



P A R K C I T Y  
D A Y S C H O O L

2011-2012

# FAMILY HANDBOOK

3120 Pinebrook Rd.  
Park City, UT 84098  
435.649.2791  
435.649.6759 (fax)  
[www.parkcitydayschool.org](http://www.parkcitydayschool.org)

# ACADEMIC CALENDAR—2011-2012



P A R K C I T Y  
D A Y S C H O O L

August 23, Tuesday	First Day of Classes
<b>September 5, Monday</b>	<b>No School - Labor Day</b>
<b>September 12, Monday</b>	<b>Picture Day</b>
September 13, Tuesday	Back-to-School Night
October 5,6, Wednesday-Thursday	Parent-Teacher Conferences
<b>October 7, Friday</b>	<b>No Classes- Professional Development Day</b>
October 10-14, Monday-Friday	MS Trip to Teton Science School, Jackson, WY
October 24-27, Monday-Thursday	4/5 Grade Trip to Teton Science School, Jackson, WY
October 25, Tuesday	Picture Retake Day
November 11, Friday	END OF FIRST TRIMESTER
<hr/>	
November 16, Wednesday	Fall Performing Arts Show ( <i>Santy Auditorium</i> )
<b>November 21-25, Monday-Friday</b>	<b>Thanksgiving Break</b>
November 28, Monday	Classes Resume
<b>December 19-January 2</b>	<b>Winter Holiday Break</b>
January 3, Tuesday	Classes Resume
<b>January 16, Monday</b>	<b>No School – Martin Luther King Day</b>
January 26, Thursday	Parent-Teacher Conferences
January 26, Thursday	PCDS Art Show ( <i>Multipurpose Room</i> )
<b>January 27, Friday</b>	<b>No Classes– Professional Development Day</b>
<b>February 6, Monday</b>	PCDS Science Fair ( <i>Multipurpose Room</i> )
<b>February 20-24, Monday-Friday</b>	<b>No School – Presidents’ Week</b>
February 27, Monday	Classes Resume
March 2, Friday	END OF SECOND TRIMESTER
<hr/>	
March 19-23 Monday-Friday	ERB Testing
April 9-12, Monday-Thursday	5 <sup>th</sup> & 6 <sup>th</sup> Grade Washington DC trip
<b>April 9-13, Monday-Friday</b>	<b>Spring Break</b>
April 16, Monday	Classes Resume
April 19, Thursday	Parent Teacher Conferences
<b>April 20, Friday</b>	<b>No Classes – Professional Development Day</b>
<b>April 25, Wednesday</b>	<b>Spring Performing Arts Show (<i>Santy Auditorium</i>)</b>
<b>May 28, Monday</b>	<b>No School –Memorial Day</b>
June 7, Thursday	END OF THIRD TRIMESTER & LAST DAY OF CLASSES
<hr/>	
June 8, Friday	Commencement Ceremonies

### School Day Monday-Thursday

8:15 to 3:30	Grades 1-9
8:15 to 12:30	Half-day PS & JrK
8:15 to 3:10	Full-day PS, JrK & Kindergarten

### Grading Terms

1 <sup>st</sup> Trimester	August 23– November 11	57 days
2 <sup>nd</sup> Trimester	November 14 - March 2	57 days
3 <sup>rd</sup> Trimester	March 5 – June 7	62 days

### School Day Friday

8:15 to 1:00	Grades 1-9
8:15 to 12:30	PS, JrK and Kindergarten

Total 175 days

August 2011

Dear Park City Day School Parents,

Welcome to a new school year, one that we hope will exceed your educational expectations for your child(ren) and provide your family with a enjoyable and rewarding community connection. Although many new families and several new faculty join us this fall, little has changed with the policies and procedures established to guide our collective interaction. If you are new to PCDS, please take the time to read through the information provided. If your family is a returning family, please familiarize yourself with the contents herein to ensure easy reference as necessary.

In addition to this Handbook, our website should provide easy access to all the other information and forms necessary for your family to navigate successfully the upcoming ten months. Good advance communication of fundamental information and consistent expectations are essential in ensuring a successful and happy school community predicated upon the Park City Day School values of Respect, Responsibility, Teamwork, Compassion, and Integrity.

If you have any questions, please address them at your earliest opportunity to either Tess Miner-Farra at [tmfarra@parkcitydayschool.org](mailto:tmfarra@parkcitydayschool.org) or to me at [csachs@parkcitydayschool.org](mailto:csachs@parkcitydayschool.org) or call 649-2791. Please feel free to come by the school and ask in person as well. Unless I am engaged in meeting with a teacher, student or another parent, my door is always open. In addition, opportunities will exist to ask questions at the Parent Orientation on the 22<sup>nd</sup>, the new parent social event on September 1<sup>th</sup>, and the Back-to-School night on September 13<sup>th</sup>.

We are thankful for the strategic work of our Board of Trustees and the daily support of our Parents Association, to which every PCDS parent belongs. We welcome your appropriate involvement to the extent that your time and interest allows. I have no doubt that Park City Day School's second year will be a great one with your enthusiasm and positive engagement. The teachers, administrators and I all look forward to getting to know you better as we work together to provide the best education possible for your children.

Sincerely,

A handwritten signature in cursive script that reads "Charles Sachs".

Charles Sachs  
Head of School

# PARK CITY DAY SCHOOL FAMILY HANDBOOK

## Table of Contents

<b>ACADEMIC CALENDAR—2011-2012</b> .....	<b>3</b>
<b>PARK CITY DAY SCHOOL FAMILY HANDBOOK</b> .....	<b>5</b>
<b>MISSION STATEMENT</b> .....	<b>8</b>
<b>COMMUNITY GOALS</b> .....	<b>8</b>
<b>SCHOOL VALUES</b> .....	<b>8</b>
▪ Respect .....	8
▪ Responsibility.....	8
▪ Teamwork.....	8
▪ Integrity .....	8
▪ Compassion .....	8
<b>ADMISSIONS</b> .....	<b>8</b>
Application .....	8
School Tour .....	8
Admissions Testing .....	8
Family Interview .....	8
Campus Visit .....	9
Admissions Summary.....	9
Admissions Process Summary .....	9
Acceptance Criteria.....	9
Admissions & Enrollment Non-Discrimination Policy.....	9
<b>AFTER SCHOOL AND CO-CURRICULAR ACTIVITIES</b> .....	<b>9</b>
<b>ASSEMBLIES AND COMMUNITY MEETINGS</b> .....	<b>9</b>
<b>ATHLETICS</b> .....	<b>10</b>
<b>ATTENDANCE</b> .....	<b>10</b>
Tardiness.....	10
Planned Absences.....	10
Unexpected Absences .....	10
Late/Missed Work ( <i>see also Homework</i> ).....	10
Leaving School During the School Day.....	11
<b>BACKPACKS</b> .....	<b>11</b>
<b>BEFORE AND AFTER SCHOOL CARE</b> .....	<b>11</b>
Before care: .....	11
After care: .....	11
<b>BEHAVIORAL EXPECTATIONS</b> .....	<b>12</b>
<b>BIRTHDAYS AND CLASSROOM PARTIES</b> .....	<b>12</b>
<b>BOARD OF TRUSTEES</b> .....	<b>12</b>
<b>BUS BEHAVIOR</b> .....	<b>13</b>
<b>CHILD ABUSE AND NEGLECT</b> .....	<b>13</b>
<b>CLASSROOM PLACEMENT</b> .....	<b>13</b>
<b>COMMUNICATION</b> .....	<b>13</b>
Classroom Parent Communication .....	13
<b>CONFERENCES</b> .....	<b>14</b>
<b>CURRICULUM</b> .....	<b>14</b>
<b>DELIVERIES TO STUDENTS DURING THE DAY</b> .....	<b>14</b>
<b>DIRECTORY (See also PARENTS WEB)</b> .....	<b>14</b>
<b>DIVERSITY</b> .....	<b>14</b>
<b>DOG AND CLASSROOM PET POLICY</b> .....	<b>15</b>
<b>DRESS CODE</b> .....	<b>15</b>
<b>DUAL HOUSEHOLD POLICY</b> .....	<b>16</b>
<b>EMERGENCIES</b> .....	<b>17</b>

Fire/Emergency Drills .....	17
Emergency Notification .....	17
Student-Parent Reunion in the Event of Emergency .....	18
<b>ENVIRONMENTAL HEALTH AND SAFETY .....</b>	<b>18</b>
<b>FIELD TRIPS .....</b>	<b>18</b>
Parent Drivers: .....	19
Field Trip Drivers and Chaperones.....	19
Field Trip Student Expectations .....	20
<b>FINANCIAL AID.....</b>	<b>20</b>
<b>GIFTS AND GRATUITIES.....</b>	<b>20</b>
<b>HEALTH AND SAFETY .....</b>	<b>20</b>
Student Medical Form .....	20
Medications .....	20
Allergies .....	21
Immunization Records.....	21
When to stay home/Student Illness .....	21
Communicable Disease Policy .....	21
Students Who Become Ill at School.....	21
<b>HOLIDAYS .....</b>	<b>21</b>
<b>HOMEWORK .....</b>	<b>21</b>
Lower School Homework Policy .....	22
Middle School Homework Policy .....	22
How Parents Can Help with Homework .....	23
Parents and Homework .....	23
<b>INSTITUTIONAL SUPPORT .....</b>	<b>23</b>
<b>LOCKERS .....</b>	<b>24</b>
<b>LUNCHES, SNACKS &amp; "LOST LUNCHES" .....</b>	<b>24</b>
<b>NON-DISCRIMINATION POLICY .....</b>	<b>24</b>
<b>OVERNIGHT TRIPS.....</b>	<b>25</b>
<b>PARENT ASSOCIATION .....</b>	<b>25</b>
<b>PARENT ORIENTATION.....</b>	<b>25</b>
<b>PARENT VISITATION.....</b>	<b>25</b>
<b>PICK UP AND DROP OFF .....</b>	<b>25</b>
Morning Drop-Off .....	25
After-School Pick-Up.....	26
<b>PLAYGROUND RULES .....</b>	<b>26</b>
<b>PROFESSIONAL AIDE POLICY .....</b>	<b>27</b>
<b>REPORT CARDS .....</b>	<b>27</b>
<b>RESOLVING ISSUES.....</b>	<b>27</b>
<b>SCHOOL PICTURES .....</b>	<b>27</b>
<b>SERVICE LEARNING .....</b>	<b>28</b>
<b>SEXUAL HARASSMENT, INTIMIDATION AND BULLYING .....</b>	<b>28</b>
Reporting: .....	28
<b>STANDARDIZED TESTING .....</b>	<b>28</b>
<b>STUDENT RECORDS.....</b>	<b>28</b>
<b>SUMMER PROGRAMS .....</b>	<b>28</b>
<b>TECHNOLOGY USE POLICY.....</b>	<b>29</b>
<b>TELEPHONES .....</b>	<b>30</b>
<b>TOBACCO, ALCOHOL AND DRUG POLICY.....</b>	<b>30</b>
Drugs and Alcohol Policy .....	30
Tobacco Policy .....	30
<b>TUITION .....</b>	<b>30</b>
Payment Plans .....	31

Tuition Deposit .....	31
Tuition Insurance .....	31
Financial Aid.....	31
Billing .....	31
Bad Debt Policy .....	31
<b>TUITION REFUND POLICY .....</b>	<b>32</b>
<b>TUTORING .....</b>	<b>32</b>
<b>VALUABLES .....</b>	<b>32</b>
<b>VISITORS .....</b>	<b>32</b>
<b>VOLUNTEER OPPORTUNITIES.....</b>	<b>32</b>
<b>WEAPONS AND FLAMMABLES POLICY .....</b>	<b>33</b>
Weapons and Facsimile Weapons Policy.....	33
Flammables Policy .....	33
<b>WEBSITE .....</b>	<b>33</b>
ParentsWeb .....	33
<b>WEATHER CANCELLATIONS AND COMMUNICATIONS ( see Emergency Notification.).....</b>	<b>34</b>

---

## ***MISSION STATEMENT***

Park City Day School empowers children to be academically prepared, socially aware, emotionally secure, and ethical global citizens eager to contribute meaningfully to our changing world.

