

# **Page Private School**

## **Newport Mesa Campus**

### **2011 – 2012**



## **Parent & Student Handbook**

**Please Read This Handbook Carefully, And Keep It For Future Reference.**

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## President's Message

Dear Parents and Students:

Welcome to the new school year at Page Private School. The essence of our school is founded in the collective commitment of parents, students, faculty, staff, and administrators toward the quality of the educational process, both during the academic part of our school day and throughout the extra curricular programs we offer.

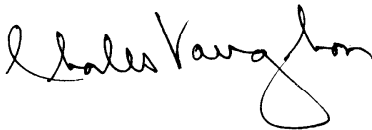
With the commencement of a new school year comes excitement and high expectations for each and every person involved in the educational process. Our dedicated teachers look forward to sharing the wealth of knowledge that is accessible by so many different avenues in our world today. Our school works hard to make each day an exciting and safe place for you to come. Our administrators are there to help in every aspect of school life. Our students look toward not only academic accomplishments but also the pursuance of our motto "***Growth With Honor.***"

We have common sense rules and expectations that we believe improve the quality of life at Page and benefit everyone. This handbook will be reviewed with all students during the first week of school. Should you have any questions or suggestions please do not hesitate to contact your Director.

Together in a committed partnership, parents, faculty, and staff strive to make a difference in each child's life as we ***teach and guide every step of the way.***

Welcome and best wishes for an exciting and productive year!

Sincerely,  
Charles J. Vaughan

A handwritten signature in black ink that reads "Charles Vaughan". The signature is written in a cursive style with a large, looping initial "C" and a long, sweeping tail.

President

## **Our Mission Statement**

*Page Private School provides a quality, well rounded education for pre-school, elementary, and middle school students.*

## **Our Objectives**

- \* To promote the incentives for scholarship, character, and personality through individual attention.
- \* To give youth a solid, basic education.
- \* To teach students to read, write, spell and to apply basic math skills.
- \* To build strong character in our youth.
- \* To develop well-informed citizens, responsible and willing to share in making a better world for tomorrow.
- \* To properly acquaint students with our nation's past, its historic setting, and its place in the world; as well as to develop love, honor and integrity for our land.

Page Private School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, and athletic and other school administered programs.

## **Enrollment Process**

1. Tour of the school and program.
2. Application forms completed.
3. Application fee submitted.
4. Kindergarten through Eighth grade: Individual admission evaluation, including assessment and observation in the classroom setting by the faculty.
5. School transcripts and recommendation forms reviewed by the Admissions Committee.
6. Acceptance or denial via mail or telephone correspondence.
7. Enrollment information packet completed with the non-refundable enrollment fee.
8. Copy of birth certificate, current physical, and certificate of immunization forms due prior to the first day of attendance.
9. Uniform fitting for kindergarten through eighth grade prior to first day of attendance.

## Value Statement

We are grateful for the privilege of working together with you. We believe that with you and your family, we have a unique opportunity to encourage the growth in both the educational and character development of your child. Through this partnership and as your interest in the school deepens, your child will also become more interested in his/her lessons as well as other school activities. It is when parents and teachers share in a strong partnership that the development of a well-rounded child occurs. May your child's experience with us be a happy, meaningful and enriching one. We believe that these values reflect our philosophy of "***Growth With Honor.***"

To respect the rights, feelings, and property of others.

To be responsible for ones own actions.

To work hard, be on time for school, and complete all work to the best of your ability and in a timely manner.

To develop a feeling of community and in the recognition of those less fortunate than ourselves.

To take pride in our school, community, state, and nation.

## School Hours

Page Private School is open from 6:30 a.m. until 6:30 p.m. Classes for pre-school through fifth grade begin at 8:30 a.m. and end at 3:30 p.m. Classes for sixth through eighth grade begin at 8:00 a.m. and end at 3:00 p.m. It is very important to be at school on time each morning as all school announcements are made at morning assembly only and classes begin promptly afterwards.

## Before and After Care Programs

If you drop off or pick up your kindergarten through grade eight child before or after the scheduled arrival or departure times, please make arrangements for your child to be enrolled in the elementary and/or middle school before/after care programs. Before care is available starting at 6:30 a.m.

