

PRINCETON JUNIOR SCHOOL

PARENT HANDBOOK

2012-2013

This is an annual publication stating school policies and procedures as well as pertinent information regarding faculty/staff, trustees, parent association, and families.

The information contained in this Handbook is published solely for school-related use by the School's parents, faculty, staff and students and may not be used for solicitation or other non school-related purposes. Please familiarize yourself with its contents.

Parents must sign a statement that they have received and read the Handbook before the start of school.

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DESCRIPTION

Princeton Junior School is a small, independent school that focuses exclusively on education for Pre-school through Grade V children. It is culturally diverse with no formal religious affiliation. However, there is acknowledgement of spirituality in the process of learning. Humility, trust and courage are at the core of this process.

The School began in 1983 with twelve students and four teachers in a church basement. Over the years, our steadily increasing enrollment led us to rent several facilities in Princeton while seeking a permanent home. In 1992 we purchased a six-acre parcel of farmland on which we have built our school.

The emblem of the School is the chambered nautilus shell. It stands for the central philosophy of “spiral learning” in which children are encouraged to build upon their core of knowledge as they grow from season to season, from grade to grade, from early to late childhood.

Although a child is very conscious of belonging to a community of learners with the advantage of working in small groups, he/she is also encouraged to work at his/her own pace and to recognize the strengths of others.

Not only is the child honored, but also *childhood* is honored. The method of teaching is, therefore, one of provocation, inquiry, dialogue, debate, rather than proclamation. There is emphasis on process rather than prizes, on means rather than ends. Children are encouraged to explore, discover and achieve at a level that is challenging and age appropriate. There is constant documentation by the child of his/her learning process, be it in the form of a journal, a collaborative project, a series of paintings or sculptures, or the school vegetable garden. Creativity is a core principle and is woven into the fabric of the curriculum.

Our preschool is Reggio Emilia inspired. It is a renowned international program that celebrates the joy of discovery and prepares children to be creative, self-confident learners and citizens. There is constant collaboration between the teacher, child and parent. Learning is made visible through documentation that represents the children’s investigations. The Reggio Emilia approach places an emphasis on the classroom environment and considers the environment as an additional teacher.

MISSION STATEMENT

Princeton Junior School is dedicated to offering the highest standard of education for children from Preschool through Grade V. The mission of Princeton Junior School is to graduate students with the following:

- A solid grounding in the skills necessary to excel throughout their academic careers
- A profound sense of their own abilities and an equally profound respect for the varied members of the school community
- A passion for learning and exploration

The School is committed to the following:

1) *Selecting and cultivating the passionate learner*

Princeton Junior School attracts and inspires students whose innate curiosity leads them to thrive in a challenging academic environment where risk-taking and self-knowledge are rewarded. A significant scholarship program allows the school to seek out these passionate learners.

2) *Attracting an exceptional faculty dedicated to academic and character development*

The School has remarkably hard-working and talented faculty who encourage all children to explore their own exceptional abilities. They provide encouragement, trust, and support so that all children experience the exhilaration of pushing themselves to achieve more than they thought possible. The faculty’s “learn and then share” approach allows children to gain confidence, as well as understand the value of shared knowledge and oral communication skills. The faculty is committed to sustaining meaningful partnerships among students, faculty and parents.

3) *Creating and nourishing a spirited and varied school community*

The School believes in keeping its eyes open to both the communities and physical world beyond the school. This is demonstrated by the School’s commitment to sustaining a diverse school community through the admissions process, then nourishing this diversity in the school community. Princeton Junior School embraces learning from unique and varied perspectives through encouraging and expecting significant contribution from all. In addition, the children are taught natural and environmental sciences through the innovative Learning through Landscapes curriculum.

4) *Achieving the highest academic standard within a small class size*

The School’s philosophy of education teaches children to build on core knowledge, increasing the depth and strength of that knowledge as they mature. The central tenets of the educational program lie in its challenging curriculum, small class size and attentive faculty, enabling Princeton Junior School to pursue the highest academic standards while respecting and nurturing individual styles of learning inherent in a diverse community.

PRINCETON JUNIOR SCHOOL PARENT PARTNERSHIP

Our School will aspire to:

- provide the highest standard of education for all children in the School
- cultivate in each child a life long passion for exploration, discovery and achievement
- foster respect for one another, the larger community, and the environment
- cultivate and nourish a spirited and diverse community
- attract exceptional faculty dedicated to academic and character development
- provide a safe and secure environment that honors childhood and all children
- communicate pertinent information regarding policies, curriculum, and activities on a regular and timely basis
- model integrity and civility in all contacts with parents and students including respect for family privacy
- address concerns that parents may have in a timely manner
- encourage parents to become actively involved in school life

As a parent of a child who attends PJS, I will aspire to:

- support the mission and policies of the School
- act as a positive role model for the children and for other parents
- bring my child to school on time and fulfill the School's attendance requirements
- drive slowly, not talk on the phone, and be patient during drop-off and pick-up
- support the efforts of the School and Parent Association and attend as many PJS and PJSPA events as possible
- express concerns appropriately to the right person in a timely manner
- keep other children and faculty healthy by not bringing my child to school when he/she is sick
- help my child to do things for him/herself
- allow my child to have down time after school

OTHER PARTNERSHIPS AND COLLABORATIONS

Artist in Residence:

Renowned pop artist, Perry Milou, is a welcome addition to the Princeton Junior School community. His expertise in the artistic process, as well as his engaging style, inspires children and adults. Mr. Perry created a nautilus (our school emblem) mural with students as the subject. Through this mural, housed in our school entranceway, students also experienced firsthand Mr. Perry's demonstration of the creative process. Mr. Perry teaches in our After School Kindergarten - Grade V Club and our Preschool Afternoon Workshop "Atelier." We are looking forward to the endless possibilities his contributions bring to our school community.

Collaboration with Black Rocket Technology:

The goal of our collaboration with Black Rocket is a partnership that will influence the way children at PJS solve problems and negotiate the technology advances that lie ahead. Each year's integrated technology experience will include performance-based assessments that will culminate with a showcase of student work. The showcase will demonstrate each student's journey through various technology mediums documented in a digital portfolio.