## ***COMMUNITY GOALS***

- Our challenging inter-disciplinary curriculum actively engages students and stretches them to explore their highest potential.
- Our inclusive community appreciates a diversity of religious, racial, cultural and socio-economic backgrounds.
- Our teachers are passionate and intentional in their professional practice.
- Our learners collaborate and solve problems within a nurturing environment where they feel secure, valued and supported.
- Our parents and faculty commit as partners in the best interests of our children.
- Our students take initiative contributing value to the school's daily life.
- Our adult role models and curious students actively engage with our rich local environment.

## ***SCHOOL VALUES***

- Respect
  - Responsibility
  - Teamwork
  - Integrity
  - Compassion
- 

## ***ADMISSIONS***

### **Application**

The admissions process officially begins with the submission of a completed application for enrollment and a \$50 non-refundable application fee. Current immunization record and birth certificate, previous School records for students applying for grades 1-9, and teacher recommendations are required prior to testing and interview.

### **School Tour**

All applicants and their parents/guardians should visit the School. This important part of the admissions process allows the School and family to become better acquainted. School tours are scheduled by appointment.

### **Admissions Testing**

Students applying for grades 1-9 are given a basic entrance assessment. Early Childhood applicants (Preschool, Junior Kindergarten and Kindergarten) must complete a group observation prior to acceptance. Contact the Admissions Office at 435.649.2791 to register for testing or observation appointments. Please allow an hour for the scheduled Early Childhood observation and one to two hours for the assessment for grades 1-9.

### **Family Interview**

Applicants and parents will interview with the Head of School and appropriate Campus Director. The interview is scheduled after the admissions testing. This interview is an opportunity for parents to ask questions and for the School to get to know the family better.

## **Campus Visit**

We encourage prospective students in grades 1-9 to spend a day with their prospective classes. This visit is at no obligation and gives the student and family a good idea of the culture of Park City Day School. Visits should be scheduled in advance with the Admissions Office at 435.649.2791.

## **Admissions Summary**

Each qualified child will be admitted on a space available basis. Current students will receive preference for available space during the re-enrollment period. Beginning in March, after the re-enrollment period, new applicants will be offered space in classes with vacancies. Park City Day School reserves the right to accept students at its sole discretion. Applicants will not be considered until all the requirements have been completed.

## **Admissions Process Summary**

- Application, references, previous School records, current immunization record and birth certificate, and \$50 application fee submitted.
- Applicants for Preschool, Junior Kindergarten and Kindergarten must be aged 3, 4, & 5 respectively by September 1. Preschool students must be potty trained.
- Admissions testing (grades 1-9).
- Early Childhood Observation (Preschool, Jr. K and Kindergarten).
- Family Interview.
- Admissions Committee considers new student applications.
- Notification of admission decision.
- A student is considered enrolled when the \$1,500 non-refundable tuition deposit has been paid in full and a completed and signed enrollment contract is on file.

## **Acceptance Criteria**

- Testing results
- Impressions during the interview—appropriate student and family fit with the mission of the School
- Gender ratio in each grade/class
- Records/teacher recommendations
- Space availability

## **Admissions & Enrollment Non-Discrimination Policy**

Park City Day School does not discriminate on the basis of gender, race, color, religion, disability, sexual orientation, citizenship, ethnic or national origin, in administration of its educational policies, admissions, scholarship and loan programs, athletic programs, or other school administered programs.

## ***AFTER SCHOOL AND CO-CURRICULAR ACTIVITIES***

The Park City Day School Afterschool Programs provides an array of enrichment opportunities for students and families to extend the learning process in a fun, imaginative, and engaging manner. Both PCDS students and students in the larger community may enroll in the PCDS Afterschool Program. A series of sessions throughout the school year allow new and exciting courses to be added each session. Forms for after-school enrichment classes in science, technology, developmental athletics, and the arts are available for download on the under the Curriculum tab of the PCDS website at: [www.parkcitydayschool.org](http://www.parkcitydayschool.org) prior to the start of each new session.

## ***ASSEMBLIES AND COMMUNITY MEETINGS***

Park City Day School gathers together as a whole community on a regular basis in order to:

- Promote an awareness of community and world events.
- Promote in-school and community service opportunities.
- Provide a larger context for learning through a variety of speakers and presentations.
- Elevate and experience fine art performances.
- Share our learning and accomplishments with one another across grade levels and ages.

The specific schedule of assemblies and community meetings will be posted in the PCDS General Calendar on the PCDS website as the schedule for the year is developed. Parents and family members are welcome attend.

### **ATHLETICS**

Complementing the required physical education program, a voluntary team school sports program provides all students in Grades 4 through 9, regardless of innate ability, an opportunity to compete in soccer, volleyball, basketball and cross country against other private schools in the area.

### **ATTENDANCE**

Regular attendance is essential for both the student and the school to meet desired academic, social, and physical goals. Classrooms are open at 7:45 each morning. Students may be in their classrooms beginning at 8:00 and classes begin promptly at 8:15.

**Monday – Thursday:** the academic day ends at 12:30 for half-day students in Preschool and Jr. Kindergarten; 3:10 for full-day Early Childhood students (PS-Kindergarten); and 3:30 for grades 1-9. Teachers may provide extra help until 4:30 by prior arrangement with the student. Parents are strongly discouraged from taking students out of school for non-essential reasons.

**Friday:** Early Childhood students are dismissed at 12:30 and Lower and Middle School students are dismissed at 1:00. As Friday is an academic day, parents should not take students out before the end of the day in order to get an early start on a weekend.

Excessive absences (greater than 15 days) will have an adverse effect on the student's mastery of academic material and will result in a consultation with the Head of School.

### **Tardiness**

Tardiness is detrimental to the learning process as late arrivals disrupt the class already in progress and cause the tardy student to miss important instruction. Students should arrive at school and to each class on time. A student arriving late to school must be signed in by the parent with a note explaining the problem. At that time, the student will receive a late slip from the front desk and should give it to the teacher immediately upon arrival to class. Excessive tardies (greater than 5 per term) will result in a consultation with the Head of School. Tardiness due to weather or bus transportation difficulties will be marked as excused.

### **Planned Absences**

Parents who anticipate in advance an absence from school are asked to inform both classroom teachers and the front office. While students may make up work missed during planned absences, the lost class time can adversely affect term grades. A planned absence should be limited strictly to family and/or educational reasons and taken only if absolutely necessary. To allow for family emergencies that may occur later in the school year, parents are discouraged from planning too many absences early in the year. A planned absence taken on Friday will count as a full day. Parents should communicate such plans at least five days in advance to advise teachers and the office of planned absences. Half-day absences will be recorded. Any absence of five days or more (for family vacation travel, sports, etc.) will require communication with the Head of School in order to coordinate an appropriate study plan based on the particular circumstances.

### **Unexpected Absences**

When children must be absent from school unexpectedly or for illness, parents should call or email both the office and students' teacher before 9:00am. The answering machine is on 24 hours a day. If we do not receive a phone call or email by 9:00 a.m., the School will contact the parent.

### **Late/Missed Work (see also Homework)**

PCDS teachers expect students to be responsible for completing their work to the best of their ability, neatly, and on time. Teachers assign students homework to expand upon and support classroom learning. The relative length

and challenge of homework increases as students progress through the grade levels. At the start of the school year, teachers will provide more specific homework policies concerning later or incomplete work.

### **Leaving School During the School Day**

As a general policy, except for an emergency, children should not leave school during school hours. Parents should arrange for doctor and dentist appointments after school hours. If a child must be absent due to a doctor's appointment, parents should send a note to the office/teacher before the scheduled appointment. If it is necessary for a child to leave during the school day for a doctor's appointment, etc., parents should park in the lot, come inside and sign him/her out at the front desk. Only persons listed in the database as Pick-Up Authorized will be allowed to sign the child out of school, unless otherwise notified by parent(s). Unsupervised children are not allowed to wait outside the building. Students will remain in their classroom until they are signed out. Parents are reminded to contact their carpool to let them know of the change.

### **BACKPACKS**

Backpacks and book bags should be used to transport educational materials between home and school. At school backpacks should be kept in the lockers.

### **BEFORE AND AFTER SCHOOL CARE**

Before 7:45 a.m. and after 3:30 p.m., (1:00 p.m. Friday), all students must be in supervised care while on the school property.

**Before care:** begins at 7:45 a.m. Monday through Friday. Pre-registration is not required. Any student dropped off before 8:00 a.m. will go into the Multipurpose Room. This service is provided at no charge.

**After care:** is provided from 3:30 to 5:30 p.m. Monday through Thursday and from 12:00 to 5:30 p.m. on Fridays. Early Childhood students dismissed at 3:10 who need to go to after care will remain with their teachers in their classroom and be taken to after care at 3:30 M-Th and 12:30 on Fri.

The after-care charge is **\$8.00 per hour** for each child and billed in 5 minute increments.

Any student not picked up by the end of car line, at approximately 3:40, will go into the after care program unless they are involved in supervised after-school activities. Middle School students must be picked up immediately after their last commitment. After 3:30, the School cannot, and should not, be responsible for the supervision of any students who are not in aftercare or a school-sponsored extracurricular activity.

Students placed in after care at the end of the school day and picked up by 3:45 Monday-Thursday or by 1:15 on Friday will not be charged for after care. However, students not picked up within this 15 minute "grace period" will be charged for after care from 3:30 on Monday-Thursday and from 1:00 on Friday. Pickups after 5:30 p.m. are considered late and billed at a **\$1 per minute**.

A copy of the required Student Medical Form will be kept in the after care room. The form must be completed online in the Web Forms section of the ParentsWeb secure site. This form is required before the start of each new school year.