As part of the after care program, study hall is available for the students in first through eighth grades from 3:30 – 4:30 p.m., Mondays through Fridays. In addition to study hall there are a variety of activities that are offered during the after school program. Students will have a choice of activities in which to participate and in accordance with their grade level.

The school closes promptly at 6:30 p.m. Any parents picking up their child after 6:30 p.m. will be assessed an additional fee for the late pick up. This fee is to be paid directly to the teacher on duty that evening at the time of picking up the child.

## Signing In and Out

By California State Law, preschool children should be brought to their individual classroom by their parent, guardian, or other authorized person and sign them in on the sign in/out sheet.

For the safety of your child, please notify the office **in writing** should someone other than the primary parent and/or guardian pick up your child. Please note that Page Private School is enforcing the security policy. It is important for the safety of your child to let the office know **in writing** when someone other than the primary parent and/or guardian will be picking up your child. It would be most helpful if you would include the person's name, driver's number, and a brief physical description in the authorization letter. The person must produce picture identification and sign your child out in the office. **No person shall be allowed to pick up a child without appropriate authorization from a parent or legal guardian and must have picture identification. There will be no exceptions to this policy.**

## Morning Arrival

Pre-school and pre-kindergarten children are to be **signed in** upon arrival and **signed out** when picked up. This is for the safety of your child. Please cooperate with this California State Regulation.

Elementary and Middle School students that arrive before 8:00 a.m. need to be dropped off in the downstairs computer lab. The double doors will open promptly at 8:00 a.m. and will remain open until 8:25 a.m. for morning drop-off. They will be open again from 3:00 to 4:00 p.m. for afternoon pick-up. These doors are otherwise alarmed and considered an emergency exit.

## **Tardiness**

If a student is tardy for his first period class he/she must have an admittance slip from the office signed by an office staff.

A tardy is only excused in case of student illness. Car trouble, parental obligations and unreliability of public transportation are not excuses for tardiness.

An unexcused tardy may result in detention. A discipline notice will be issued for every five (5) tardies for school or class. Fifteen (15) unexcused tardies (Middle School) = 1 day suspension. Twenty (20) unexcused tardies (Elementary) = 1 day suspension.

## **Afternoon Departure**

Preschool children are to be picked up from the preschool classrooms or the playground and are to be signed out on the **sign in/out sheets**.

Kindergarten through fifth grade children are dismissed from their classrooms at 3:30 p.m. and are sent to the playground or snack area. After 4:30 p.m. they are to be picked up from the game room. Children staying after 4:00 p.m. must be signed up for the after school care program.

Elementary and Middle school students who participate in “Home Early Pick Up” from 3:00 – 4:00 p.m., will be waiting at the double doors. “Home Early Pick Up” is from 3:00 – 4:00 p.m. On the rare occasion that you are going to be late and wish your child to go to after care, please call the office prior to 3:30 p.m. You will be charged for after school care for that day if your child remains on campus after 4:00 p.m.

The school closes promptly at 6:30 p.m. Parents picking up their child after 6:30 p.m. will be assessed an additional fee for the late pick up. This fee is to be paid directly to the teacher on duty that evening at the time of picking up the child.

For your child’s safety please notify the office **in writing** prior to someone other than the primary parent and/or guardian picking up your child. It would be helpful if you would include the person’s driver’s license number and brief physical description in the special pick-up book. This person must produce picture identification. No person shall be allowed to pick up a child without appropriate authorization from a parent or legal guardian and picture identification. There will be no exceptions to this policy.

## **School Absence**

Legal absences for any day or portion of a day which are recognized by the State of California are:

- a. illness of the student, medical or dental appointment
- b. court appearance
- c. quarantine
- d. funeral

Appointments that interfere with class hours should not be made except in real emergencies, never on a regular basis. Off-campus permits are issued for medical appointments and family emergencies. Frequent absences or tardiness is sufficient cause for refusal or academic credit.

It is the students responsibility to ensure that his/her parent or guardian telephones the school on the first day of absence, before 9:00 a.m., and before first period on the first day of the student's return. A written note from the parents or guardian indicating the reason and date of absence must be given to the office. This is required even though the parent or guardian has made a previous phone call. Failure to present a note may result in the student being given an unexcused absence.