Black Rocket writes, "We feel privileged to be a part of the instructional staff (at PJS) and to help integrate technology into the school day. Preparing students for the 21st Century will require both the timeless methods of education that PJS is known for and embracing the daily innovations in technology that Black Rocket specializes in".

Partnership with Rider University:

Teachers and students at Princeton Junior School will benefit from a strengthened connection between theory and classroom practice toward a lab school model. This partnership provides opportunities for teachers to conduct action research and pose critical questions of their own teaching practices and student learning in their classrooms and then work collaboratively with interns to examine these questions.

ORGANIZATION

Governance: Trustees

Princeton Junior School's Board of Trustees is the governing body of the School. In collaboration with the Head of School, the Board defines the mission of the School and makes viable decisions for coming generations. The Board is responsible for the integrity, evolution and maintenance of the School. Some of the Trustees are parents of children in the School. Rotating membership is offered to those qualified to assume responsibility for fiscal management, long-range planning and legal decisions.

Leadership: Head of the School

The Head of School serves as the educational and administrative leader of the School. Her vision guides the Board to form the School's mission. She leads the School in accordance with policies approved by the Board. She is responsible for the professional quality and behavior of the faculty and staff. She works closely with the Parent Association throughout the year.

Administration

The Administrative Team consists of: the Head of School, the Assistant Head of School/Director of Finance and Operations and Financial Aid Officer, the Executive Assistant, the Controller/CPA, Admissions Coordinator, Communications Liaison and

the School Nurse. The primary responsibility of the Administrative Team is to carry out the daily operations of the School efficiently and harmoniously, in accordance with school policy.

Education: Faculty, Students

The Faculty is selected for their educational experience, talents, love of children, creativity, and collegiality. Their strength derives from their expertise and from their attentiveness to the unique gifts of each child.

Our program is available to students from a wide range of social, cultural and economic backgrounds. The heterogeneity of the student body not only enriches the School's culture and community, it provides fertile soil for better understanding among peoples.

Special Services

Catapult Learning: Catapult Learning, a Non-Public School Service, is a state-funded agency that provides supplemental instruction to qualifying students living in NJ in language arts, mathematics, speech and English as a second language. The New Jersey State Department of Education certifies all Catapult Learning teachers. The agency also provides home instruction to students who are unable to attend School for a period of two weeks or more because of illness or injury.

The School initiates referrals for all Catapult Learning services. The parent or guardian of the child must sign applications for a specific service. Catapult Learning will conduct evaluations upon the request of the School and parents.

Please contact the Head of School or Assistant Head of School for further information, if you are interested in these Special Services.

School Nurse: Through Catapult Learning, Princeton Junior School is supplied with a part-time nurse throughout the school year. The nurse oversees medical records and serves as a resource to students, parents, and teachers regarding health-related issues.

Parent Association

The Princeton Junior School Parent Association (PJSPA), founded in 1983, serves to facilitate communication and cooperation among parents, students, faculty, administration and trustees, and to enhance the quality of the students' educational experience at Princeton Junior School.

The PJSPA is vital to all aspects of school life. It not only supports the School's educational philosophy and academic development, it also strives to promote a sense of community and "school spirit" through a variety of programs, fundraisers, fairs and family activities. By providing such opportunities for enrichment and support, the PJSPA

hopes to encourage parents' interest in the School. PJSPA membership is open to all parents. Membership dues are collected annually.

Parents are encouraged to attend the variety of events throughout the year. The participation of each parent is encouraged and essential to the mission of the school.

Class Parents form a vital communication link with teachers and fellow parents. They help teachers with classroom projects and events; they recruit parents to help with activities and mentor new parents.

Green Initiative

Princeton Junior School is a member of OASIS (Organizing Action on Sustainability in Schools), an association of independent and public schools in the greater Princeton area. It is the School's goal to become more "green", i.e., a school that fosters respect for the environment, and aims to operate in an environmentally sustainable way.

Equal Opportunity Policy

Princeton Junior School does not discriminate on the basis of race, creed, color, national origin, religion, gender, sexual preference or disability in its programs and admissions, and is an Equal Opportunity Employer.

STANDARDS OF CONDUCT

Community Covenant

We take pride in our work and play.
We embrace our diverse community.
We support the well-being of our Earth and its people.

All constituents are expected to sign and standby our Community Covenant.

Student Expectations / Negative Behavior / Discipline

Student Expectations

Gentleness and firmness with children are both important as together we build a solid educational foundation, and a caring school community. Cooperation among parents, faculty/staff and children is essential.

Inherent in a caring community are both opportunities and challenges. Children come to School from diverse backgrounds with various notions of how to learn and how to get along with one another. For some, self-discipline is already mastered; for others, it is new. Student misbehaviors can often be turned into a valuable "teaching moment."

The values we uphold are honesty, respect, responsibility, willingness to do our best, compassion and service to others. The school also underscores the importance of proper

manners among all the children. Students learn that there are consequences for negative behavior.

Negative Behavior

1. Abusive behavior may include harassment, taunting, and bullying of a verbal, physical, and/or psychological nature. This type of abuse will command the immediate attention and action by the Head of School or her designee. Depending on the severity or repetition of the offense, the response may range from reprimand up to and including dismissal of the student.
2. Should a child in grades JK-V bite another child, she/he will be sent home for the remainder of the day. However, biting is a common and developmentally appropriate behavior in very young children, and must be treated accordingly. If a child bites another child or adult in the 2's or 3's class, the teacher will respond to the behavior in a non-angry manner, taking a variety of predetermined steps to help the child understand that biting is not an acceptable behavior, and to try to prevent it from happening again. Both sets of parents will be notified of the incident and informed of valuable strategies to use in this situation. Parents of the biter will be provided with information about why a young child bites, and how to prevent this behavior. In the event that a child is a chronic biter, an action plan will be discussed and agreed upon by parents, teachers and administration, to assist the child with learning that this behavior is unacceptable, and to help prevent biting from occurring.
3. If a child is unwilling or unable to cooperate – and continually demonstrates negative behavior toward others, he/she will be asked to leave the School after having been cautioned by the Head of School. The Head of School will make a decision involving the temporary suspension or permanent expulsion of a child. As mandated by the State of New Jersey Department of Human Services, parents will be given a specific expulsion date that allows the parent sufficient time to seek alternate arrangements for the child, approximately one to two weeks notice depending on the immediate cause for the expulsion. Immediate causes may include a child at risk of causing serious injury to other children or himself/herself, abusive behavior, or a parent who demonstrates physical or verbal intimidation toward faculty or staff members. Every effort will be made to be respectful of the child's and family's right to privacy. It is our hope that such a decision will never be necessary, given our commitment to support the children in this School.