Students should bring an extra snack in a container separate from their lunch on the days when they attend after care. Snacks will be eaten between 3:45 and 4:00 p.m. Please provide sufficient and healthy snacks for aftercare.

After care Pickup - Children must be signed out noting time (according to after care clock) and initials. Only pre-authorized individuals listed on the Student Information Form will be allowed to pick-up children. Additional authorizations must be made in person by a parent through the front office or with the after care provider. For anyone unfamiliar to the staff, a picture ID will be required at pick-up.

Should inappropriate behavior become a problem or if tuition and fees are not paid, students may not be allowed to participate in the after care program.

### ***BEHAVIORAL EXPECTATIONS***

All PCDS students are expected to:

- Speak and act respectfully toward the PCDS and greater communities.
- Engage enthusiastically, wholeheartedly, and sincerely in their own learning and contribute appropriately to their group of fellow learners.
- Guard the physical and emotional safety of their peers and themselves.
- Support teachers, classmates, and the academic and social goals of the school.
- Care for the school - its building, grounds and environment.
- Abide by the laws of the state of Utah regarding weapons, tobacco, drugs and alcohol, vandalism and theft.
- Show respect to all. Inappropriate displays of affection are not acceptable at school or school sponsored activities.

Responses to Behavioral Issues:

- Behavioral issues are addressed quickly and directly - students know their boundaries and the community's expectations so all children feel emotionally and physically safe.
- Teachers communicate clear behavioral expectation at the beginning of the school year and, when necessary, respond to infractions of our behavioral expectations with logical consequences so all students can stay focused on learning.
- Minor disruptions are dealt with through reminders, warning, and consequences such as loss of recess time and/or a call or e-mail home.
- The Head of School will deal directly with serious issues in consultation with the faculty.
- The Head of School may call for a roundtable discussion between teachers, parents, the student and a counselor/consultant at any time deemed necessary to address an unresolved problem.
- Inappropriate behavior such as defiance of a school rule or a teacher request, behavior that affects the safety of others, and behavior issues that cannot be resolved in the classroom will result in a written communication to parents or an e-mail or phone call to parents informing them of the problem. Parents are to respond in writing or return the e-mail or phone call to talk with the teacher. These communications reinforce our expectation that our students act appropriately and as active problem-solvers and that the school and parents are partners in the positive growth of each student.
- Physical confrontation will result in an immediate call to parents and may result in a suspension of at least one day. A student suspended from school for behavioral infractions may not be allowed to return to school until a conference is held with a school representative, the parents, and the student.
- A pattern of behavioral incidents could result in suspension. Continued unacceptable behavior will be addressed by the Head of School and will include a parent conference. Students who cannot control their behavior may be expelled from PCDS.
- PCDS does not allow alcohol, drugs, flammables, weapons, or facsimile weapons on campus.

### ***BIRTHDAYS AND CLASSROOM PARTIES***

Each child's birthday is celebrated in the classroom. Teachers also make special provisions for those children who have birthdays during the summer months. Birthday treats may be sent to school. If invitations for birthday parties are sent to school for distribution, please be sure that all of the children in the class are included. At the beginning of the year, birthday practices will be communicated by the teacher.

### ***BOARD OF TRUSTEES***

Park City Day School is a non-profit organization under section 501(c)(3) of the Internal Revenue Code. It is governed by a self-perpetuating Board of Trustees. The Board of Trustees has three functions:

- 1) Hire, oversee, and evaluate the Head of School

- 2) Establish policies
- 3) Plan and provide for the future of the school

The Board of Trustees is not involved in the daily management of the school.

### ***BUS BEHAVIOR***

- Please be cooperative and courteous to the driver and any other chaperones.
- Observe the same conduct as in the classroom; all School policies apply on the bus.
- Stay in your seat at all times and keep your hands to yourself.
- Keep the bus clean. Pack out what you pack in and assist in cleaning the bus at the end of the ride.
- Eating and drinking are allowed ONLY with direct permission of your teacher.
- Nothing may be thrown from the windows, including garbage.
- Keep head, hands and feet inside the bus.
- The driver has authority over conduct on the bus and is authorized to assign seats .
- Illegal or dangerous items are not allowed on the bus.
- Bus privileges may be suspended for inappropriate or uncooperative behavior.

### ***CHILD ABUSE AND NEGLECT***

Child abuse and neglect are serious social problems. In their daily contact with children, school personnel may perceive physical and behavioral changes of concern. Utah law places a “duty to notify” on any person who has reasonable cause to believe that a child may be neglected or abused. The person reporting does not have to prove that abuse is occurring, but only have a reasonable cause to believe that abuse is occurring. Consequently, Park City Day School requires all employees to notify immediately the Head of School of any suspected case. On the basis of the information provided, the Head of School will determine if legal authorities must be informed. In that event, the child’s parents may not be informed beforehand.

### ***CLASSROOM PLACEMENT***

We believe that the balance of the students in the classroom is crucial for creating a strong learning environment for all of the children. Many factors are considered in making this decision: social skills, learning styles and the makeup of the class. Each year by August, the classroom teachers give the office the classroom placement of each child for the fall. The office then mails placement decisions to parents. Parental requests for specific teachers or classrooms will not be taken.

### ***COMMUNICATION***

The Park City Day School website <http://www.parkcitydayschool.org> provides information for parents, prospective parents, and friends concerning the daily life of the Day School as well as all forms necessary for parents to complete throughout the school year. The website is updated regularly to ensure the most current information is available. It also provides a gateway to our secure student information web service (ParentsWeb), where parents can access their children’s grades and homework assignments.

When you change email providers and/or email addresses, it is extremely important that you inform the school of your new preferred email address.\* Classroom teachers, school division offices, and the Administrative Office provide a constant flow of useful information through the school website, e-publications, email blasts, and printed publications about PCDS, its mission, educational goals, students, and activities.

\* It is equally important that you inform the school of changes in your mailing address and phone number(s).

#### **Classroom Parent Communication**

- Parents of Early Childhood and Elementary students should check their child's backpack each day for homework and important information from the classroom and the office.
- Middle school students are expected to pass along handouts to their parents. Your child’s teacher will provide you with instructions on when these weekly homework packets are distributed and due.

- Our expectation is that students will become increasingly independent in planning time to work on and complete their homework packets so they do not have last-minute work and so they learn the valuable skills of scheduling their time and prioritizing their activities.

## **CONFERENCES**

Small class size fosters constant communication between home and school. Parents are encouraged to keep an open dialogue with their child's teacher(s). Conversations concerning the progress and development of students are welcome and an essential part of our mission.

Three formal parent-teacher conferences are held during the school year. At conference sessions, a student's progress will be discussed with parents. Information found on ParentsWeb can be useful in preparing for your appointment. Some conferences with upper grades may include the student or be student-led (see ParentsWeb).

Additional conferences may be scheduled at either the parents', teacher's, or head of school's request. In order not to disrupt class time, supervision of children, or preparation for class, we ask that parents not drop in for impromptu conversations with teachers when dropping off or picking up their child. Please request an appointment at a mutually agreed-upon time for longer conversations. This allows the teacher time to be prepared and completely focused on the parent's questions.

In cases where parents are separated or divorced, the school encourages a single conference with both parents in attendance. This ensures the conference is focused on the needs of the child and both parents receive the same information about the child's progress. (*see Dual Household policy*)

## **CURRICULUM**

The challenging PCDS curriculum is designed to teach intellectually able and curious students.

PCDS takes a researched-based approach to learning that focuses on individual achievement in a small group setting. Subject areas include: language arts (including reading, comprehension techniques, spelling, writing, grammar, composition, literature, vocabulary, speech,) mathematics, science, history, geography, Spanish, physical education, music and art. Curricula is reviewed and updated annually by the faculty. Please refer to the curriculum posted on the PCDS website.

## **DELIVERIES TO STUDENTS DURING THE DAY**

Deliveries of flowers, gifts, etc. to students will be made to the front desk so as not to disrupt learning of the recipient and other students.

## **DIRECTORY** (*See also PARENTS WEB*)

The Park City Day School Directory and all family information provided as a service to the school community are to be used only for school-related communications. Any use of family contact information for solicitation or commercial purposes is not appropriate nor is it allowed. Please protect the privacy of community members by protecting this information.

## **DIVERSITY**

In support of our Mission Statement, we strive to create an inclusive culture of mutual responsibility where all community members feel valued and respected.

We provide a curriculum and program which are rich and varied and which emphasize a breadth of cultures, multiple perspectives, and varied experiences. Our hope is to broaden students' visions of themselves and to prepare them to engage in an interdependent and diverse world.

We encourage our students to challenge assumptions and foster greater understanding among people. We are committed to an education – and ultimately a world – free of sexism, racism, and all other forms of prejudice. We enjoin all community members to support and nurture diversity at Park City Day School.

### ***DOG AND CLASSROOM PET POLICY***

PCDS recognizes that some individuals are susceptible to various allergens, may experience stress or fear, or may experience other medical complications while in the vicinity of animals. As a result, families should leave dogs at home during drop off and pick up. During such busy and often confusing times at school, both children and animals can behave in unpredictable ways.

- Staff must receive explicit permission from the Head of School to bring or keep animals in the classroom.
- Parents will be notified ahead of time if/when a classroom is considering a class pet such as bird, lizard, gerbil, etc.
- Upon notification of sensitivity by a student or staff member, a classroom and/or campus will be kept animal free.

### ***DRESS CODE***

The Park City Day School Dress Code helps establish a school atmosphere that is relaxed and comfortable but which minimizes classroom distractions and social pressures. Therefore PCDS requests that students and their families understand and follow uniform and appearance guidelines as a matter of community respect.

Parents should purchase uniform apparel from [Lands' End](#) if possible to ensure color consistency: Lands' End, 800-469-2222 or visit our own [PCDS School Uniform Page](#). When ordering, please use our **Preferred School Code: 900053737**. Orders should be placed with Land's End as far in advance as is reasonably possible. However, as necessary on short notice, uniform apparel may also be purchased locally from Acme Threadware, 435-714-1579 or [sales@acmethread.net](mailto:sales@acmethread.net).

#### General Guidelines for Clothing and Appearance:

- All clothing should be labeled with student name(s). Parents should check lost and found often.
- All clothing should be clean, neat, non-distracting, hemmed and in good repair.
- Hair should be clean and non-distracting to promote eye contact with teachers and peers.
- Jewelry/accessories are acceptable in moderation if they can be removed or are safe for physical activity.
- Hats and hoods are appropriate outside but inappropriate indoors to promote eye contact.
- For student safety, all shoes must have closed toes and at least a heel strap and must be appropriate for recess and outside class time. For Physical Education, students must have gym shoes, sneakers, runners, etc. PE shoes may be kept in school lockers.
- During winter months, boots, gloves, snow pants, a hat and a jacket are required. The School encourages parents of younger students to leave an extra set of snow clothes at school.
- Free Dress Days are determined during the course of the year and communicated well in advance via the weekly eBlast.

