treated and there are no lice or eggs present. In all cases, the decision rests with staff as to whether or not a child remains at school.

Cleanliness/ Toileting in the Preschool

We understand that some preschool children are not fully toilet trained. We are licensed with the Child Care Division through the State of Oregon, which does not allow our faculty to change diapers. Should a child soil themselves, the teacher will notify parents to come to school and change their child. Parents must be available by phone during class hours.

Medications

The Marylhurst School follows the American Academy of Pediatrics guidelines for administering medications in school. All prescription medications must be in the original container appropriately labeled by the pharmacist or the physician. Any over-the-counter medications (i.e. cough drops, sunscreen, etc.) must be sealed in the original packaging. The Medication Administration Permission and Record gives parental permission allowing the school office staff to dispense prescription and over-the-counter medications; students may not self-administer medication. Teachers are not able to administer medications to students, unless under emergency situations. Marylhurst does not store urgent medications (acetaminophen, ibuprofen or antihistamine) on site.

Insurance

The Marylhurst School carries liability insurance to cover parents, staff and children for accidental injuries sustained while at school. Likewise, The Marylhurst School has liability coverage for accidental injuries sustained while participating in school activities away from school on field trips, as long as they are not driving related. Injuries sustained by children, parent helpers and/or teachers that are driving related are covered by each driver's private automobile insurance. Each driver must provide proof of current and adequate insurance coverage when participating on a field trip. The Marylhurst School does not have insurance to cover children for an accident that is either the driver's fault or caused by another vehicle.

Emergency Preparedness

The Marylhurst School is committed to providing a safe and secure environment. We routinely conduct fire, earthquake and lockdown drills so students, teachers and administrators are well prepared in the event of an actual emergency. Drills conclude when every child and employee is accounted for.

It is essential that parents provide emergency kits for their children to keep on site at the school. Information about emergency kit contents is distributed at the beginning of each school year. Should we need to evacuate campus, the First Presbyterian Church at 1321 Linn Avenue in Oregon City is our designated off-site gathering location. In the event that building is unavailable, we go to the Oregon City Evangelical Church at 1024 Linn Avenue.

Inclement Weather Closure

Although The Marylhurst School is not a part of the Oregon City School District, our building resides within its boundaries and therefore we follow official district decisions on weather closures. To receive a text message or email alert of snow closures, sign up for the Flash Alert system for Oregon City district at www.flashalert.net

- If Oregon City schools are closed The Marylhurst School is closed.
- If Oregon City schools announce a two-hour delayed start, The Marylhurst School TK-8 classes begin at 10:30 am, and preschool classes are cancelled for the day.
- The Marylhurst School extended-care program does not operate when school is closed due to inclement weather.

In some cases, there may be extenuating circumstances in which school administration may make an independent decision that differs from OCSD recommendations. Marylhurst administration will communicate such announcements via email and on the official school Facebook page.

Unplanned School Closure

In the event that Marylhurst has more than three unplanned closures during an academic year, the Board of Directors and school administration will determine how to make up instructional time within the same calendar year. The MLK and Presidents Day holidays, as well as days following the last scheduled day of school in June are reserved as potential snow make-up time, with every effort made not to extend beyond Friday of the last week of school.

ADMISSIONS, REGISTRAR, AND FINANCIAL AID

Admissions

Alumni, current Marylhurst students and their parents are the school's best ambassadors. We welcome referrals for admission. Friends or family members who are interested in applying should inquire early in the fall and are invited to visit the campus and attend an open house event.

The Marylhurst School seeks students who will flourish in a progressive educational environment of emergent pedagogy. Admission and re-enrollment into the community is solely at the discretion of The Marylhurst School and depends upon appropriately mature intellectual, emotional and social capacities. To this end, admission criteria for both the child and the family include, but are not limited to, a commitment to academics, conduct, and a positive contribution to the entire school community. The Marylhurst School seeks to admit students who exhibit qualities inherent to our vision and mission. Ultimately, the School's evaluation of both its ability to enhance the growth of each child towards our core goals *and* the family's commitment to enrich the school community determines whether admission is granted and enrollment is continued.

Applications

Applications for K-8 primary programs are due with the non-refundable \$100 fee by February 5 annually. Once all parts of the application have been submitted – copy of the child's birth certificate, parent short answer questions, student self-portrait, previous school records and teacher recommendation - a student visitation and parent conference are scheduled. All candidates receive admission notifications by the end of March. A 10% tuition deposit is due mid-April to confirm and secure enrollment. Late applications are reviewed on a space available basis until each class is full.

Preschool Open Enrollment (Twos, Threes, Fours and Transitional Kindergarten) begins during Open House in late January. Enrollment Request Forms, due with a copy of the child's birth certificate and non-refundable \$100 application fee, are processed in the order received until each class is full. Priority is given to currently enrolled families and siblings whose materials are received by March 1. Program registration offers are sent at the end of March, with class placement information available late June. Based on mutual need, Marylhurst partners with Head Start to place students annually in our preschool program. All placements are subject to the Head of School's approval. Preschool enrollment does not guarantee future admission into primary programs.

Registration

Re-enrollment invitations are emailed via TADS to current families of students in good standing during January. Families must be current in all tuition payments and submit a completed registration form along with the required non-refundable registration deposit and \$10 TADS enrollment fee by March 1. Late requests will be reviewed on a space available basis, and do not receive priority over new family enrollment requests.

Tuition

As an independent, nonprofit school, timely tuition payments are essential to keep the school operating. Tuition is paid as a single payment in July with a 3% discount; three payments due in July, October and January; or ten monthly installments due in July and September through May with a one-time \$45 fee. A once-a-year supply fee is assessed with each student's July tuition invoice. Tuition must remain current to be eligible for extended care or any enrichment programs. Families will receive a 5% discount for younger sibling's tuition.