Twenty (20) days of absence in the academic year may make the student ineligible for course credits and/or promotions. Hospitalization of prolonged illness may be cause for exception to the rule. In case of disciplinary suspension, the student's absence will be considered unexcused.

Students who leave the school during the day for any reason must receive permission from the office. Failure to do so will result in disciplinary action.

No student will be sent home before the close of the school day unless the parent or guardian has been previously notified.

A request to be absent for any reason other than illness or emergencies should be made in writing to the office.

If a student is ill and expected to be absent for five or more days, the parent must contact the school to arrange homework assignments.

When there is an excused absence, the student must make up work in five days or less. Make-up tests should be completed at this time.

Unexcused absences will result in a "0" for the day.

## **Traffic and Parking Policies**

Throughout the year, please observe Orange County and Page traffic policies both in the front of the school and in the back of the school. On special days, such as Spring Program and Graduation, we kindly ask that you do not double park in our parking lots. We will call a towing company and your vehicle will be towed at your expense.

## **Emergency Cards**

A primary tool that we use for information regarding your child is the Page Private School Emergency Card. The card must be completed upon enrollment, at the beginning of each school year, or when the information has been modified. This system is used to contact parents or persons listed in case of emergency. It is essential that employment, address, phone numbers, and emergency contacts, are updated as frequently as necessary to keep the information as accurate as possible. The reverse side of the emergency card gives the school permission to administer Tylenol to your child as well as the name of your child's doctor. Students with allergies will be given a pink emergency card. Please list the type of allergy on the card and possible reactions. Students with pickup restrictions will be given a yellow emergency card.

## **Health and Safety**

Please do not send your child to school when he/she is ill. Page Private School cannot provide care for children who are sick. If your child becomes ill while at school the office will contact you to pick up your child. Children are very uncomfortable when they

are ill at school. You, family members, or your designee will need to make arrangements to pick up your child as quickly as possible. We will have your child resting in the office until your arrival. Please arrange a system with family members who can be notified in case an emergency or sickness arises.

Children need to be “fever-free” for at least 24 hours before returning to school. If your child is prescribed medication, such as an antibiotic for infection, he/she must have been on the medication for at least 24 hours prior to returning to school.

Children needing any kind of medication while at school must check into the office with their parents on the morning of their return. The office must have the Doctor’s prescription and the medicine contained in the original container in order to dispense any prescribed medication per California law. A medication slip needs to be filled out in the office. Both the medication and slip will remain in the office for proper disbursement at the time indicated by the physician. Whenever necessary, the office may request a written doctor’s note verifying that the child is healthy and able to return to school.

When your child is in your care on our campus during drop off, pick up or during special events, please do not allow them to climb or play anywhere that is not a designated playground. Children are not allowed on the playground unless a staff member is present. This is for liability purposes. While on the playground the children must listen to the teacher on duty even if you are present.

## **Curriculum and Supplies**

As a convenience to the parents, Page Private School has arranged for books, workbooks, and supplies to be delivered to the campus for prekindergarten through eighth grade. This allows for uniformity and consistency with the school’s program. The curriculum fee must be paid by check, money order, Visa, or MasterCard prior to the beginning of the school year in August. Curriculum fees are refundable at 50% upon issue of materials, with a decrease of 10% per month thereafter should your child leave the school. Books will not be issued until Curriculum fees are paid.

## **Homework**

Homework will be given weekly to students in kindergarten through third grade and nightly to students in fourth grade through eighth grade. There may, however, be occasions when a teacher does not assign homework according to the schedule. If special events (a field trip, a holiday, SAT testing, etc.) occur during a specific week, the monthly calendar will contain an announcement that no homework will be assigned in any subjects that week.

## **Progress Reports, Deficiencies, and Conferences**

Progress reports will be issued four times a school year to all students. Parents may request an appointment for a conference either following each grading period or whenever the parent or teacher deems it necessary. Mid-quarter progress reports will go home to kindergarten through the eighth grade students half way through the marking period to advise parents on reinforcement needed in their child’s academics. Deficiency notices are sent home to students who are earning a C or less in a particular subject area or are not working to the student’s potential at the mid-quarter point.