As family standards may vary, the Head of School will resolve any subjective disagreements concerning what does or does not distract from an appropriate learning environment or detracts from a socially inclusive community.

#### **School Dress:**

---

School uniforms should be worn daily except on designated "free dress" days. **Group Dress** or **Field Trip Dress** will be worn on designated days for special events and field trips, as determined by the administration and teachers.

### **Preschool- Grade 9**

- **Shirts:** Short and long sleeved knit polo style shirts, short and long sleeved peter-pan collared shirts, long and short sleeved button-down oxford shirts, and long and short sleeved turtleneck or mock turtleneck shirts in cobalt (French) blue, white or ice pink with the school logo. (no PCDS t-shirts grades K-9)

*(Preschool-Grade 9 continued from previous page)*

- **Pants:** Khaki chinos or corduroys. (no cargo style or leggings) **Shorts:** khaki shorts, beyond finger-tip length, may be worn between April and October (no cargo style). **Jeans:** dark blue simple denim jeans without fashion embellishments or other colors in good repair. (no cargo style or jeggings)
- **Skirts/Dresses:** Khaki skirts, skorts and jumpers beyond finger-tip length. For grades PS-5: short and long-sleeved knit pleated polo dresses from Lands' End only, in white or ice pink with school logo.
- **Belts:** If worn, belts should be solid black, brown, navy, or tan with a plain buckle.
- **Shoes:** Unobtrusive shoes in predominantly black, brown, tan, navy or white, with closed toes and secured at the heel.
- **Socks:** Socks, tights or leggings in solid black, white, brown, navy or tan are required. (Leggings may be work with skirts and dresses only, not as pants.)
- **Outerwear:** All outerwear worn indoors over uniform shirts must bear the PCDS logo and are available through Lands' End only. Available options include **solid dark navy** crewneck or hoody style sweatshirts (pullover or zip), pullover or cardigan style sweaters, sweater vests, fleece jackets and vests (pullover or zip).
- **Spirit Wear:** All spirit wear must bear the PCDS Snow Leopard mascot logo and come from Lands' End. **Cobalt blue** crew neck or hoody style sweatshirts (pullover or zip).

### **Early Childhood (PS-Jr. Kindergarten only)**

In addition to the above outlined uniform for all students, children in preschool and Jr. Kindergarten may also wear **Cobalt blue** sweatpants and **Cobalt blue** long or short sleeve t-shirts with PCDS Snow Leopard mascot logo from Lands' End. Early Childhood students should keep a spare set of indoor clothes at school.

### **Middle School (Grades 6-9)**

- Each year the Student Council will work with their advisor and the administration to plan community service activities and determine free dress opportunities for the Middle School in keeping with their success in positively leading the School community.

### **Group Dress & Field Trip Dress**

---

For special off-campus and on-campus events, every student must have at least one "Group Dress" uniform consisting of the following:

**Girls:** **Khaki** uniform skirt, short, jumper or pants (preferably from Land's End) with a **white** uniform collared shirt and optional **dark navy** uniform sweater, **white** knee socks or tights worn with dark navy, brown or black solid colored shoes.

**Boys:** **Khaki** pants (preferably from Land's End) with a **white** uniform shirt, optional **dark navy** uniform sweater, dark navy, black, brown or black solid colored shoes and socks.

#### **Field Trip Dress**

For off-campus field trips, every student must have a short or long-sleeved **cobalt blue** t-shirt or sweatshirt with the PCDS Snow Leopard mascot logo from Lands' End.

### **DUAL HOUSEHOLD POLICY**

In the best interest of every child, Park City Day School encourages multiple household families to work together as closely as possible regarding their student and their interactions with the school community. By law, the School is required to provide all custodial parents equal access to all school and student information. Therefore, parents must be forthcoming in providing the school with all useful and pertinent information to facilitate appropriate and necessary family/school communication.

- Unless absolutely necessary PCDS does not provide separate parent/teacher conferences or special meetings regarding the child for separate households believing that information about a child be shared openly and consistently with both parents.
- PCDS encourages both parents to attend school events to stay informed.
- PCDS requests both parents' e-mails addresses, so that all e-mail communication goes to both parents, and both mailing addresses for school information mailed home. Student work, such as projects and writing, will be sent home with the student and it is the student's responsibility to share the work with both parents. We will provide multiple copies only upon request.
- Although PCDS values the many important people in a child's life, in most cases we communicate only with custodial parents. It is the custodial parents' responsibility to communicate information to stepparents or other interested parties.
- Both custodial parents must sign all emergency forms to ensure assure that there is agreement with regards to emergency contact and health information.
- For the sake of financial efficiency, PCDS asks for one parent to be the "billing parent" and the person responsible for payment to the school.
- PCDS will abide by all court orders on file, but ask that parents work together to allow for seamless flow of school operation.

## **EMERGENCIES**

### **Fire/Emergency Drills**

PCDS holds fire, earthquake, and intruder drills periodically throughout the school year to accustom students to proper emergency procedures. Teachers receive a detailed procedure for each drill type in the PCDS Emergency Response Guide prior to each school year.

An emergency evacuation map is on the wall in each classroom. Children will line up behind their teachers and follow the teachers out the proper door. Books and personal belongings are left in the room and under no circumstances may students go to their lockers. All windows and doors are closed, but not locked. The office checks all bathrooms for children. If they are not with their classes, the children understand to exit the building with the nearest class and join their classes immediately after arriving outside. Silence must be observed at all times during fire drills. Teachers will take attendance after reaching the outside gathering area. All visitors in the building during a drill are expected to participate and follow drill procedure.

### **Emergency Notification**

To ensure effective communication in case of emergency, **it is imperative that parents' contact information remains current at all times during the school year, by updating the Family Demographic Form on ParentsWeb whenever there are changes.** For the latest information regarding **school closings** or delays due to emergency conditions or weather, please visit the home page of our website at [www.parkcitydayschool.org](http://www.parkcitydayschool.org) by 7:00am. Park City Day School will follow the Park City School District on school closings, so parents should listen to KPCW (91.9 and 88.1) for school closing notifications. Because our students come from a broad geographical area, parents should use their judgment about driving to school in the winter. We prefer that you arrive late rather than not at all and not at all rather than to take dangerous risks. If an extreme storm occurs during the school day, parents may need to make the best decisions for their individual circumstances, recognizing that road conditions may improve as the day progresses. Should a serious storm necessitate an early closing, parents will be informed by email/phone or text message through the school's Parent Alert system and information posted on our website. Children will be kept at school until they can be safely picked up. Under no circumstances will we release students to walk home or ride their bikes home earlier than our regular dismissal hour.

## **Parent Alert**

In the case of a **general emergency**, as opposed to family emergency, parents will be notified through the school's Parent Alert system, which allows the school to send emails, text messages and/or voice messages from the school or remotely via computer. Because we will rely on this system for both emergency and non-emergency communications, **it is critical that parents keep their contact information current at all times**. Parents can update contact information and set individual preferences for receiving these alerts through the Web Forms on [ParentsWeb](#) at the start of the school year and may change their preferences and update their contact information at any time during the school year.

## **Student-Parent Reunion in the Event of Emergency**

Because the nature of an emergency is unpredictable, the school will establish a dismissal location in the event of an emergency, communicate that location as soon after the event as possible through our Parent Alert system, and parents will be required to check out their student(s) at the designated location to be sure everyone is accounted for. **Again, it is imperative that parents keep contact information current and identify Emergency Contact person(s) and Pick Up Authorized person(s) within [ParentsWeb](#) so the school can safely dismiss students under both emergency and non-emergency conditions.**

## **ENVIRONMENTAL HEALTH AND SAFETY**

In promoting the health, safety and well being of the entire school community, Park City Day School follows Utah Department of Health (UDOH) guidelines and any applicable laws in our approach to serious infectious illness (including blood-borne pathogens) within our school community, though each case must be addressed with appropriate regard for the context in which it arises and with the advice of a medical professional. The school holds all medical information which it receives about the medical condition of an employee or student with an infectious disease in confidence and will restrict access to such information to those with a legitimate need for the information. Individuals who gain access to this information are themselves expected to keep the information confidential in accordance with this policy and applicable [HIPAA law](#).

The School recognizes that serious infectious illnesses involve sensitive issues for students, faculty and staff and believes that knowledge and awareness of preventative measures are essential for all members of our community. All members of the school community will be expected to continue to work with an employee or students with an infectious disease and not to harass or otherwise discriminate against such an individual. It is also the policy of the school that individuals with infectious disease should be treated with compassion and understanding in dealing with their illness.

A student with a serious infectious disease will be allowed to partake fully and equally in the educational, social and extracurricular activities offered by the school, so long as such participation does not present a health or safety risk to other students, faculty or staff, and the student is capable of such participation without requiring modifications to the program that place an undue burden on the school or that fundamentally alter the nature of the service the school provides. The school will regularly review the enrollment of a student with a serious infectious disease and make decisions regarding continued enrollment in accordance with the school's interpretation of its policies, applicable law, and in light of professional medical advice.

The school may from time to time change or discontinue this Environmental Health and Safety policy or adopt a new policy as it determines or as medical opinion or other circumstances warrant.

## **FIELD TRIPS**

Powerful learning takes place away from school and field trips are an integral part of our program. PCDS recognizes the importance of experiential learning and uses a variety of opportunities to bring the student into the surrounding community and beyond. Busses may be chartered for longer trips but approved parent volunteer

drivers are often needed for local ed-ventures. Occasionally, a charge may be necessary to defray the cost of the trip.

Every parent is required to complete a Student Permissions web form at the beginning of the school year that will cover all field trips. Parents of field trip participants should leave car seats and booster seats, with the child's name on them, in the classroom if their child is being driven to and from a field trip by another parent or staff member. Students without car seats/booster seats will not be allowed to be transported and will remain at the school. PCDS group or field trip dress should be worn on all field trips, as directed by teachers (see *Dress Code*).

**Parent Drivers:** For you to drive students other than your own, you must agree:

- To complete and submit the PCDS Volunteer Driver's Form on ParentsWeb
- To provide the office with a copy of your driver's license
- To provide a photo copy of current auto insurance policy indicating the minimum auto insurance coverage:
  - \$100,000 per person bodily injury
  - \$300,000 bodily injury per accident
  - \$ 50,000 property damage (\$100,000 is recommended, but not required, by our Broker)
- To be in the habit of sending us a copy of the new coverage, with dates the policy is in effect, when you receive it, since most policies expire or are renewed every 4-6 months.
- To report any traffic violations that have occurred in the past three years to the Head of School for review. Failure to disclose criminal history or misrepresentation of the same could be grounds for losing the privilege of volunteering at PCDS.
- To follow all safety rules of the PCDS as well as obey all state and federal laws, including use of seatbelts for all occupants and booster seats for children under 8 years.