Discipline Section

If a child demonstrates negative behavior, the following steps will be taken, the sequence and substance depending upon the severity of his/her situation and grade level.

Based on these values, the following guidelines are emphasized. Princeton Junior School reserves the right to evaluate a child's progress along these lines:

- a. The teacher encourages child(ren) to resolve a negative situation with words, i.e., to follow the Golden Rule – i.e. treat others as you would want to be treated yourself in the same situation.
- b. The teacher warns the child that a time-out will be the consequence of any continuation of the negative behavior.
- c. The teacher separates the child from his/her group/learning activity-asking the child to take time-out to reevaluate his/her actions. The teacher talks to the child during “time-out” period about the negative behavior. The teacher takes a positive tone and reinforces positive responses from the child, i.e. “Tell me why you are here.” “Join us when you are ready.”
- d. Negative behavior may result in a phone call from the teacher to the parents.
- e. Continued negative behavior will result in conferences with the teacher, the Head of School or Assistant Head of School who will then confer with parents about their child’s negative behavior. Discussions are carried out in the spirit of partnership. A written record of all such dialogs will be kept.

Parent Guidelines

The School believes that a positive and constructive working relationship between the School and a student’s parents (or guardians) is essential to the fulfillment of the School’s mission. We expect parents to cooperate with the educational process, and to enter a covenant with the School by supporting school policies and administrative decisions. Thus, the School reserves the right to discontinue enrollment, not enroll a student, or take other action if the School concludes that the actions of a parent, guardian, or other family member makes such a positive and constructive relationship impossible or otherwise interfere with the School’s accomplishment of its educational purposes.

Parents or faculty/staff may not solicit members of the school community or use the School directory for business purposes, whether for themselves or on behalf of others. School directory information is not to be shared outside the school community.

POLICIES AND PROCEDURES

The following policies and procedures are designed to ensure your child’s comfort and success as a fully participating member of his/her school community. Therefore, your cooperation is essential.

Attendance Requirements

Daily interaction by your child with teachers and classmates is crucial to the learning process; any interruption impedes this growth.

If a child is frequently absent, the family and the School will look at the nature of the absence and respond accordingly.

If a child has a prolonged medical absence a physician's note is required.

Excused absence days

- illness
- religious obligations
- legal obligations
- immediate family emergencies
- medical/dental appointments (that cannot be scheduled outside of the school day)
- death in the family

Absentee notification: Parents must communicate with teachers (email – if possible) when absences are anticipated.

All absences (excused and unexcused) are recorded and included in the student's permanent file.

Late Policy

A student's late arrival disrupts classroom instruction and has an adverse affect on other students in the class as well as him/her self. A student in grades Kindergarten through Grade V will be considered late when he/she arrives after 8:10 am. A student in Pre-school will be considered late when he/she arrives after 8:25 am.

The teacher will notify parents if a child is chronically late. Continual lateness will result in a meeting with the Head of School to discuss the impact of the extended lateness, on the student's educational progress and the steps that will be taken to address the late issue. Unresolved issues with lateness may impact the successful completion of a grade level.

Make-Up Requirements

A student is required to make up all work missed during an absence or due to lateness in a timely and satisfactory manner.

Cell Phone Use

Please silence your cell phones in the building and refrain from using them in the pick-up and drop-off lanes.

We ask that children not bring cell phones to school. If there are extenuating circumstances that require an urgent need for a child to have a cell phone, please speak to the Head of School. We also suggest that adults (including faculty/staff) not "friend" students on Facebook.

Computer and Internet Acceptable Use Policy

Princeton Junior School is dedicated to integrating the latest technology into the classroom in a safe and age appropriate manner. The school complies with all required state and federal regulations for the use of technology by children under the age of 13 and uses the guidelines established by the International Society for Technology Education. Each year parents and students are asked to read and review the Computer and Internet Use Contract and return a signed copy to the technology teacher. Questions related to the contract and policy can be sent to the technology teacher.

Media Policy

For educational, marketing, and fundraising purposes, we often share images of our students and samples of their work in classroom communications (weekly updates from teachers), student portfolios, slide shows, press releases, advertisements, video productions, photo displays, admissions/fundraising materials, and on our website. It is our policy that students' names are not attached to these submissions. In the event that a student's name is required for publication, the school will contact the parents for permission in advance. By signing the Media Policy statement, you indicate that you understand this policy and grant permission to Princeton Junior School to use your child's image and/or work for the purposes as described.

Consultations / Reports / Conferences

Throughout the school year, we encourage ongoing contact between teachers and parents. You are free to make an appointment with a teacher or administrator at any time during the year, and/or to visit the School. Telephone calls to teachers should be made before 6:00 pm, please.

Stanford Achievement Tests for Grades K – V are given during the spring of each year and are used by our teachers as diagnostic tools. These tests are not a comprehensive picture of a child's knowledge and serve as one way of measuring a student's progress and assessing the School's curriculum. We believe classroom work, projects and reports, etc. give a better overall picture of a child's development and achievement.

Stanford Achievement Test scores are available upon request, but should be viewed as only one component of a child's performance.

Parent/Teacher Conferences are held in late fall and mid-winter. Both parents are urged to attend. You will be updated regarding your child's educational process. Should any question or problem arise at other times, your child's teacher is available for individual consultation. The content of any discussion will remain confidential.

Written progress reports at Parent/Teacher Conferences cite areas of achievement as well as areas in need of improvement.

Teachers' final written reports will be sent to parents at the end of June. This report becomes part of each child's permanent record.