## Testing

Stanford Achievement Tests (S.A.T.) are administered to the kindergarten through eighth grade students each spring. A testing fee will appear on your April statement to cover testing and computer-generated scoring. It takes approximately four to six weeks after the testing period for final scores to be returned to the school. Each family will receive their child's results at that time. School administrators will be available to discuss any questions you have regarding the testing process or results.

## Extra-Curricular Activities

There are many different extra-curricular activities offered for our Page School students. Programs such as, dance, keyboard, French, drama and Mad Science as well as yoga and Ball Sports are some choices for your children. Information on how and when to sign-up for these activities will be provided at **Back to School Night** and through notices that will go home with your child. Any further information will be provided directly from the teachers and/or the office staff.

## Bulletins and Menus

The first of each month, a newsletter of events, along with a menu are available on our website at [www.pageschool.com](http://www.pageschool.com) for you to download. The monthly newsletter is the primary source of communicating to parents in regards to school events, field trips, and general information. We will keep a small supply of newsletters in the school office in the event that the downloading process is unavailable to you. There are also bulletin boards around the campus where information and updates are posted. Please check these boards regularly as a reminder of upcoming and special events.

## Schoolcast

Schoolcast is an automated message system used by our school to keep parents informed. Please notify the office if you make any changes to your contact information.

## Lunches and Snacks

It is important that your child receives a well-balanced lunch each and every day to enhance the educational and developmental processes. You may choose to purchase our hot lunch program on a monthly or daily basis. *If your child wishes to buy lunch on occasion, please purchase a lunch ticket from the office.* The lunch menu is available on our website at [www.pageschool.com](http://www.pageschool.com) for you to download. Copies of the menu are also available in the office. Please check the menu on a daily basis as from time to time we may find a need to make a change. If you wish to change your child's lunch option program, please stop in the office and fill out a change request form.

Should you choose to send lunch with your child, please be sure that it is well balanced and packed in an insulated lunch box. We are unable to heat food sent from home. (Please do not send snacks or lunches in paper bags.) Lunch boxes are to be taken home on a daily basis. We ask parents to provide your child two healthy snacks with beverages everyday. As part of the school program two snack periods are incorporated within the day for them. We ask for your cooperation in observing the Page Private School policy of no candy, gum, or carbonated drinks. This is in keeping with Page's philosophy of encouraging children to eat nutritious foods that help them learn and grow. Gum is not allowed on campus at any time.

Eating must be done at lunch and snack times **only**. You must sit down while eating. Food may be eaten only at the tables in the snack area and is not to be eaten on the

playground or inside the classrooms. (On rainy days only; you may eat snack and lunch inside). **Always pick up your trash** and help your friends to do the same. If you should spill your food, please clean it up. **Do not trade food or ask others for their food.**

## **Nap Time Routines**

Each child in preschool through kindergarten is required to have a rest period during the day. Children are to keep an extra change of clothes, a blanket, small pillow, and crib-size sheet (optional) in their cubbies. All of these items should be labeled with your child's name. Please take the nap belongings home each weekend for laundering and return them the following school day.

## **Lost and Found**

All lost and found items are stored in the game room and cleared out on a monthly basis. Small items such as watches, glasses, etc. or items of value are kept in the office. It is important that your child's complete name is on each item of clothing and/or items brought to school. Page Private School is not responsible for lost clothing or items. On the first day of each month items in the lost and found box shall be donated to a local charity.

## **Field Trips**

The children have an opportunity to attend field trips once a month during the school year as well as during the summer session. Parents are notified in advance of each field trip and its cost in the monthly newsletter. The cost of the field trip includes admission, transportation, and lunch. Please drop off payment (check or money order, no cash) by the deadline date to sign up your child. Many of our field trips have limited capacity so it is important to return the payment no later than the due date listed to guarantee your child's reservation. All reservations are taken on first-come first-serve basis until the field trip has reached capacity. All students must wear the Page Private School tee shirt on all field trips for identification purposes.