#### **Utah's Child Restraint Law states:**

The operator of a motor vehicle operated on a highway shall provide for the protection of a person younger than eight years of age by using a child restraint device to restrain each person in the manner prescribed by the manufacturer of the device. Children younger than eight are not required to be in a booster seat if they are at least 57 inches tall. At that point, they should use the lap and shoulder belt without a booster.

The penalty for breaking this law is \$45. Failure to properly secure children is a primary offense, so a driver may be pulled over if anyone in the vehicle under age 19 is not properly restrained. This does not mean simply restrained in a seat belt. Children ages seven and younger must be restrained in an age-appropriate child safety seat or booster seat (reference <http://publicsafety.utah.gov/highwaysafety/cps.html>)

For further information see <http://health.utah.gov/licensing/Info/UtahBoosterSeatLaw.pdf>

#### **Field Trip Drivers and Chaperones**

We have established a responsibility sheet for all drivers and chaperones so that field trips are educational and enjoyable for all. Your primary responsibility is to support the teacher in charge and help make the trip successful.

When you accompany a group, we ask that you:

- Introduce yourself and tell them how you wish to be addressed.
- Always know where your students are.
- Establish car rules from the beginning. Examples include: music allowed, loudness, food in car, no name calling, talk, school work, etc.
- Remember that your rules apply to your car!
- Check in with the supervising teacher for allowable boundaries in public spaces.
- Keep your students in one area and do not let them run around or be boisterous.
- If students have been given work packets, encourage them to complete these during the trip, in the car.
- Expect appropriate behavior. Please speak to a staff member if a child refuses to cooperate.

- Clarify with the supervising teacher under what (if any) circumstances students may shop or spend their own money.
- Please return any assigned student work packets to their teacher after the trip.
- Please do not bring snacks or treats or make any unplanned stops for treats for students in your car. Coordinate all snacks and stops with the supervising teacher.
- Carefully review the teacher-provided packet that includes directions to the destination, emergency phone numbers and names of the students you will transport.
- Pick up from the office and carry in your car the Class Field Trip Folder, which includes field trip permission forms, emergency contacts, insurance information, etc.
- Return your folder, including any receipts, to the office.
- Carry a basic First Aid kit in your car.
- Silence all cell phones.

### **Field Trip Student Expectations**

PCDS students on field trips are representatives of the school and want to be invited back. PCDS students are expected to:

- Behave in a respectful manner and to follow directions given by teachers, drivers, chaperones, and tour guides.
- Leave at home i-pods, cell phones, electronic games or other electronic devices, unless otherwise instructed by the teachers.
- Bring no money on field trips, unless instructed to do so by the teacher.
- Not spend money on food, games, or souvenirs without prior approval.

### **FINANCIAL AID**

Park City Day School is dedicated to providing educational opportunities to all students regardless of race, color, nationality, or ethnic origin. A limited amount of financial aid is available. These grants are based on financial need. All applicants must submit an on-line application to [School and Student Service for Financial Aid \(SSS\)](#) for each school year. Applicants must also provide their latest filed federal income tax return.

### **GIFTS AND GRATUITIES**

Parents are welcomed to give reasonable gifts to School staff. Gifts from parents made to the classroom, such as books, supplies, equipment, remain for classroom use after the promotion of the class. However, no gift or gratuity may be given in return for any specific favor or consideration that would not occur in the normal course of work. Parents should follow the guidelines set forth by the Parents Association regarding gifts.

### **HEALTH AND SAFETY**

#### **Student Medical Form**

Every student attending PCDS is required to have a completed Student Medical Form on file before the start of the school year. This confidential form is used to inform the school of emergency contact information, child's doctor, known allergies, medical issues and medications, and to give the school permission to administer over-the-counter medications. This web form must be completed through the [ParentsWeb](#) secure site.

#### **Medications**

Students are not permitted to carry prescription or non-prescription medications on their persons at any time, including vitamins. So we can best monitor our students, the required Student Medical Form includes permission for school staff to administer over-the-counter medications. All medications are kept in the Front Office and must be administered by Front Office staff. An exception may be made for students with health care plans that require them to carry any of the following: asthma inhaler, epi-pen or diabetic supplies. Prescription medications, including those for allergies and asthma, require a [Medication Authorization Form](#) signed by prescribing physician to be on file at school.

## Allergies

Parents of students with food allergies or any other allergic condition should be sure to include this information on the Student Medical Form and include specific instructions to follow in case of an allergic reaction. A separate [Medication Authorization Form](#) is required for students needing to have an epi-pen or other such allergy medication at school. Due to severe student allergies, we are a **nut-free school**, so we ask that parents keep snacks or treats provided for entire classrooms free of nuts entirely. Teachers and staff will make every reasonable effort to accommodate individual student needs related to food allergies while they are at school. For Early Childhood classrooms that may provide snacks for students, parents of students with allergies should provide their own safe snacks each day.

## Immunization Records

State law requires a certificate of required immunizations. All students must have a current immunization record on file at school **by the first day of school**. Attendance will be denied until such record is provided to the school. Families of students who seek exemption from some immunizations due to medical, religious or personal objection must complete a Religious or Medical Exemption Form from the Utah Department of Health and submit it to the school prior to the first day of school. If a child is exempt and there is a disease outbreak, the school may be ordered by the health department to temporarily exclude the child for his or her protection.

## When to stay home/Student Illness

If your child is ill, please call the school before 9:00am to report the absence. Please keep your child home if any of the following symptoms are present: fever higher than 100°, sore throat, red or inflamed eye(s), vomiting, diarrhea, severe cough, swollen glands, rash, and change in appetite or general malaise. In addition, runny noses and productive coughs are vehicles for pathogen transmission, so students with these and other flu-like symptoms should be kept at home. **Students with flu-like symptoms must be fever free without the use of fever-reducing medication for 24 hours before returning to school**, as recommended by the American Academy of Pediatricians.

## Communicable Disease Policy

Conditions such as lice, scabies, impetigo, chicken pox, mononucleosis, strep throat, measles, rubella, mumps, whooping cough, meningitis and conjunctivitis (pink eye) are contagious and must be properly treated and no longer contagious before students may attend school. Park City Day School follows the Utah Department of Health (UDOH) guidelines on communicable disease. Students with suspected strep or other contagious illness must remain at home until culture tests come back and/or until they have been on medication for 24 hours and exclusion from school may occur as recommended by the UDOH guidelines.

## Students Who Become Ill at School

Parents of students ill at school will be contacted and students must be picked up. As space is limited, we cannot keep students too ill to attend class at school. Decisions to send children home reside with classroom teachers; we ask parents to respect these decisions for the good of all concerned.

## HOLIDAYS

School vacations and long weekends are scheduled at regular intervals and announced well in advance to facilitate parental planning. Parents should communicate with the administration well in advance about family vacations while school is in session. Families should do their best to avoid departing early or returning late from school vacations and weekends.

## HOMEWORK

Homework is an integral part of a child's educational experience used to extend learning and provide opportunities for students to feel educational success outside the classroom.

- The homework experience is designed to be educationally productive for your child.

- Homework can be a successful and powerful aid to learning if the parents, the child, and teachers all support one another.
- Homework practices at PCDS are based on best-practices research.
- Assignments are curriculum-driven and connected to on-going learning.
- Research indicates that students benefit most from project-style assignments that involve family input, are relevant, creative and which are designed for a positive outcome.
- Students are expected to read often and regularly from a variety of genres and subject matters that interest them. Parent support and modeling can be crucial in this effort.
- During Parent Orientation, teachers will present information about the curriculum and their expectations for homework, both nightly and weekly, and communications with parents.
- Homework is intended to reinforce, not introduce, skills, so your child should not struggle with the concepts in his/her homework assignments.

If you have questions please refer to your child's planner or the weekly homework packets, ask your child to call a classmate or talk with or e-mail the teacher. Seeking such assistance well in advance of the homework due date, or at least early in the evening is polite and appropriate.

### **Lower School Homework Policy**

We have prioritized reading and mastering math facts (appropriate to each grade level) as daily homework practice. Spelling word study is also included in the weekly menu. Differentiated math tasks per unit will be assigned to students at the discretion of the classroom teacher.

We believe the more relevant and “hands-on” the homework task, the better position a student is in to engage and extend their classroom learning. Depending upon the unit/grade level, there might be a family oriented math task or a science/social studies activity or research to complete to complement the core curriculum. These assignments will be considered “long term” and will be given an appropriate due date.

Rather than requiring a certain number of minutes of homework, we believe that intentional, balanced, and thought-provoking homework tasks better match the philosophy of our school. In the upper elementary classes (third, fourth and fifth grades), homework tends to consist of unfinished class work as well as long term “thinking and writing” projects. Reading and math practice continues nightly as well. We have learned that the best homework tasks give children options (when possible) and that children need choices in showing what they have learned.

### **Middle School Homework Policy**

The purpose and type of homework to be assigned is:

- Work that prepares students for class activities for the next day. For example: Novel/text reading, preparing notes for a presentation/discussion, researching on the Internet, writing or editing a paper, studying for a test.
- Work that reinforces what was studied that day in class. For example: Spanish vocabulary, math practice problems, organizing and studying the day's notes

The following are guidelines that best serve our students:

**6th Grade:** 15 minutes per night per subject: math, science, social studies, English, foreign language—totaling a maximum of 75 minutes a night.

**7th , 8<sup>th</sup> & 9<sup>th</sup> Grades:** 20 minutes per night per subject: math, science, social studies, English, foreign language—totaling a maximum of 110 minutes a night.

#### **Caveats to the policy:**

This is the maximum amount of time students should spend on homework in a night IF the student is focused. Please note: there will also be nights when no specific homework is assigned. If students have procrastinated on a long-term assignment, they will more than likely have to work more than the established homework time. If

students have not procrastinated and at the same time concentrated on their homework, and they are unable to complete the assignments within the specified time limits, there is NO penalty for the work they were unable to complete. A conversation between the student and teacher is all that is necessary to assure this. No new homework assignments will be given on a Friday, which are due on Monday.

### **How Parents Can Help with Homework**

Classroom newsletters and Middle School communications will outline homework assignments. If parents have a question or a concern regarding homework, please speak with your child's teacher promptly and directly. Homework is intended to reinforce, not introduce, skills, so your child should not struggle with the concepts in his or her homework assignments. It is important to frequently communicate with your child about homework and upcoming projects for school. As a school, we emphasize the student's responsibility in this process. It is important for your child to take responsibility for his or her homework. Students must take homework home, remember to complete homework, and return it to school on the assigned due date. If your child is experiencing problems with homework, please notify the classroom teacher and he/she will work with you to support this area. Some teachers also post homework assignments on [ParentsWeb](#), accessible via links from the school web site.

### **Parents and Homework**

Homework is designed to benefit the student. Homework is assigned either to augment the student's knowledge in the basic subject areas or to provide the student the opportunity to apply independently the material he/she has learned. Homework is an individual matter and should be done without outside help in order for the teacher to accurately judge where the student needs additional assistance. When assignments are made to collect information, parent help may be desirable and suggested; however, the parent's help is not required. In grades 3-5, parents must check and sign student plan books nightly.