Daily Schedules

Please Note

The arrivals and departures of students are events that deserve and require the utmost vigilance for reasons of safety, security and traffic. Therefore if you want to speak to a teacher, please make an appointment and refrain from conversations at drop-off and pick-up times.

During the school day, parents are asked to stop and check in at the front desk before going to a classroom. We also ask that parents respect the classroom schedules and make appointments when they want to speak with teachers.

At A Glance...	Arrival	Dismissal
Grade II – V	8:00 am	3:00 pm
Grades K & I	8:00 am	2:50 pm
2's, 3's & JK	8:15 am	12:00 pm
Afternoon Program (2's, 3's, & JK)	12:00 pm	2:45 pm
After School (2's – V)	2:45 pm	6:00 pm

Arrival

7:30 am: “Early Birds,” children who must arrive before 8:00 am. They may enter the building only with permission from the designated attendant who will stay with them until 8:00 am. Parents may never leave their child outside before “Early Bird” admittance. A fee of \$5.00 will be billed for children arriving between 7:30-7:45am.

8:00 am: Kindergarten – Grade V begin

8:15 am Preschool begins
Teachers greet arriving cars at the sidewalk in front of the main entrance. A teacher will open the car door, help the child out of the car and escort the child into the building. Another teacher will supervise the children who are brought into the building.

Circle Protocol

Drop-off/ Pick-up Procedures for 3's and up (2's parents bring their children directly to the classroom)

Please enter the circle counter-clockwise slowly and pause in front of the main entrance. Please **remain** in your parked car until a child is received by an adult. Children must exit a vehicle on the school side only.

For the safety of all, please drive slowly, obey all signs and do not back up or pull out around vehicles in front of you. If you wish to enter the School, please park in the lot and come in. Do not leave your car temporarily parked on the circle (this is a police/fire regulation). **Do not use cell phones** in the circle. Thank you

Dismissal

Dismissal times are staggered in order to ease traffic and ensure safety:

Preschool Morning Program	12:00 pm
Preschool Afternoon Program	2:45 pm
Grades K & I	2:50 pm
Grades II – V	3:00 pm

Pre-school children will be assembled (by class) in the McIntyre Commons and will be escorted to their designated car.

Grades K – V: Children will wait outdoors with their class and teacher (weather permitting).

- Teachers will dismiss a student to his/her designated car or parent/guardian.
- If a parent/guardian arrives after designated dismissal time, the child will be placed in the After School Program and charged a \$25 drop-in fee.

Clubs: If your child is in an after school club, he/she will be delivered to that club leader upon his/her class dismissal for the day. Your child will remain with the club throughout its scheduled time. When the club is over, the club's leader will bring all club members to the Commons for dismissal. Those children who remain beyond club dismissal time will be turned over to the After School Program and charged a \$25 drop-in fee if applicable.

Friday Focus Days

On most first and third Fridays of every month, School will be dismissed as follows to allow for faculty meetings and professional development. Dismissal times:

11:50 am	–	Preschool
12:00 Noon	–	Grades K – V

If a child cannot be picked up at the above dismissal times, they will be placed in After-School Program and charged a \$25 drop-in fee if they are not enrolled in the Afternoon Program.

Drop-in Preschool Afternoon Program 12:00 – 2:45 pm

Drop-in arrangements are subject to availability of space. They must be made with the school office 24 hours prior to the drop-in date, if possible. The fee of \$25 will be billed.

After School Program/After School Clubs

Children may be placed in the After School Program from 3:00-6:00 pm. If you wish your child to attend on a regular basis, please make arrangements with the school office ahead of time. If you wish to leave your child on a drop-in basis, notify the School Office at least 24 hours in advance to check availability of space. The fee for the After School drop-in service is \$25 per day, which will be billed. Also \$25 charge for every 15 minute period after 6:00pm will be charged for late pick-ups.

The After School Clubs are managed by a Club Administrator. A teacher oversees the Homework Program* and the Grade V SSAT Review. Specific clubs, organized around student interests and ages, (Grades K-V) may include Running Fitness, Soccer, Baseball, Yoga, Art, Cooking, Acting, Computer/Video and Digital Photography. Clubs are staffed by our faculty and guest instructors.

*Please note, there is a fee for the Homework Program for all children not enrolled in the After-school Program.

Forms with schedules and fees will be sent to all parents.

Choir

The PJS Choir is offered to students in Grades I-V under the direction of the School's music teacher. This program provides students an additional opportunity to perform at school functions as well as represent the School at community events. A rehearsal schedule will be provided at the beginning of school.

Community Service

Consistent with the mission of the School, PJS fosters a variety of community service activities. Examples have included: Thanksgiving Basket Drive, Giving Tree, Valentines Food Drive, Used Book and Toy Sale, Get well cards to wounded soldiers, Pennies for Patients, Pennies for Peace and Relief Fund for Japan. This year there will be a partnership that fosters student awareness and empowers them to serve others.

Dress Code

Appropriate school attire will allow children to play actively inside and outdoors. Provocative language, picture, or symbols on clothing are not appropriate. Hats are not to be worn inside the building. Faculty/Staff have the authority to address clothing issues on an individual basis. Pre-school children are required to have a complete change of clothing in School at all times. All children are required to supplement their regular apparel with appropriate clothing and footwear according to the weather. **Children in Grades I-V remove outdoor shoes when inside and must have an extra pair of socks and indoor shoes to be left in School.**

Food

Parents are strongly encouraged to send their children to school with a nutritious snack and lunch each day. A healthy diet, along with good sleep and adequate hydration positively impact a child's well-being and academic performance. We ask that parents carefully consider healthy food choices that keep foods close to the "whole food" state (i.e. apples, oranges, carrots, etc). When selecting packaged foods, please choose foods that contain whole grains and are low in sugar and fat. Avoid processed foods that contain high fructose corn syrup, artificial coloring and hydrogenated oil (trans fats). Water is the best beverage choice. We encourage all PJS families to teach our children to develop a healthy habit of reading food labels and increase mindfulness related to food consumption.