## **Money**

When your child must bring money to school, we ask that you place it in a sealed envelope. Please label the envelope with your child's name and the purpose for the money such as field trip, book fair, lunch, etc. Third through eighth grade students are allowed to bring a minimal amount of money for some field trips to purchase souvenirs. Please do not permit your child to bring money to school except on special occasions. Fifth through eighth grade students may use the vending machines with permission after school or during their snack time. Please bring the correct change or crisp one-dollar bills, as the office does not have the resources to make change.

## **Yearbook**

Each year Page produces a beautiful hardcover yearbook that includes the students from the four California campuses. All students may participate in the yearbook program. Parents who do not want their child to receive a yearbook must indicate that by notifying the office by August. A ten-month payment plan has been established and will be billed on each month's statement beginning in September. Yearbooks will be delivered in late May or early June.

## **Tuition**

In order to ensure your child's enrollment at Page, an initial non-refundable registration fee is due upon acceptance into the program. A non-refundable re-enrollment fee is billed to your account in March each year thereafter. An additional deposit is also billed to your account in March and must be paid with the re-enrollment fee. In September the deposit is credited to your account.

Page Private School offers a variety of payment option plans for tuition. Prekindergarten through eighth grade tuition is for the academic school year, August through June (eleven payments). Preschool tuition is due on a monthly basis. The tuition for June is expected in its entirety, as the school must maintain a complete staff to accommodate the students. July tuition may be pro-rated only when arrangements have been made with the school office. Tuition is payable in accordance with the admission policy.

All tuition payments are due on the first of each month and no later than the tenth of each month. Holidays and/or illness are not deductible. A student with delinquent tuition after the fifteenth of the month, and not having presented a post-dated check for payment no later than the twentieth of the same month, will not be allowed to return to school until the entire account balance is satisfied subject to space availability. Autodraft, Checks, Money Orders, Visa, and MasterCard are available options for payment. Should your check be returned to the school for non-sufficient funds, there is a charge of \$15.00 for the first check, \$25.00 for the second and should a third payment be returned the school will ask to be paid by money order for subsequent payments. **Cash will not be accepted for tuition payments.**

Parents of students in prekindergarten through eighth grade are encouraged to participate in the Annual Tuition Assurance Plan. Without the purchase of this plan if your child should leave during the school year for any reason, you are financially responsible for the year's tuition. This fee will be billed to your account in June for the upcoming school year. This will assure the year's financial obligation in the event of any interruption in education. The Annual Tuition Assurance fee is non-refundable. Pre-school students leaving the school must give a thirty (30) day written notice on the Page School withdrawal form.

Tuition alone does not cover the administrative and operating costs of the school. The school charges a semi-annual Facilities Fee per child, in October and February to defray these costs.

## **Page Private School Dress Code**

All kindergarten through eighth grade students are required to wear Page Private School uniforms. Page has a dress code designed to promote focused study habits, encourage neatness, provide safety, and avoid competition. Parental cooperation and participation is needed to provide guidance for your children to meet this prerequisite. Parents will be notified if a student is improperly dressed and will be asked to bring approved uniform clothing to school.

## **Uniform Information Regulations**

**Shorts:** Khaki uniform shorts (no extra zippers, cargo pockets, flaps or external stitching around pockets). Shorts need to be worn at the waist and be no shorter than fingertip length and at or above the knee, not worn at the hips.

**Slacks:** Khaki uniform slacks (no extra zippers, cargo pockets, flaps or external stitching around pockets). Slacks need to be worn at the waist not at the hips and not dragging on the ground. Slacks are to be worn in cold weather only.

**Belts:** All students need to wear a solid dark brown or black belt.

**Shirts:** Page uniform shirt tucked in at all times. A white short sleeve Tee shirt may be worn underneath. A white turtleneck sweater may be worn underneath in cold weather.

**Socks:** Students must wear socks. They may be white, khaki, or hunter green only.

Girls may wear white, khaki, or hunter green tights in cold weather.

**Shoes:** Tennis shoes or soft soled shoes only, (no higher than 2 inches). Absolutely no open-toed shoes or slip on shoes.

**Tee Shirts:** All students third through eighth grade MUST wear a Page tee shirt for P.E. and on field trips.

**P.E. Shorts:** All students, grade fourth through eighth must wear Page shorts for P.E.

**Hats:** Hats or other head coverings may not be worn on campus. Hats may only be worn when deemed medically necessary during recess, P.E. or other outdoor playtime. Hats must be worn in an appropriate and proper manner.