Homework time should include at least 15-20 minutes of independent reading. Independent reading will sometimes be directed reading of literature sent home by the teacher. Other times, independent reading should come from a book of the student's choice. Kindergarten students should have no more than 10 minutes of homework each night plus 15 minutes of reading. Initially, reading time should be spent with the parent reading to the child; and as the child progresses in reading, he/she can read to the parent. At most, first-grade students should have no more than 20 minutes of homework per night plus reading time; second-grade students, 30 minutes; third-grade students, 40 minutes; fourth-grade students, 50 minutes; fifth-grade students, 60 minutes. Although students work at different rates, Middle School students should have at least 45 minutes and no more than 80 minutes of homework each night plus reading. If students are spending more than 80 minutes of homework regularly, parents should consult with the teacher and/or Division Head.

Parents should communicate specific concerns regarding homework loads -- either too heavy or too light -- to the teacher. Most children will have reading assignments and math homework every night; other subject areas may not have daily homework. Should the homework load become unmanageable, parents should stop their child's work after 90 minutes and provide them with a note to the Division Head explaining the problem. Although homework should not become cumbersome to the family lifestyle, at times a student will be assigned, with sufficient advanced notice, larger projects such as writing a paper or preparing a science project. Within the time frame outlined by the teacher, the parent should help the student plan for a staged completion of the project to avoid overloading the child on any one night.

### **IMPORTANT SCHOOL RULES**

(Parents should review these with their children.)

1. Students must follow the directions of adults quickly and politely.
2. Students must be kind towards one another. Unkind comments about another's appearance, religion, ethnicity, family, background, or performance are not permitted.
3. Any verbal, written or emailed threats or harassment, physical or otherwise, towards teachers, staff or other students are prohibited and may result in expulsion.

4. Students may not bring alcohol, drugs, tobacco or weapons of any kind to school, or use them, or encourage other students to use them while on campus or otherwise under the jurisdiction of the school (i.e. field trips, athletics events, etc.)
5. Cheating or plagiarism is prohibited.
6. Written parental permission must be on file for students to leave campus for field trips and/or physical education classes.
7. Other than at normal dismissal times, students must be signed in and out by the parent or guardian. The Academy cannot release children without specific written permission from their parents or guardians.
8. Inappropriate displays of affection or sexual harassment are prohibited.
9. Stealing, unauthorized "borrowing", destroying the property of others or school property are prohibited.
10. Children must keep their hands to themselves. Punching, pushing, restraining, kicking, etc. are not permitted. Fighting is prohibited. In most such cases, any students involved in a physical altercation for any reason will be suspended for at least one day.

***The consequences of violating any of the above rules may be serious. The discipline may vary, depending upon the severity and frequency of the problems and may include suspension and/or expulsion.***

### **INSTITUTIONAL SUPPORT**

Annual tuition and fees do not cover the entire expense of a child's Park City Day School education. In order to cover the gap between tuition income and the actual expense of educating each student, the Day School operates an Annual Fund Campaign. All parents, alumni, and friends of the school community are asked to contribute a tax-deductible gift to the extent of their financial ability. We ask that you consider PCDS one of the main charities to which you contribute. The Annual Fund supports specific educational enhancements identified by the PA and professional development opportunities for our teachers. As much as possible, the Annual Fund minimizes annual tuition increases. Any additional activities, with the primary purpose of raising funds, must be approved by the Board of Trustees. No fund-raising for any good cause may begin without approval. To obtain a receipt reflective of your donation to a charitable organization, please see the business office.

In addition to the Annual Fund, PCDS launched a \$2.5 million capital campaign to support construction and renovations. Although we hope parents will be able to support both efforts to the extent of their abilities, families should not redirect Annual Fund gifts (\$1,000 on average) to the Capital Campaign.

### **LOCKERS**

Students are assigned a locker for backpacks, school supplies and winter clothing. Students are responsible for keeping their lockers and surrounding areas clean and orderly. PCDS reserves the right to search lockers, contents of lockers and personal belongings at any time.

### **LUNCHES, SNACKS & "LOST LUNCHES"**

The PA coordinates a catered school lunch program each year, information about which is available in the Parents Section of the PCDS website. Students through grade 5 have a morning snack time, and parents are asked to send their children with healthy snacks each day. The office can supply a lunch for students who have forgotten to bring their own. However, the School is unprepared to provide lunches for the occasional student who chronically comes unprepared or to supplement the lunches of voracious Middle School students. As snacks are unavailable for Middle School students, they must come prepared with food sufficient to last the day. The School does not allow students to call home to ask someone to bring their lunch. If a student requires a snack or a lunch from the school, the family account will be charged \$3 or \$5 respectively.

### **NON-DISCRIMINATION POLICY**

Park City Day School does not discriminate on the basis of race, color, religion, gender, disability, national or ethnic origin, or other legally protected status in admission of otherwise qualified students or in providing access to the rights, privileges, programs, or activities generally available to all students and their families, including educational

policies, financial aid programs, athletic, extra-curricular, other school-administered programs and activities, and hiring or employment practices.

### **OVERNIGHT TRIPS**

The Outdoor Education program runs a variety trips throughout the year. Trips vary in length and destination with the longer and more ambitious expeditions occurring in the Middle School.

### **PARENT ASSOCIATION**

All PCDS parents, guardians and faculty/staff are members of the Parents' Association (PA). The purpose of the PA is to assist Park City Day School as it continues to build upon its traditions of academic and moral excellence. The PA assists the Day School in accomplishing its annual goals and in carrying out its programs. Parents are asked to complete a volunteer interest form that identifies opportunities for many kinds of volunteer service. Parents are encouraged to donate time in their fields of professional expertise and personal interest. The PA will collect and sort this data and assist the administration and staff in enlisting parents in their preferred area of service.

The PA sponsors monthly meetings, the hot lunch program, book fairs and special social activities that promote strong relationships between parents, teachers and students. PA strives to inform and involve parents in all phases of its activities. Meeting dates for 2010-2011 will be posted on the school's calendar and on the PA page of the PCDS website under the "Parents" tab. Parents will also see these meetings announced in the weekly eBlast.

### **PARENT ORIENTATION**

At Park City Day School, we believe in a strong partnership among parents, the staff, and the teachers. Before opening day each year, the required Parent Orientation highlights key changes, initiatives, and opportunities for cooperation and volunteer support. At least one parent from each family must attend. This orientation also provides parents a chance to meet other parents and interact with teachers.

### **PARENT VISITATION**

Parents are welcome to attend assemblies and community meetings and may join their children for lunch. If parent(s) wish to observe in the classroom or on the playground, they must make prior arrangements with the classroom teacher. If a parent has concerns about his or her child, please schedule a separate conference with the teacher. Meetings and special events will be communicated as they arise.

Parents are also invited to join us for school dinners, parent education events and evenings of fine arts performances, as well as athletic events. Other times when we hope to see parents are at Parents' Association meetings and parent/teacher conference days. Further, any time that parents have a special concern, they are welcome to make an appointment with the Head of School.

### **PICK UP AND DROP OFF**

#### **Morning Drop-Off**

- Students should arrive at school no earlier than 7:45 a.m. daily. Students who arrive before classrooms are open at 8:00 a.m. must wait in the Multipurpose Room. ***From 8:00 until 8:15 a.m. every day the curb lane is reserved for dropping students off and must be kept clear of parked vehicles.***
- Students being dropped off from the curb lane must exit from the curb side doors: the passenger side; they must not exit the vehicle on the driver's side into traffic. Parents who are using the curb lane for student drop off should not get out of the driver's seat for any reason and should pull away slowly upon the student's leaving the car.
- If students need assistance in exiting the vehicle during drop off, parents should stop at the curb in front of the office area door where faculty will assist the students exiting the vehicle curbside and retrieve book bags from the vehicle as necessary. Parents of older students who do not need assistance exiting the vehicles should stop in the curb lane as far towards the top of the parking lot as possible. However, in either location, students must depart the vehicles on the curb side and not into traffic.

- Parents who wish to walk their children into school before 8:30am must park in either the lane furthest from the curb and exit the vehicle from the driver's side, in an available parking slot at the south or east side of the lot, or perpendicular to the faculty cars parked in the slots facing the school building. The middle lane on both sides of the island must be kept clear for moving vehicles. During the winter months when snow impedes the flow of traffic in the carline lanes, parents **must NOT park** and leave vehicles in any of the three lanes during the drop off or pick up times.
- Parents should not stop their vehicles on the crosswalk.
- Parents must watch for and follow all signals given by car-line coordinators.
- Parents must not talk on cell phones entering or leaving the carline area.

### After-School Pick-Up

- **Monday-Thursday:** The academic day ends at 12:30 p.m. for half-day Early Childhood students (Preschool and Jr. K), at 3:10 pm for full-day Early Childhood and Kindergarten students, and 3:30 pm for grades 1- 9.
- **Friday:** Early Childhood and Kindergarten dismisses at 12:30 p.m. and grades 1-9 at 1:00 p.m. after lunch. **On all school days, Early Childhood students attending after care will remain with their teachers until after care begins.**
- No vehicles should be left unattended in the curb lane for any reason after 3:00pm. Beginning promptly at 3:10 p.m. for Early Childhood and Kindergarten and at 3:30 p.m. for Lower and Middle Schools, students will be called through our intercom system for pick up. All parents who wish to pick up students from the curb lane need to remain in their vehicles and must prominently display their Carline Card (with family name and grade(s)) on the passenger visor, or alternatively if necessary, visibly on the dashboard.
- Children in the Early Childhood division without older siblings in either Lower or Middle School must be picked up between 3:10 and 3:30 p.m. **Early Childhood students who are not picked up by 3:30 p.m. and who will not be picked up with their older siblings will go to the after care room.**
- Lower School and Middle School parents should not arrive in the parking lot for pick up before 3:20. If LS or MS parents arrive before 3:20 p.m., they should pull to the side on Pinebrook Road or wait in the parking lot of the office building next door. Only vehicles with the required PCDS signs may pull into the curb lane. Drivers in the curb lane may not exit their vehicles **for any reason.** Drivers who wish to exit their vehicles in order to enter the building must park in either the lane furthest from the curb, in an available parking slot, or perpendicular to the faculty cars parked in the slots facing the School building.
- The head of the curb line for student pick up will be at the cone in front of the steps. Vehicles should queue into the far right side of Pinebrook Road and move forward slowly in order. As cars enter the pick-up lane, faculty will identify the family and communicate the students to be released from the breezeway staging area through either the doors by the steps or the office area door. Students must enter the cars through the curb lane doors. Drivers who have retrieved their children should pull away slowly from either the curb lane or the middle lane. Parents and children who are walking to parked cars should cross the lanes only on the crosswalk by the steps.
- **Engines must be turned off during afternoon pick-up.** Exhaust fumes are extremely dangerous to students and others.
- On days when it is snowing, we try to plow the car-line lanes between 2:15 and 2:45 p.m. On these days, vehicles should not be left unattended during this time.
- Teachers remain with students until 3:40 p.m. Monday-Thursday and 12:15 p.m. Friday. Parents who arrive after these times for pick up, must enter the school building to sign out children from after care.
- The school reserves the right to refuse the release of any student to a parent/guardian/ designated driver should a staff member have reasonable concern about the impairment of the driver. In such cases, staff members will escort the student to after care and inform the Head of School/Front Office so alternate transportation can be arranged.