We encourage parents to embrace the School's "waste free" lunch campaign by using reusable or recyclable containers, reducing the amount of non-biodegradable wrapping material and avoiding single-use drink bottles, boxes or pouches.

A healthy snack will be provided for those students in the After School Program.

Note: Please check with your child(ren)'s teacher when bringing in food for the class. Many children have allergies or dietary/health restrictions. Children must not share food during lunch/snack time because of such allergies and restrictions.

Homework

Homework is regularly assigned to children in Grades I-V. Younger children (K) will be assigned homework according to their teachers' assessment of their readiness. The purpose of homework is to reinforce what has been learned and to prepare for subsequent learning. Teachers make a special effort to design homework activities and exercises that are timely, purposeful, and age appropriate.

Please give your child a designated time and place for homework to help develop a sense of responsibility and accountability. We expect the children to complete the homework assignments. Consequences for not doing so will be handled by individual teachers. Children may be asked to use free time or recess to make up missed assignments.

The Homework Program is offered to children in Grades II-V every Monday, Tuesday and Thursday from 3:15 pm to 4:15 pm (Wednesdays are included starting in January). This provides a time for children to establish a routine and schedule in which to do their homework with a teacher who is familiar with the curriculum. There is a daily drop-in fee of \$15.00 if your child is not enrolled in the After-School Program.

SSAT Preparation is offered to children in Grade V during the summer (a two week course, dates TBA) and every Wednesday, September through December from 3:15 pm to 4:15 pm. There is no charge for this program.

Lost and Found

We encourage you to put your child's name on all clothing and belongings. Lost articles of clothing will be put in a designated place and will be kept for only two weeks. Afterwards, items will be given to charity.

Supplies

Every child should bring a backpack to School daily in order to carry books, show-and-tell items, snacks/lunch etc. In July you will be sent a list of supplies required for your child's daily routine. Please make sure that he/she brings them to School on the first day. The replacement of lost books provided by the School is the responsibility of the child's parents. Please check your child's backpack each day for communications from school, permission forms, etc.

Transportation

Princeton Junior School does not provide bus transportation for students. Local NJ public school districts, however, are required by state law to provide transportation for students in Kindergarten and above living between a two and a twenty-mile radius of the School. In cases where the district decides not to provide buses, the State will reimburse NJ parents for part of the cost of private transportation.

Every spring, NJ parents of Kindergarten and older children will be asked to fill out the Application for Private School Transportation and return it to School by March 1. We will then send it to your local school district. Neither buses nor reimbursement can be guaranteed unless this form is returned by the deadline. Should a family move and change school districts after the March 1 deadline, **they must notify** their previous school district as well as the school district of their new residence to receive reimbursements.

Visitation

For the **safety** of our children, **enter through the main entrance** and register in the guest book at the front desk. Please do not visit classrooms without checking in at the front desk. All individuals not directly affiliated with the School will be required to register in the guest book and obtain a visitor's badge. Upon departure, please sign out and leave through the main entrance. All other doors are kept locked for safety and security. The front door is locked from 8:30am to 6:00pm and visitors can buzz the front desk to gain admittance.

Windows to the World / Library

Windows to the World is an evolving global literacy program that increases our awareness and understanding of ourselves and our interconnected world, by exploring universal themes through a lens of international children's literature. Reading and discussion will increase understanding and empathy, examine commonalities and differences, spark imagination and curiosity, and encourage action to create a better and more just world. We ask that all borrowed books be cared for and returned on time. Parents are responsible for damaged or lost books.

COMMUNICATIONS

We encourage open communication as the basis for a strong school community.

Telephone: School Office: (609) 924-8126

If during school hours, voice mail picks up your call, please follow the automated directions and leave a message. We will return your call promptly.

After School Program: (609) 924-9175

FAX: (609) 924-7456

Website: www.pjs.org Please check the website for announcements of school closings, calendar events and more. Emergency closings will be posted by 6:00am.

Back-to-School Night: an essential meeting during which teachers define goals, curriculum, schedules, groupings, assessment, and answer any questions. The Head of School reviews the PJS educational philosophy and introduces faculty/staff and Parents Association officers.

Bulletin Boards: Ongoing display throughout the school of children's art, creative writing, snapshots, newspaper articles, and PJSPA news.

Daily Messages: Written notes from parents (guardians) describing any changes in a child's routine (food, medication, end-of-school pick-up, Afternoon Program, After School Program, etc.) should be given to his/her teacher at the beginning of the school day. The School **will not release** your child to someone whose name is not on the Pick-up Information Form without written permission.

Email Guidelines: PJS faculty and staff can be reached by email. To reach any faculty or staff member, please use the person's first initial and full last name along with [@princetonjuniorschool.org](mailto:princetonjuniorschool.org) or check the school directory for pjs.org listings.

Please use emails the way you would use a postcard (could be read by anyone). Any message that requires more than "postcard" length should be communicated in person or by regular mail. Please be advised that faculty time is limited during the day and every effort will be made to respond within 24 hours. Time sensitive information should still go through the School Office by phone or by way of a note. Teachers have limited access to email during the school day.

Emergency Closings: PJS has a new emergency program/procedure called Alert Now. This program alerts you by telephone (home & cell), email and text messages. We will conduct a test each school year.

PJS will post information on NJ 101.5 (under "Winter Weather Alerts) by 6:00am. The website can be found at NJSTORMWATCH.COM

We will also post information on the homepage of our website (look under "Announcements") at www.pjs.org by 6:00 am on the day affected by weather. You can call the school's main number 609 924-8126, then press extension 200. The message will reflect any closing or delay by 6:00 am.

When it is possible to make a determination the day or evening before a weather event, we will do so. However, the determination is usually made early in the morning of the day affected by weather. Please check for information before leaving for school.

In the event of a delayed opening, we will announce the time that school will open **for all students. Please do not arrive before this opening time.** Dismissal times will stay the same for that day. Please remember that all children will still have a snack on the days of delayed openings.

Should there be a need for an early closing on a given day, Alert Now will notify parents. Parents are always welcome to pick up their child early if there is a concern about weather conditions.