**Outerwear:** Only Page sweatshirt / sweater or a hunter green sweatshirt / sweater may be worn in the classroom. All other jackets and coats must be in the lockers.

## Uniforms

On academic, non-enrichment days, students are required to wear their Page Private School uniforms as stated above. (No substitutions.) Both boys and girls wear Page forest green collared polo shirts. Boys may choose to wear either the uniform boy's khaki walking shorts or pants. Girls may choose to wear either the sailor blouse with the green plaid school jumper or the green polo shirt with the girl's khaki walking shorts. Girl's choosing to wear shorts under the school jumper may only wear the uniform school shorts. Middle School young ladies may also choose to wear the sailor blouse with the green plaid skirt no shorter than two inches above the knee.

When cooler weather exists only blue, hunter green, white or black turtlenecks may be worn under the shirts or blouses when needed. Navy, white, black or hunter green tights should be worn under jumpers. Only on extremely cold/freezing temperature days are girl's allowed to wear long pants. They should be a tailored, khaki dress slack. Jeans are never permitted on uniform days. Page offers a sweatshirt and a sweater for outerwear options. If wearing any other outerwear it must be removed while in the classroom so the uniform is visible. No inappropriate slogans or sayings on outerwear are permitted.

Students are to wear rubber-soled, closed-toe shoes, athletic shoes, or sneakers at all times. Sandals and open-toe shoes are not permitted due to the active program our children participate in on a daily basis.

All clothing must be neat and clean, with no patches or holes. Replacement uniforms may be purchased throughout the school year. Please contact the office for a uniform fitting appointment. Each student is required to purchase a Page tee shirt. All students must wear the Page Private School tee shirt on all field trips. Third through eighth grade must wear a Page tee shirt for P.E. A new color is introduced each January. However, each Page tee shirt color may be worn from January of the year it is introduced through December of the following year.

\*\*Students who choose not to adhere to the dress code may be disciplined in the following manner:

- |               |                                                                    |
|---------------|--------------------------------------------------------------------|
| <b>First</b>  | Parent will be called to bring the appropriate clothing to school. |
| <b>Second</b> | Parent will be called to take the student home for the day.        |

**Page Private School is not responsible for any lost clothing, so please label all your child's clothing with his/her complete name and in indelible ink.**

## **Personal Appearance**

All students may not alter their hair color unless it is to a natural color.

Female students may wear ONLY post / stud earrings. Absolutely no hoops or dangling earrings. Male students are not permitted to wear earrings.

Jewelry must be limited to one thin chain and watch. Beaded / woven necklaces are not permitted. Black nail polish, body piercing, tattoos, beads, link chains, extreme hairstyles, and all other symbols of a counter culture are never permitted.

## **Emergency Procedures**

### **Fire and Earthquake Drills**

All students and staff will participate in monthly drills in preparation of the unlikely event of a severe natural event. Students will follow the teacher's directions for evacuating the building according to the escape routes posted in the classroom.

### **Fire**

Students shall walk single file to their designated meeting place on campus. The students will move away from the building, stop a safe distance determined by the teacher, and face away from the buildings. Each teacher will take attendance to verify that those students in attendance on that day in that class are present or accounted for. The teacher will then notify the administrator in charge. All persons, children, visitors, and staff **must** exit the building during a fire drill or an actual event to ensure the safety of all children and staff.

### **Earthquake**

Should an earthquake occur while students and staff are on campus staff will implement the emergency procedures described herein. Students will duck and cover, listen for teacher instructions and proceed to their designated evacuation point. The school contains some of the safest buildings in our immediate area. If it becomes necessary for your child to be picked up, you will be notified immediately by School Cast.