### PLAYGROUND RULES

The following guidelines for playground use are designed to ensure safety of students; an adult on duty has the authority to adjust guidelines as safety dictates:

- Students may only play outside with adult supervision.

- Students play within the designated playground boundaries.
- Students play only on designated play equipment (climbing on rock walls, fences or trees is not permitted).
- Fighting, wrestling, throwing snowballs, rough or combat play is not permitted.
- Food may not be taken out to the playground except under supervision of teachers.
- Skateboards, scooters, roller blades, bicycles and other such equipment require advance permission and use of all related safety equipment.
- Swings are to be used in sitting position only, one student at a time and students are not permitted to jump off of, hang from or stand on swings.

**PROFESSIONAL AIDE POLICY**

On occasion, Park City Day School admits and welcomes students with special needs who can benefit from and contribute to the daily life and academic program of the school. In some such circumstances, the student's success depends upon the specific support of a professional aide. When necessary, an aide is recruited and selected by the school with the advice and consent of the student's family and contracted to the degree necessary as a School employee. As a School employee, the aide is eligible for benefits to the extent indicated in the Employee Handbook.

Though the School bears responsibility for reasonable costs associated with recruitment of the aide, related State and Federal payroll taxes, and Worker's Compensation and other liability coverages, the family is directly responsible for the combined cost of the employee's salary and eligible benefits. Once an offer has been extended and after the aide and the family have negotiated an annual salary, the salary and benefits costs are added to the annual tuition expenses and billed to the family by the school on the same schedule as tuition payments -- annual or semi-annually or monthly. As with all contracts, tuition insurance is required for the semi-annual and monthly payment plans.

**REPORT CARDS**

Park City Day School uses a Trimester grading system. All classes will receive formal report cards three times a year, at the end of each Trimester. The grading system in Early Childhood (Preschool & Jr. Kindergarten) and grades K-2 focuses on mastering and progressing skills. The grading scale for grades 3-9 is:

A 94-100	C 73-76
A- 90-93	C - 70-72
B+ 87-89	D+ 67-69
B 83-86	D 63-66
B- 80-82	D- 60-62
C+ 77-79	F 59 and below

All trimester report cards include objective forms of evaluation and narrative explanation of the child's progress.

**RESOLVING ISSUES**

Big problems normally develop from small ones left unaddressed. Usually, an informal discussion with the teacher or staff member closest to, and most knowledgeable of, the circumstance, will provide a solution. However parents may request a special conference with the teacher if warranted. In normal circumstances, parents should first contact the teacher or advisor to discuss an issue before communicating with the administration. If the situation is not resolved, the teacher and parent should then request an appointment with the appropriate Assistant Head of School or the Head of School. Trustees do not get involved in resolving school issues. By working together, the PCDS community can provide each child a quality education.

**SCHOOL PICTURES**

Parents may order student pictures taken each fall. Students need not wear school uniforms on picture day.

## ***SERVICE LEARNING***

Through the year, a number of service learning opportunities are planned to involve the students in helping others and being involved in the larger community. Lower School student service learning opportunities occur in grade groupings. Middle School students engage both in small groups with partner agencies and commit to individual service activities in the community.

## ***SEXUAL HARASSMENT, INTIMIDATION AND BULLYING***

Park City Day School condemns sexual harassment, intimidation and bullying among any member of the school community: students, employees, parents, etc. These negative behaviors come in many forms: unwanted touching, invasion of personal space, inappropriate humor and sexual references or innuendoes and can manifest themselves as physical intimidation – behavior that implies the threat of verbal or physical violence. Often harassment takes the form of belittling remarks (scorning or put-downs) or gestures in the halls or classrooms which can inhibit students from participating in class and can make hallways, fieldtrips or recess disturbing for those who feel vulnerable. Such subtle intimidations induce anxiety into many social interactions and make the school feel unsafe. Such remarks or actions might be intended as humor, but are often received as hostile. In considering such circumstances, the impact, not just intention, matters most.

Sexual harassment may include suggestive comments, sexually-oriented teasing or practical jokes, jokes about gender-specific traits or sexual orientation, obscene gestures, language or printed materials and inappropriate physical conduct or contact. Sexual harassment, intimidation and bullying violate the spirit of our school community. The school places strong emphasis on education and community discussion to discourage such behavior. Disciplinary consequences may exist for members of the community who harass, bully or intimidate others.

**Reporting:** When community members feel threatened or anxious as a result of another's words or actions, they should directly address the offending individual to ask for a change in behavior. If that approach is unsuccessful or if the particular situation makes direct confrontation unreasonable, individuals have several options for reporting sexual harassment, intimidation and bullying. Students may report their concerns to their teachers, Assistant Directors, the Head of School or to any member of the faculty or staff. The school will respond fully and promptly to all complaints.

This policy applies to all employees, independent contractors, consultants, guests and others who come in contact with Park City Day School. Any member of the school community who shows a continuing pattern of any harassing behavior will be subject to discipline including suspension and/or removal from the school community. The School forbids retaliation against any individual who complains of harassment or bullying and anyone who practices such retaliation will be subject to immediate discipline.

## ***STANDARDIZED TESTING***

Annually students in Grades 2 through 9 take the Educational Records Bureau CTP4 exam over a period of four mornings. Scheduled each spring, the testing days are available each year on the PCDS Academic Calendar and the General Calendar available on the PCDS website. These test results allow the school to evaluate the effectiveness of the school curriculum and the student's individual learning profile.

## ***STUDENT RECORDS***

Official student records are secured in the school office and are available upon request for review by parents. Transcripts will not be released without specific written authorization from parents. Medical information is protected under HIPAA (the Health Insurance Portability and Accountability Act).

## ***SUMMER PROGRAMS***

Park City Day School's Summer Program provides enrichment learning and adventure activities. During the months of June and July, Summer Programming offers opportunities to engage in focused and fun week-long classes geared to the learning interests of each age group. Students can learn robotics, examine artistic techniques of

world cultures, or get oriented to the important transition into the Early Childhood program. Older students can enjoy full day local excursions and overnight adventures throughout Utah and Wyoming. More information regarding specifics to the program are available in the early Spring.

### **TECHNOLOGY USE POLICY**

Park City Day School's integrated technology program is designed to offer opportunities for exploration and analysis of academic subjects in ways that traditional instructional methods cannot replicate. Learning opportunities such as global collaborative environments through Web 2.0 applications, authentic learning experiences, and the development of higher level cognitive skills are key aspects of the PCDS integrated technology program. However, a 21<sup>st</sup> century learning environment includes certain legal and ethical restrictions. The Park City Day School computer equipment and IT infrastructure is intended to serve the educational and professional needs of its students, faculty, and staff. The use of the network is a privilege, not a right. Park City Day School regulates access to and use of its network by principles consistent with the educational mission of the school published elsewhere in either the Family or Faculty Handbooks. All students and parents at Park City Day School are expected to comply with all school rules and regulations for the acceptable use of technology and signify their understanding of those expectations by signing the Technology Use Guidelines

PCDS students are expected to comport themselves on the network in the same fashion as they do elsewhere in the community. In general, users are expected and required to avoid actions that are illegal (such as libel, slander, vandalism, sexual harassment, theft such as plagiarism, inappropriate access) or unkind (such a personal attacks and invasion of privacy). Students who willfully violate these guidelines will have their network privileges revoked and may face further disciplinary action.

Middle School students are strongly encouraged to bring their own laptops to school, but must conduct themselves as if they were using a PCDS computer (no inappropriate access, no games, no movies, etc.). As the school cannot assume responsibility for the safety of personal technology while students are at school, students must secure their belongings or keep all valuables with them during the day. Student owned laptops must meet the minimum operating system requirements and guidelines set forth by the Director of Technology. A limited number of school-owned laptops are available for student check-out on a day to day basis. However, PCDS can't guarantee availability or compatibility with home or other student owned computers.

PCDS supports student's opportunities to utilize multiple operating platforms. Students should however, be able to produce and save documents in a mode compatible with Microsoft Office products. The basic word processing program offered with Apple computers does not meet this requirement. Students must provide a USB storage device in order to support transfer of data between school and home computers.

Illegal Actions include:

1. Slander and Libel: These terms are defined specifically in law. The American Heritage Dictionary explains slander as: "Oral communication of false statements injurious to a person's reputation." Similarly, libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation." In effect, students must remember that material distributed through the Internet is "public" to the degree that no other school publication or communication is. Any such remark may be seen by millions of people and harmful and false statements will be viewed in that light.
2. Vandalism: In this context vandalism refers to deliberate attempts to damage the hardware, software, or information residing on the school network or any other computer system attached through the Internet. Attempts to violate the integrity of private accounts, files or programs; the deliberate infecting of the network with a computer "virus;" attempts at "cracking" into any internal or external computer systems using any method; or other similar actions will not be tolerated. Students may not tamper with any equipment unless specifically employed by the technology department to do so.
3. Invasion of Privacy: Users are entitled to a reasonable expectation of privacy for their files and email. No user may have access to another's private files. The systems administrator will access the private files of users only

to purge them in order to preserve bandwidth or in the event of a suspected violation of school rules or expectations.

4. **Theft:** The school networks and the internet contain great quantities of information. Much of that information has been placed there for the free use of users. Nevertheless, law, ethics, and common courtesy require that proper acknowledgement of the use of the intellectual property of others must be made. Students should treat information found electronically in the same way they do information found in printed sources. Rules against plagiarism will be enforced. Park City Day School students or employees may not use of system for illegally copying or storing of illegally acquired software.
5. **Harassment:** Students may not harass others, either within the Park City Day School Community or in the broader context of the Internet. Abusive language, posting of inappropriate sexual images or texts, or communicating injurious or offensive material will not be tolerated.
6. **Inappropriate Access:** Although some school computers filter and restrict access to inappropriate sites, others such as personal laptops using the school's wireless internet connections do not. In any case, students may not use the PCDS technology network to access inappropriate, and non-educational materials found on the Internet—including materials that include adult content, gambling, violence, illegal drugs, criminal activity, and other tasteless and offensive materials. Unless specifically authorized and supervised by a teacher, game playing during school hours is not permitted. Accessing social networks such as "Facebook" and "My Space" during school hours is not permitted.
7. **Software Policies:** If a computer program, CD, or printed material is copyrighted, a student may make one copy for his or her own use and use it on only one system. Guidelines for teachers use within the classroom are broader. PCDS students may not make copies of PCDS-owned software nor PCDS-owned hardware to copy anyone else's software. Students may not upload copyrighted software on school owned computers or network.
8. **Email:** Email accounts promote communication within the school community for school related business. Student use of the email system is a privilege, not a right. Email is not private and may be accessed by faculty and staff should concern exist about inappropriate use. Students must maintain their email accounts by removing old and excessive email when it becomes a burden to the system.
9. **Printing:** Printer cartridges and paper, along with printer repairs and replacement are very expensive and only partially covered by the technology fee. Therefore, PCDS printers are for the purpose of printing school related documents.