Payments received 7 days late will incur a \$35 late fee. If tuition becomes 30 days past due, the late amount will be automatically deducted from an on-file credit card account. If tuition becomes 60 days delinquent, the child(ren) will not be able to attend class; this is sufficient grounds for dismissal.

Withdrawal

Prior to the school year beginning, Marylhurst requires 30-days written notice for withdrawal. If written notice is given less than 30 days prior to the date of withdrawal, the school requires tuition be paid for 30 days from receipt of notification, calculated on a per diem basis. In the event of withdrawal subsequent to the first day of school, tuition, fees and other contributions are non-refundable.

Dismissal

In the case of dismissal, the billing account is calculated on a per diem basis based on the date of termination; prepaid tuition in excess of enrolled time will be refunded, while fees and other contributions are non-refundable.

Any exceptions to these policies and procedures must be submitted in writing to the Board of Directors Executive Committee who may approve or reject the exception.

Financial Aid

The Marylhurst School offers a limited amount of financial aid; full tuition grants are not available. To qualify, families must demonstrate financial need by submitting a TADS application with nominal fee at www.tads.com and meet the TADS eligibility requirements. The deadline to apply for TADS applications is May 1 for all preschool and K-8 programs.

The admissions director, in consultation with the head of school and board treasurer, reviews TADS applications and disburse available financial assistance funds. Alumni families, siblings and students who help achieve a gender and grade-balanced class are examples of priorities when awarding aid. No teacher has involvement in the financial aid process nor are they be informed of which students within the community are receiving aid.

Pending a demonstrated change in a given family's financial circumstance, The Marylhurst School pledges to continue the level of financial assistance throughout preschool and/or K-8 programs with a reset evaluation at the start of kindergarten.

Student Records

Education records are maintained for every student. In accordance with the Oregon Department of Education, permanent records include enrollment information, narrative and conference progress reports, standardized test scores, attendance and health information and records of disciplinary action. Counselor files and confidential recommendations for admission are not part of the education record.

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs the release of, and access to, student education records. Parents have the right to inspect and review education records within forty-five (45) days of the day The Marylhurst School receives a written request for access. Parents have the right to authorize disclosure of education records to people other than school officials who have legitimate educational interests, or are under subpoena. Parents have the right to request amendment of the record, to have a hearing on the denial of amendment of the record and to insert a written explanation of the parents' request within the education record.

When a student graduates or transfers from The Marylhurst School, education records are forwarded to the new school within ten (10) days of submitting a written Records Request Form. Following a child's tenure at Marylhurst, preschool records are maintained for a minimum of three years while primary records are maintained permanently.

Leave of Absence

A one-year leave of absence from The Marylhurst School may be arranged on a case-by-case basis through the Admission Office. While re-enrollment is not guaranteed, leave of absence status entitles a student to first consideration for registration after the current student body has re-enrolled. Re-enrollment to a particular grade depends upon space availability, and the returning student's grade-level readiness and academic standing. A non-refundable 10% tuition deposit is due upon leave of absence approval and will be applied when the student returns.

Disenrollment

Unfortunately, there are times when a child or a family is not a fit for the community or classroom of The Marylhurst School. Re-enrollment of a child and family is solely at the discretion of our school. Disenrollment from The Marylhurst School may occur for reasons *including but not limited to*:

- Lack of academic commitment or progress;
- Lack of contribution to the greater community of The Marylhurst School;
- Behavioral concerns.

The above reasons may be demonstrated by the child, parent or both. School administration will notify parents by a reasonable date if their child will not be offered re-enrollment for the following year. Again, the reasons stated above are not exhaustive. Any disenrollment decision is taken very seriously, and made with great care and consideration for the student, family and the entire school community.

GOVERNANCE

Board of Directors

The Board of Directors is comprised of parents, faculty and community members who voluntarily shoulder the ultimate responsibility for the school and its community. Their formal charge is to ensure that all programs, policies and organizations are congruent with the school's philosophy; to design and sustain a strategic plan that supports the mission of the school; to ensure the sustainability of the school; and to hire, evaluate and support the Head of School.

Every member attends board meetings and serves on one of the board sub-committees. These committees are populated not only by board members, but also school community members who contribute their knowledge and expertise to the complex task of guiding school policy. Committees currently include executive, finance, development and facilities. The Board and its committees work in close partnership with the Head of School to ensure the outstanding quality of education and the exceptionally collaborative community of The Marylhurst School now and into the future.

Board Meetings

Board meetings are held the second Monday of each month at the school and are open to anyone in the school community. Please notify the president one week in advance if you would like to attend. Board minutes are published and available for community members to read in the school office.

Board Members

President	Jeanette Williams
Vice-President	(vacant)
Treasurer	Brent Hunsberger
Secretary	Meighan Swakon
Facilities	Joshua Anderson
Advancement	Rachael Fredricks, Hayley Hendrickson
Alumni	Erica Fry
Parent Liaison	Jim Thomas
Preschool Parent Rep	Sara Solly
Board Advisors	Jasmine Fullman, Sandy Kohl, Deb Pearson
Primary Faculty Advisor	Britta Daubersmith
Preschool Faculty Advisor	Nancy Downes-Le Guin

Non-voting board representatives include the head of school, assistant head of school, and admissions director.

Head of School

The Head of School is responsible for administering the daily operations of the school. While the Board of Trustees sets financial policies and guidelines, it is within those guidelines that the Head of School makes decisions.