Facebook: The school's Facebook page can be found at www.facebook.com/pages/Princeton-Junior-School/200057153346641. Please visit this page for reminders of upcoming school events and to connect with other members of the PJS community online.

Mail: the School's mailing address is 90 Fackler Road, Lawrenceville, NJ 08648.

Meetings: All-school meetings such as Back-To-School Night and Parent's Day provide an opportunity for parents, faculty/staff and Trustees to communicate with one another. Attendance is strongly encouraged.

Parent Handbook: An annual publication stating school policies and procedures. *The information contained in this Handbook is published solely for school-related use by the School's parents, faculty, staff and students. The Handbook is emailed to parents before the beginning of school and is posted on the website. Please familiarize yourself with its contents.*

Parents must sign a statement that they have received and read the Handbook.

Parent Peer Group Series: Discussions in response to parent/community issues and questions.

School Directory: Pertinent contact information for families, faculty/staff, Trustees, and Parent Association. *The Directory may not be used for solicitation or other non school-related purposes. Please familiarize yourself with its contents.*

The Nautilus: A bi-annual publication for parents, alumni and friends of the School that features an overview of school, annual report and alumni activities.

Telephoning Teachers: If you wish to speak with your child's teacher, the best time to call is after school (4:00-6:00 pm). Kindly refrain from calling **a teacher at home after 6:00 pm unless it is urgent**. Phone numbers are published in the Directory.

Weekly Update: Informative information, reminders and announcements which can also be accessed on the "Calendar of Events" section of the school's website: www.pjs.org

Weekly Teacher Memos to Parents: A brief communication highlighting class activities, projects and themes. These weekly communications are accessible on the individual classroom pages of the website, on the "parent" page.

HEALTH

Communicable Diseases

Please note the following New Jersey Guidelines for Communicable Disease:

Table of Communicable Diseases		
Respiratory Diseases	Gastro –Intestinal Diseases	Contact Diseases
Chicken Pox German Measles* Hemophilus Influenza* Measles* Meningococcuss * Mumps* Strep Throat Tuberculosis* Whooping Cough*	Campylobacter* Escherichia coli* Giardia Iamblia Hepatitis A* Salmonella* Shigella*	Impetigo Lice Scabies Shingles

*Reportable diseases, as specified in N.I.A.C. 10:122:7.10(a)

If a child exhibits any of the following symptoms, he/she may not attend School. If such symptoms occur at School, the child will be removed from the class and you will be called to take him/her home.

Severe pain or discomfort

Diarrhea

Vomiting

(A child must be symptom free from both diarrhea and vomiting for 24 hours prior to returning to School)

Elevated oral temperature (child must be fever free, without the use of a fever reducing medicine, for 24 hours prior to returning to School)

Yellowish/greenish discharge from nose

Sore throat or severe coughing

Red eyes with discharge

Yellow eyes or jaundice

Infected untreated skin patches

Difficult or rapid breathing

Skin rashes

Swollen joints

Visibly enlarged lymph nodes

Stiff neck

Blood in urine

Severe headaches, earaches, toothaches, nosebleeds

Once the child is symptom-free or has a physician's note stating that he/she no longer poses a serious health risk, he/she may return to School.

Medical Records and Emergency Forms

State law requires that we have on hand immunization records for all students enrolled in the School. In addition, we ask parents to fill out emergency forms that list emergency contact telephone numbers and a signed release for emergency treatment. It is **essential** that parents notify the School if there are changes in daytime emergency contact numbers.

Please notify the School of any new health-related issues your child may have. It is imperative to keep medical information current in order to provide proper care.

All medical forms (included in your summer mailing) must be completed and returned before the first day of School.

Medication

If a child is required to take medication during the school day, your written approval, the instructions and the medication (including vitamins) in its original container should be delivered by you, the parent/guardian to your child's teacher, who will forward it to a designated staff member. The following information should accompany the medication: the date, your child's name, the name of the drug, the name of the physician and the directions for administration, (the dosage, how much and how often; the expiration of drug; any storage requirements; any adverse effects; etc.). Please have your doctor complete our Medication Administration Form (included in your summer mailing). Please let us know whether the medication needs to be refrigerated. For ease in administration, we prefer that physicians arrange the medication schedule so that the drug may be given at lunchtime. A designated staff member will administer medication unless the School has approved prior arrangements. If medication changes or ceases, please notify us in writing.

The School also requires parental consent to administer non-prescription drugs. Procedures for administering these drugs will follow those outlined above for prescription drugs. Because of the danger of Reye's Syndrome, we shall never administer aspirin unless directed by a physician.

Preschool Toilet Training

Children entering the 3's class and above should be toilet trained by the opening of school in September. Realizing that "accidents" do happen, a child must be able to use the toilet consistently.

Restrictions: Allergies/Dietary

Parents should inform the School of any allergies – great or small – that their children may have. In addition, parents should inform the School of any dietary restrictions which

their children must follow. Such information will be communicated to faculty/staff and to parents who volunteer to help with field trips, food distribution, etc.

School Nurse

Through Catapult Learning, Princeton Junior School is supplied with a part-time nurse throughout the school year. The nurse oversees medical records and serves as a resource to students, parents, and teachers regarding health-related issues.

SAFETY

Fire Drills / Emergency Evacuation Procedures

A Fire Drill will be conducted once per month. Procedures and documentation of each drill follow the rules set by the Municipal Fire Department.

There will also be Security Drills conducted according to N.J. State Law.

Security

All outside doors are locked during the day. Everyone is required to enter and exit by the Main Entrance. The Main Entrance inside door is also locked during school hours, from 8:30 am to 2:40 pm. During these hours, parents and visitors are asked to ring the doorbell, located to the right of the inside double doors. The person at the front desk will activate the security system to open the door. Please push the handle down and pull to open the door.

We will continue to lock the outside doors and use the bell system for the After School Program.

Volunteer Drivers

A parent must submit to the School Office his/her current automobile insurance card, vehicle registration and driver's license to be permitted to transport children on field trips. The itinerary of every field trip must simply be "back and forth" – no stops for snacks or treats.