## **TELEPHONES**

Cell phones are not necessary in the classroom. Cell phones may be brought to school but must be turned off during the school day and kept in lockers or cubbies. Cell phones may be used before and after school only. Parents needing to reach a teacher or student should call the office at (435) 649-2791 and a staff member will take a message. If it is critical that you speak with a student or teacher immediately, you will be asked to stay on the line while the class is interrupted. Students may make phone calls from the office with their teacher's permission.

## **TOBACCO, ALCOHOL AND DRUG POLICY**

### **Drugs and Alcohol Policy**

Specifically, Park City Day School prohibits the possession, manufacture, sale, purchase and use of alcohol or illegal drugs on school premises, during school trips, or while on school business. Alcohol may be served at adult functions at the discretion of the Head of School and in accordance with applicable state and local regulations.

### **Tobacco Policy**

Park City Day School does not allow the use of tobacco on campus for students, teachers and all persons visiting our campus at all times. This prohibition includes smoking and chewing tobacco. This restriction applies to buildings, cars, field trips, and all outdoor premises.

## **TUITION**

An independent School education is a major investment that often requires planning and sacrifices on the parents' part. We are ready to help you take advantage of an Independent School Education by offering payment options. These payment options allow families to choose the plan most in keeping with their finances.

### Payment Plans

- **Plan A : Annual Payment** -- The balance of tuition is payable in one payment and due on or before May 31 or within 14 days of acceptance of new student's enrollment (if acceptance is after May 31 but before the start of School). If acceptance is after the start of School, tuition is due before the first day the student attends classes. Tuition insurance is optional. Please refer to insurance brochure for details.
- **Plan B: Semi-Annual Payment** -- The balance of tuition is payable in two payments and due June 1 and November 1. Tuition Insurance is required with this plan and due with the first payment.
- **Plan C: Monthly Payment** -- Tuition payments are divided equally over a ten-month period beginning June 1 and ending March 1. A 6% finance charge will be applied to all monthly payments. All monthly payments will be collected on the 1st or 15th of each month, as the payer indicates, by automatic bank debit. Tuition Insurance is required with this plan and due with the first tuition payment.

### Tuition Deposit

This is a \$1,500 non-refundable fee that is required for each child upon enrollment or re-enrollment. This fee initially holds each student's spot and is applied to the student's tuition account.

### Tuition Insurance

Coverage is available through A.W.G. Dewar. The coverage is 3% of the tuition less the tuition deposit. It is required on plan B and C, but is optional with plan A if paid prior to the first day of School. Tuition insurance protects your family and Park City Day School against unexpected withdrawals from school. Please refer to the tuition refund insurance pamphlet in your enrollment packet for coverage details (see Tuition Refund Policy).

### Financial Aid

Park City Day School is dedicated to providing educational opportunities to all students regardless of race, color, nationality, or ethnic origin. A limited amount of financial aid is available. These grants are based on financial need. All applicants must submit an on-line application to [School and Student Service for Financial Aid \(SSS\)](#) for each school year. Applicants must also provide their latest filed federal income tax return. [Apply now.](#)

### Billing

Invoices are only sent for items other than tuition. Payments for these invoices are due within 30 days of the date of invoice. Invoices age by the invoice date. Finance charges are applied on invoices 31 days overdue:

- 10% APR on amounts up to \$1,000
- 15% APR on amounts above \$1,000
- Minimum finance charge \$.50

The returned check fee is \$35. When an account is sixty days overdue, the student may be suspended. Records will not be released until all accounts are current.

### Bad Debt Policy

Balances unpaid within 30 days of the invoice date, will be subject to a 10% APR finance charge for balances up to \$1000 and 15% for balances over \$1000, with a minimum finance charge of \$.50 per month.

If an account becomes 30 days past due, the student may not be able to attend school until the account is cleared. If payments become 60 days past due, the school may proceed to small claims court for collection. **The fee for returned checks or automatic withdrawals not honored will be \$35.**

Student records will not be released to parents or to other schools until all accounts for that student are paid in full. Students will not be allowed to return the following year until the current year's tuition is paid in full.

### ***TUITION REFUND POLICY***

Should it be necessary for students to leave Park City Day School before the end of the academic year, the current policy is to allow limited refunds in certain circumstances. However, the \$1,500 deposit paid to secure a student's place in class is non-refundable.

If a student is withdrawn before the end of the school year, the parent(s) of the child will owe tuition in full through the end of the academic trimester during which the child is withdrawn. Tuition for the remainder of the year will only be refunded to the extent not covered by tuition refund insurance. Parents are encouraged to purchase tuition refund insurance to protect their tuition investment.

For the school year 2011-12, tuition refund insurance may be purchased by parents from Dewar's Insurance Company. Generally, Dewar's policy pays 100% of unused tuition for withdrawal for injury or sickness, but significantly lesser amounts for all other withdrawals. The PCDS reimbursement will cover only the gap between the insurance reimbursement and the full tuition amount.

Parents or guardians who have an outstanding tuition balance upon the student withdrawal and have paid for tuition refund insurance must complete, sign, and forward to the business office the insurance refund claim before PCDS can process any refund.

### ***TUTORING***

Small classes and experienced teachers at Park City Day School allow for individual instruction as part of daily lessons. This may include remedial work and/or extended enrichment opportunity. Because of this, most of our students do not require additional remedial tutoring or enrichment opportunities outside of class.

Now and again, however, it is clear there are students who would benefit from outside tutoring because they need extended remedial work in order to keep up with their class work. These guidelines apply to those situations.

1. Teachers will alert the administration of students who need tutoring. The actual recommendation to parents for tutoring either during the year or during the summer will be made by the Head of School.
2. Because of potential conflict of interests, our teachers are asked not to tutor their current students for pay during the school year. Some exceptions may be made but only in consultation with the Head of School.
3. The most effective tutoring is in conjunction with the school. Tutoring may not benefit classroom performance if it is not in alignment with lessons at the school. Therefore tutors and parents should stay in close contact with teachers to establish tutoring goals.
4. PCDS offers Academic Assistance during school hours (or after school) for those students who benefit from specific skill development or individual instruction. Once it is determined tutoring is necessary by the teacher team and parents, it will be scheduled based on the individual needs of the child and billed separately at the cost of \$40 an hour.

### ***VALUABLES***

Toys, iPods, electronic games, jewelry, cameras and money are not to be brought to school. In the normal course of the day there is no time for listening to personal stereo devices or playing electronic games. They are a distraction in the classroom and are easily lost or broken. If brought to school they must be kept in cubbies or lockers. Lockers are not secure and the school is not responsible for lost items. Permission may be given by the teacher for certain items if needed for specific purposes.

### ***VISITORS***

All visitors to the Park City Day School must sign in and out at the front desk and wear the provided name-tag while on campus. Classroom visits must be arranged in advance with the specific classroom teacher.

### ***VOLUNTEER OPPORTUNITIES***

Individual teachers may invite parents to participate or assist in a special classroom activity and/or field trip. The PCDS faculty often encourages the sharing of your unique skills, interests and experiences. The Parent Association will provide information during Parent Orientation each year about available volunteer opportunities.

Please observe the following guidelines when volunteering at school:

- Upon arrival on campus, all visitors must sign in at the Front Desk.
- Parents are asked to please inform the appropriate person(s) in advance if they are unable to be at school for a scheduled volunteer opportunity.
- Remember that confidentiality is expected when working with students and it is important to display and maintain a positive attitude in the classroom.
- Additionally, cell phones must be turned off or to message mode while in classrooms.
- Parents should remember their designated role as an assistant to a teacher at this time, and reserve their personal business for another part of the day.

## **WEAPONS AND FLAMMABLES POLICY**

### **Weapons and Facsimile Weapons Policy**

Park City Day School strives to maintain a safe school environment for students, staff and visitors. No student, parent, employee, volunteer, or visitor shall possess, use or distribute a weapon on school property. No persons shall use articles designed for other purposes (laser pointers, belts, scissors, etc.) to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a weapon. The school will enforce this policy and take appropriate action against any individual who violates this policy.

Students shall not bring facsimile weapons to campus without prior approval of the Head of School. All reports of weapons will be investigated. This policy covers all firearms and any other objects designated as a weapon by the Head of School. This policy is not meant to interfere with the instruction or the use of appropriate equipment and tools by students or non-students, nor shall it be a violation of this policy for a licensed peace officer to possess a weapon on school property. Student discipline for violation of this policy will depend upon specific circumstances and may include confiscation, student and/or parent conference, suspension and dismissal.

### **Flammables Policy**

Flammables - Students are specifically prohibited from bringing lighters, matches, fireworks, incendiaries, ammunition or other flammables on campus without prior approval of the Head of School.

### **WEBSITE**

Park City Day School website at [www.parkcitydayschool.org](http://www.parkcitydayschool.org) provides information for parents, prospective parents and friends concerning school calendar, events, programs and the daily life of the school. The Parents section of the website also provides access to [Parents Web](#), forms and documents necessary for parent use throughout the school year. The website is updated regularly to ensure the most current information and provides a gateway to our secure student information web service (Parents Web) where parents can access their children's grades, homework assignments and a directory of school families.

### **ParentsWeb**

The [ParentsWeb](#) section of RenWeb, a web-based student information and school management system, is used by PCDS to give parents and students direct access to grades, assignments, attendance, a school directory and more. Grades are updated at least weekly. To access [ParentsWeb](#) click on the [ParentsWeb](#) link on to the Parents page of our [PCDS website](#) through the "Logins" tab on [www.Renweb.com](http://www.Renweb.com). Click on "ParentsWeb Log-In". Enter the school I.D. "PCA-UT". Then enter the email address on file with the school (each parent has a separate log in linked to the individual emails listed in RenWeb for each custodial parent. If logging in for the first time, bypass the log in fields and click on the "Create New ParentsWeb Account" link and RenWeb will email a password to the email address on file with the school. The password is kept on the RenWeb family page accessible to school administrators. Returning ParentsWeb parents should use the email on file with us as the username and the same password used last year, then click "parent" then "log-in". Those who cannot recall their passwords should click "forgot parent

password” and it will be sent via email. Contact the Front Desk with any questions regarding access to ParentsWeb.

***WEATHER CANCELLATIONS AND COMMUNICATIONS ( see Emergency Notification.)***