## **Student's Right To Free Speech**

Page is cognizant and respectful of a Student's right to free speech pursuant to the first Amendment to the United States Constitution as well as Article I, Section 2 of the California Constitution. Students do not shed their constitutionally protected rights to freedom of speech or expression by enrollment at Page. However, Page, Parents and Students all agree that "Student Speech" (defined herein as "all communications by a Student in connection with and as part of the school and education curriculum and its related and/or sponsored activities, and includes without limitation internet communications when reasonably aimed at the specific audience of Page, its Students, and/or its personnel") can be subject to disciplinary action if it includes: (1) fighting words; (2) speech that incites others to imminent lawless action; (3) obscenity; (4) defamatory speech; (5) true threats; and (6) speech which materially disrupts class work or creates substantial disorder to the class or the school ("Prohibited Student Speech").

In order for Page to maintain order and to discipline when necessary to assure a safe school environment that is conducive to learning, a balance is needed between the free

speech rights of Students and the preservation of the educational process. Accordingly, Page will not tolerate Prohibited Student Speech. Any Student found to engage in Prohibited Student Speech will be subject to disciplinary consequences, including but not limited to suspension and/or expulsion.

## **Student Responsibilities**

**Responsibilities are things we do for ourselves and things we do for the good of others. The following are important responsibilities:**

**To Come To School:** You must come to school unless you are sick.

**Be On Time For School And Class:** If you are late in the morning, you will miss things you need to know. If you are late to your daily classes, the teacher will have to take time away from the other students to bring you up-to-date.

**Complete All School And Homework:** Learning to read or do mathematics is like learning to ride a bike. It is important to practice what you learn so you can master the subject. Some things have to be done over and over before they are learned. You need to keep trying even if you find the subject very hard for you.

**Take Care Of School Property:** If something belongs to everyone, everyone must help to take care of it. All students should respect the rights and property of others. If you purposely destroy something, you or your parents will be responsible for replacing it. You may also be given a disciplinary consequence for your actions.

**Help Make School A Good Place To Be:** A school is a place where good things happen to people. You make new friends, you are treated with respect, and you learn things that will help you the rest of your life. It is one of your responsibilities to help make school a good place for everyone.

**Adhere To The School Discipline Policy:** If you refuse to do what you have been told, or refuse to follow the rules, you are being disobedient. While you are at school, the classroom, in the building, on the yard, you are expected to respect the people who work at the school and follow their directions.

**If a rule has been broken, you will not be disciplined without a chance to tell your side of the story.**

## **Students' Rules**

**Respect** the rights and feelings of other people around you. Be kind, considerate, and please keep your hands and/or feet to yourself. Absolutely no physical aggression and/or inappropriate language will be tolerated on campus. Continued fighting and use of improper language may result in disciplinary consequences.

**Soft or inside voices** must always be used in classrooms and hallways.

**Be responsible** for your belongings. Do not take anything that does not belong to you. If you find something that is not yours, you must turn it into the teacher or the office immediately. Be responsible for your locker, backpack, and lunch box. Do not go into anyone else's locker. It is important that your name is on all your belongings so that you and other students know that your materials and clothing belong to you.

**Plagiarism** and cheating will not be tolerated. Any student who is caught plagiarizing or cheating will have serious consequences up to and including expulsion.

**Lockers** must be kept clean and neat. Take all your papers and assignments home every night. Food should not be kept overnight in your locker. All your belongings should be stored in your locker. Lockers may be checked at any time without prior notice. Page Private School is not responsible for lost items, please have your child's complete name on them and put them away properly. Do not put tape or stickers in or on the lockers.

**Electronics And Toys are not allowed at school.** iPods, Radios, cassette players, CD players, video games, etc... are not permitted on campus unless authorized by a teacher or administrator. Skateboards, roller skates and "wheelies" are not allowed. Games and toys may be brought to school on designated days. Page Private School is not responsible for any games or toys lost while at school. Weapon toys (such as: play guns, knives, etc...) are not allowed at school.

**Cell Phones:** Cell phones must be in the silent position at all times while on campus. Any student who is caught talking, texting, playing games or going on-line with their cell phone will have it taken away. A parent must come to pick-up the cell phone once it is taken away. If a cell phone is taken away three times, the school will keep it.

**The Internet** must be used appropriately both on-campus and off-campus. Students are not permitted to go on the following websites: myspace, youtube, etc. Students in fourth through sixth grades must also sign a separate computer contract.

**Bathrooms** should be left tidy. Please put all paper towels in the trashcans. No playing is allowed at any time in the bathrooms. Please flush the toilets and always keep stall doors closed. Never slam or hang from the stall doors. It is important for everyone's health that each person washes his/her hands after using the bathroom.