FINANCES

Princeton Junior School relies on tuition income for its day-to-day operations. Therefore, we depend on our expected cash flow. We request your cooperation and attention to the following details:

Non-refundable Reservation Deposits (\$1000 per child plus \$100 if the child attends the Pre-school Afternoon Program or the After School Program) are due and payable on returning a signed Enrollment Contract. All deposits should be made payable and remitted to Princeton Junior School.

Deposit – Each enrollment contract must include a deposit of \$1,000. This deposit will be held by Princeton Junior School and deducted from the final payment, unless there is an unpaid balance on your account, in which case it will be applied against the balance in the following order:

1. Late payment fees, payment schedule change fees, preschool schedule change fees and/or returned check fees
2. Miscellaneous fees (see below)
3. Outstanding tuition

Tuition Payment Options

One Payment Plan

100% of the annual tuition due and payable on July 1, 2012, for which there will be a \$200 discount.

Two Payment Plan

50% percent of the annual tuition is due and payable on July 1, 2012 and the 50% balance is due and payable on December 1, 2012.

Ten Payment Plan

10% of the annual tuition is due and payable on the 1st of each month July 2012 through April 2013, for which there will be a \$20 non-negotiable service fee added to each payment.

If these schedules do not fit your circumstances, please contact the office prior to the due date to discuss the possibility of an adjusted payment schedule.

Fees

- A \$25 late fee will be charged if your payment is not received by the 15th day after the payment due date.
- A \$25 change fee will be charged for a change in payment options. This is in addition to any applicable \$20 service fees.
- A \$35 fee will be charged for each returned check or unaccepted electronic payment.

Miscellaneous Items

Friday Focus Care

On most first and third Fridays of each month, PJS students are dismissed by 12:00 noon. These “Friday Focus” dates are noted at the beginning of the year on the website school calendar. Afternoon care is available on these days on a per diem basis. **The per diem rate for Friday Focus care (from 12:00 noon to 3:00 pm) is \$25** for children not enrolled in the Preschool Afternoon or After School Program.

Early Bird Care is available on a per diem basis from 7:30 to 8:00am Monday through Friday. The per diem rate for Early Bird Care is \$5.00 for the 7:30-7:45am time segment.

Drop-in Fees for After School Program

Drop-in care (24 hours notice appreciated) is available on a per diem basis. **The per diem rate for the program is \$25.**

Please note that there **will be a \$25 per 15 minute fee charged for late pick-ups after 6:00pm.**

Homework Program is offered to children in Grades II-V from 3:15 to 4:15pm Monday, Tuesday and Thursday afternoons. Wednesday will be added in mid November. **The per diem rate for this program is \$15 for children not enrolled in the After School Program.**

Please note that any child not picked up by the end of the Homework Program will be placed in the After School Program and charged the \$25 After School drop-in fee instead of the \$15 Homework Program fee.

A separate monthly invoice will be sent for all the above Miscellaneous Items as well as Summer Camp and Vacation Days fees. Payment is due within 15 days of the date of the invoice.

In order to begin the school year in September tuition must be paid current to date.

If a child is withdrawn from School during the enrollment contract period (May 1, 2012 through June 30, 2013) all financial obligations must be satisfied. In the event that PJS must take legal action to enforce its rights or obligations under the contract the School may recover all costs and legal fees of such action. Also, a certified/guaranteed check is required before student records will be released.

In June 2013, no child is considered to have completed the school year and no grades or reports will be sent until all fees are paid in full under the terms of the enrollment contract.

It is important to keep the School informed of any delays in payment. These or any other concerns should be discussed with our Assistant Head of School/Director of Finance and Operations.

Financial Aid

The purpose of the Financial Aid Program is to enable students who have completed the regular admissions procedure and have subsequently been accepted, to enroll at Princeton Junior School regardless of their family's ability to pay the full cost of tuition. The admissions process aims to achieve social, cultural and academic diversity; the Financial

Aid Program encourages an economically diverse school population including a strong representation from middle-income families.

Financial Aid applications for the 2012-13 school year will be processed by Tuition Aid Data Services (TADS). TADS will generate a recommendation using financial information supplied to them by parents/guardians. The PJS Financial Aid committee determines all Financial Aid awards.

Applications for interested families are available at the beginning of January in the School Office or by going online to www.tads.com. Families already receiving aid will be sent renewal applications automatically in December.

For further information please contact the Director of Financial Aid.

Giving Opportunities

At Princeton Junior School we are blessed to have a generous philanthropic community, which provides our School with the important resources that every independent school needs to thrive. We would like to take this opportunity to thank all our donors: our trustees, parents, grandparents, faculty/staff, alumni, alumni parents and friends of the School. We are grateful for their support and humbled by the wonderful spirit of generosity we see each year.

Annual Fund:

The Annual Fund is the cornerstone of our School's fundraising efforts each year. This fund helps us keep enrollment fees more affordable and helps improve our educational programs. As with most independent schools, tuition does not entirely cover the cost of educating a student. Every family is strongly encouraged to participate in contributing to this fund at whatever level is comfortable and appropriate.

Giving Circles

Head of School's Circle	\$25,000	or	more
The Nautilus	\$10,000	or	\$24,999
The Commons	\$5,000	to	\$9,999
River Friendly	\$2,500	to	\$4,499
Labyrinth	\$1,000	to	\$2,499
The Woodlands	\$500	to	\$999
The Birch Tree Allée	\$100	to	\$499
Rain Garden	up	to	\$99

PJS has a proud history of giving from parents, faculty/staff, trustees, and special friends of the school. High participation numbers are a key factor that many grant makers take into consideration when deliberating over which schools to fund. Even the smallest contribution can make a huge difference in our ability to receive these grants. In the fall, a letter from the Head of School is sent out to solicit for this fund. When donating, please

designate “PJS Annual Fund” on your check. The Annual Fund runs each year from July 1st to June 30th. Although the first solicitation letter is sent in the fall, gifts to help PJS flourish are accepted throughout the year. If you wish, you may make a designated gift to fund a particular area of interest.