**The Kitchen** is for faculty and school personnel. Students are not permitted in the kitchen area.

## **Playground Rules**

Playgrounds are designated for certain age groups. Please play on your playground. You must ask permission to leave the play areas or classrooms. The teacher will then give you a pass with your destination on it. You may not wander around the school and you must get permission before coming to the office.

**No hard balls or wooden/metal bats are allowed at school.**

\*Only one person at a time may swing. Do not jump from the swings. There is no running or playing behind or in front of the swings.

\*We do not climb on the trees, the fences, tables or on the flagpole platform.

\*When a teacher calls the group to leave the playground, you must stop what you are doing immediately, listen for directions, and then move quickly to line up.

\*Only preschoolers and prekindergartners are permitted on the tricycles and wagons.

These rules are for your own safety. They will also help guide you in becoming a wiser person. With your cooperation, Page Private School can be a wonderful, fun place not only for learning new and exciting things, but also for making and keeping friends. Let us all work together and make our school the absolute best it can be!

## **Discipline and Expulsion Policy**

Page Private School believes that the best discipline is self-discipline. As part of the Character Development Program, Page Private School's Staff guide children in the development of the tools needed to use self-control in their daily lives. The staff uses positive reinforcement, redirection, problem-solving techniques to reinforce positive growth skills; and, if needed, the removal of privileges. Page Private School does not use corporal punishment. Should unacceptable behavior persist the parents will receive verbal and/or written notification. If the inappropriate behavior persists, the child's parents will be notified and a meeting with an administrator to discuss an appropriate plan of behavior modification will be scheduled and held. In the rare instance that a student continues to engage in unacceptable behavior, Page Private School may exercise its right and the child may be suspended or expelled. As in all disciplinary actions all involved parties will have an opportunity to be heard and explain the situation precipitating the misconduct.

## **Policy for Bullying Prevention**

Page Private School believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

Page Private School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Page Private School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from a school-sponsored activity, and during a school-sponsored activity.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Page Private School will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.

- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. Page Private School prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook .
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

## **AHERA**

Page Private School together with public and private buildings, including but not limited to public and parochial schools, has been on a continuous and diligent effort to see that our schools comply with AHERA. The Asbestos Emergency Response Act, which became the law of the land on October 30, 1987.

Any small amount of Asbestos in our schools which has had the slightest possibility of becoming a \*friable asbestos has long since been removed from our facilities. For a complete record of our management plan with this regard, you may consult your school office to review its entire text.

Let us assure you, as always, that we at Page pride ourselves in having a safe and clean environment for our children.

\*FRIABLE: Asbestos material which may become crumbled, pulverized or reduced to powder by hand pressure.

**ACADEMIC AND RECREATIONAL PROGRAMS ARE SUBJECT TO CHANGE WHEN, IN OUR OPINION; THE INTERESTS OF THE CHILDREN WILL BEST BE SERVED.**

**PARENT AND STUDENT ACKNOWLEDGMENT OF UNDERSTANDING**

I ACKNOWLEDGE THAT I HAVE READ THE PAGE PRIVATE SCHOOL HANDBOOK WHICH IS AVAILABLE ON THE WEBSITE AT www.pageschool.com. IF THE WEBSITE IS NOT AVAILABLE TO ME I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY FROM THE SCHOOL OFFICE. I UNDERSTAND IT IS MY RESPONSIBILITY TO READ AND UNDERSTAND ITS CONTENTS AND SHOULD I HAVE ANY QUESTIONS, I WILL CONTACT THE DIRECTOR FOR CLARIFICATION. I AGREE TO ABIDE BY THE SCHOOL'S POLICIES AND PROCEDURES SET OUT IN THE PARENT/STUDENT HANDBOOK.

\_\_\_\_\_  
STUDENT NAME (Please Print)

\_\_\_\_\_  
PARENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
DATE

UPON COMPLETION OF THIS ACKNOWLEDGMENT SHEET, PLEASE SIGN AND RETURN IT TO THE DIRECTOR'S OFFICE AS SOON AS POSSIBLE.