Ways of Giving

Contributions to PJS may be done in the following manner:

- Gifts of Cash
- Checks may be made payable to *Princeton Junior School* and sent to:
90 Fackler Rd., Lawrenceville, NJ 08648
- Securities - Gifts of appreciated securities are an excellent way to make a gift and can offer you significant tax advantages. Please contact the school at 609-924-8126 for instructions.
- Credit Cards - Gifts to PJS may be charged to your credit card through the secure website www.justgive.org. This is easily accomplished by visiting www.pjs.org/supportpjs.
- Matching Gifts - Many corporations have matching gift programs that will help maximize the charitable gifts of their employees. Your employer’s personnel or human resources department may be able to provide you with the required forms. This is an important and easy method to increase (and sometimes double) the value of your gift.

Transformational Philanthropy

A gift in a will, a planned gift, or a gift of real estate are some of the ways to give a **major gift** to support the future of our School. Please consider including Princeton Junior School in your estate planning. The life-changing academic program at Princeton Junior School provides an opportunity for a “transformational philanthropic gift.” The possibilities for improving the educational experience of children and their families are infinite. You can make a difference in the lives of generations of children by supporting PJS with a major gift.

Volunteering

“Time is a precious commodity that can not be measured in dollars and cents.” Our community at PJS flourishes and thrives in large part because of the volunteer involvement of families and friends. Each year countless hours are donated by parents, teachers, staff, trustees and students. Our PJS Parent Association provides a sign-up form each year allowing parents to volunteer for their specific area of interest. All these efforts help create a stronger, healthier and more energetic School.

Parent Association Sponsored Fundraisers

Auction: This event is the primary fundraising effort for the PJSPA. It is a festive evening with a silent and live auction for parents and friends of the School held mid-year. Donations for the Auction are sought from both the PJS community and the greater Princeton area.

At the beginning of the academic year the PJSPA in concert with the Head of School, determines specific objectives for the money raised at this Auction. A pre-determined percentage of money raised supports the Annual Fund and the Scholarship Fund.

Other fundraisers: Special events are held throughout the school year to raise funds for specific projects. There have been Movie Nights, wrapping paper sales, special parties and intimate dinners that help raise money to support PJSPA goals. On going collections include Box Tops for Education, McCaffrey's receipts and ongoing contributions from Target (Take Charge of Education) and Amazon.com. All purchases made from amazon.com through the PJS portal (www.pjs.org/supportpjs and scroll down to the Amazon link and bookmark for future use) gives back up to 10% of your total to PJS.

TRADITIONS AND SPECIAL EVENTS

All-school traditions and events are open to parents, siblings and friends and all are encouraged to participate. These events are essential in the building of a strong school community. You will be notified in advance about each of the following:

- **Assemblies** – will usually occur in the late morning on Fridays. Led by students, faculty/staff, parents and guest speakers, our assemblies reflect a variety of interests and curricular connections at PJS. Please check the calendar for special events, which are posted in advance. “Friday Weekly Updates” and the PJS website master calendar will inform you of upcoming gatherings.
- **All-School Picnic** – held at the beginning of the year, this event provides an opportunity for everyone to come together after summer vacation, to reconnect with good friends and introduce new families to the school community.
- **Back to School Night** – an essential meeting during which teachers define goals, curriculum, schedules, groupings, assessment and answer any questions. The Head of School reviews the PJS educational philosophy and introduces faculty/staff and Parent Association officers.
- **Bonfire & Festivities** – an autumn evening of fun with cider and donuts for the PJS community.
- **Halloween Parade** – all school costume parade first thing in the morning.
- **Thanksgiving** - this informal gathering is held the Tuesday before Thanksgiving. Traditionally, each class bakes bread. A delicious communal soup will be prepared and served to our community. Parents, siblings and friends are welcome to come and share in giving thanks. Families contribute food items to combine with a donation from McCaffrey's Market of turkeys, to help local families in need in Trenton.

- **Winter Party** – held prior to the Winter Break. Annual Giving Tree: Evergreen decorated with donations of warmth (winter hats, gloves, scarves, socks for HomeFront)
- **Martin Luther King Jr. Day** - honors Dr. King through a community service effort.
- **Parents’ Day** – parents are invited to spend part of the morning in their child’s classroom. Exhibits and presentations will celebrate this mid-year look at the accomplishments of the children. In addition parents will have an opportunity to “move up” and learn more about their child’s educational path as described by a teacher from the grade above. While written curricula for each class are always available, this special event outlines the overall curriculum and how it relates to each child’s current experience. Scheduled in mid January.
- **Earth Week** – celebrates the arrival of spring and PJS’s commitment to the environment. Parents and friends are encouraged to visit PJS’s “outdoor learning centers,” the student gardens, the birdhouses, and the various student-planted paths and walkways.
- **Grandparents / Special Friends Day / Founders’ Day** – a wonderful morning devoted to enriching and celebrating the bond between each student and their grandparent or special friend. A May Pole dance and celebration is performed in recognition of the founders of our School.
- **PJS Field Day** – an all-school family day of games, activities, and light refreshments in the spring.
- **PJS Olympics & Splash Day** – a morning of fun-filled events held every spring for faculty/staff and children.
- **Pizza Thursdays** – offered every Thursday before a Focus Friday. Forms for pizza payment are included with the summer packet.
- **Graduation** – a final ceremony in June to honor and celebrate the accomplishments of all PJS students – special recognition is given to our Grade V graduates.

OUTSIDE OF SCHOOL ACTIVITIES

A child’s class naturally becomes the central focus of his/her social life. Classes build the closest bonds when all the parents in the class work together. To make social connections positive and avoid hurt feelings, we suggest the following guidelines:

- Unless a birthday party is very small (only one or two close friends), all the students or all the same gender students, as your child in the grade, should be invited to the party.
- When inviting more than a few members of a class for a play-date, please consider not picking up all the children together from school.
- Do try and have all of your child’s classmates or child’s gender classmates over for an individual play-date over the course of the year.
- When social issues arise outside of School, immediate and positive communication between parents is best. The School cannot be responsible for the behavior of children outside of school hours; therefore, parents need to work

together to hold all children to appropriate standards of behavior at social functions not held at School.

- It is beneficial for children to have social opportunities outside of School within their local community. Children are happiest when they have friends both through home and school.