

Starting Gate Handbook



To all who . . .

Believe in children

Believe in us

Want to learn

Want to teach



Home of the Eagles

Starting Gate Handbook

California State Licensed
Private - 4 Decades of Education

579 Couch Street ~ Vallejo, CA 94590-2407
(707) 643-Gate

www.StartingGateSchool.com

Welcome! Starting Gate School enrolls students from Solano, Contra Costa and Napa counties each year. Our proximity to San Francisco and other Bay Area cities via water and roadways afford students many educational, cultural and recreational events.

Mission

At Starting Gate our goal is to provide students with a basic fundamental education, teaching individuals how to find the resources they need to achieve, and contribute to the community to which they belong.

Philosophy

The mission statement of Starting Gate calls for the school to focus on individual students and their maturation in a diverse community of life long learners devoted to intellectual and ethical development.

Students are challenged to observe high standards of integrity and to respect and pursue knowledge. They are stimulated to think creatively, through the moral reasoning process, to appreciate the intrinsic value of every individual and a peaceful and purposeful community.

Our honor code is the primary embodiment of our commitment to character building. The trust and respect shown to all students through this code contribute significantly to their sense of self-worth and well-being as they explore the reasoning process on a daily basis. Through its programs, faculty, and administrators, Starting Gate School challenges and nurtures its students in an academic community, the greater community, and the world at large.

Cultural Heritage

At Starting Gate the ennobling of character is at the very heart of our educational philosophy and mission. Starting Gate realizes that each family in our school is unique. We foster an appreciation of the special cultural heritage each family brings to enrich our school community. Recognizing that education of the whole child includes both mental and physical well-being, we offer a curriculum that encourages this type of growth.

Starting Gate endeavors to provide a warm atmosphere combined with an orderly campus to encourage its students to learn and grow academically. The faculty and staff pledge to make sure that every day all students are given the opportunity to maximize their abilities. Students are provided a basic academic foundation and challenged to expand their knowledge that will help them succeed in the modern world.

AIM

We know that your children are worth all that we can offer. We will work with you to provide a solid education with a strong emphasis on basic skills. This handbook outlines our method and structure for achieving these goals.

We recognize that education is fostered through cooperation between the teacher, student, parent and administration. We commit ourselves to providing a learning environment which encourages each student to develop self-esteem along with individual growth. Teachers and parents must work together to see that each student does his/her best.

History of the School

For 4 decades, we have celebrated the educational methodology developed by Genevieve Reignierd. In 2008, Mrs. Reignierd left a legacy of memories and educational excellence for future generations, to uphold the belief that quality education can still be affordable.

NON-DISCRIMINATION POLICY

Starting Gate School is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, handicap, or age in its activities, programs, or employment practices in accordance with federal and state statutes and regulations.

ENROLLMENT and REGISTRATION

Annual enrollment for new and returning students is held each year in the Spring. Specific dates for the coming year will be published in the newsletter which will be sent home with students. Classes are quick to fill on a first come, first served basis.

Registration is required each year. Placement testing of each new student is required and is paid in cash at the time of the appointment before registration. Before placing the pupil in a class, we consider many factors including: achievement test scores, teacher recommendations, and level of performance in the previous grade.

ADMISSION STANDARDS and REQUIREMENTS

Students and their families seeking admission to Starting Gate School must complete an application. Priority is given to children who are siblings of currently enrolled students, those previously attending, and referrals.

The Application Process

When students and families have made a decision to enroll in Starting Gate School, an application must be submitted with a non-refundable* registration fee. All documents must be on file and all fees must be paid before a student is accepted. Parents/guardians agree to actively support the academic standards of the school. *Late applicants who cannot be placed will have their application materials and registration fee returned shortly after the fall session begins.

Students must have up-to-date immunization records verified by a doctor or health care professional. Court orders specifying child custody arrangements should be on file at school. Without a copy of the order in the school's possession, the school personnel cannot limit either parent's access to his/her child.

Avoiding Delays in the Application Process

Applications cannot be accepted for processing until all required information is completed and returned to Starting Gate School. An incomplete application causes unnecessary confusion and delay. Please review your application carefully before mailing it.

The following items cause delays in the application process:

MISSING SIGNATURES ~ a parent or guardian's signature is required on the application.

NO DEPOSIT OR REGISTRATION FEE ENCLOSED ~ a registration fee is required at the time the application is submitted.

NO SHOT RECORDS ~ parents enrolling a new student must submit a copy of their child's shot record. It is the parent's or guardian's responsibility to care for the original record.

ACCESS TO STUDENT RECORDS

Student records maintained by the school are available for inspection by the student's parents or legal guardian in the presence of the teacher, the principal, or their designee.

Late Applications

Late applicants who we are able to place will be notified by telephone. No assurance can be given for an application received after the deadline processing date has been reached. Late applicants who cannot be placed will have their application materials and registration fee returned shortly after the fall session begins.

TUITION

Payments are due on the 1st of each month. Mail or submit payment by the 1st of each month to insure it is credited to your account no later than the 4th of each month. Payment is considered delinquent on the 5th day of the same month in which it is due.

Payments may also be made via credit card, by installments, or over the telephone with caller verification. Tuition is payable via 10 monthly installments, paid September through June.

A \$25.00 late payment fee is posted to accounts in arrears on or after the 5th day of each month. Any check that is returned will automatically have a \$35.00 charge posted to the sponsor's account. A posting of this charge can also be found in the main office. Tuition may be paid in full at any time prior to the end of the school year.

There is no reduction for absences. Pro-rated fees will apply to incoming transfer students. Returning students with an existing balance will not be admitted until the account is current. Accounts that have been sold to collections may not reapply.

When an account is more than 15 days past due, the student must be withdrawn from Starting Gate School until the account becomes current. Post-dated checks into the next month will not be accepted, with no exceptions.

Other Expenses, Textbooks and Supplies

The cost of each student's education varies and depends on the number of books required (new and/or used) and uniforms purchased. The cost of new textbooks and general educational supplies for students enrolled in Kindergarten through Twelfth grade can range from \$200 to \$600 annually, depending on the course load.

Overtime Charges

In today's world, children should never be left alone anywhere. For that reason we ask that you observe the arrival and dismissal times for all students. We provide courtesy yard supervision for the fifteen (15) minutes before each class begins, and for the fifteen (15) minutes after school.

Students arriving earlier than fifteen (15) minutes prior to the start of their class, or staying after 3:15 p.m., will be temporarily (only for the morning or afternoon in question) charged overtime. Please be on time.

LATE ARRIVAL CHARGES

Except for Extended Day Care Students, to avoid a \$25 per quarter-hour Overtime Charge, students should arrive no earlier than 15 minutes prior to class schedule and be picked up by 3:15 P.M. and no later. This facility is officially closed at 6:00 P.M. For Extended Day Care Students, a \$25 per quarter-hour Overtime Charge will begin after 6:00 P.M.

SCHEDULE CHANGES

There will be a \$25.00 charge each time an Extended Day Schedule is added to, or deleted from, a student's routine.

Tutoring

After school tutoring is available. Check with the teacher to schedule days and times. We know that some children learn faster than others and also in different ways. Our experienced teachers collect ideas to improve student learning. They are always looking for more effective, interesting and exciting ways to present the materials, especially to increase practical living skills.

Parent Participation: Parent volunteers and room assistants for classroom celebrations are always welcome at Starting Gate School. As part of our school's Admission Policy, prior to enrollment you will need to register your family with supporters of Starting Gate School: Escrip, Safeway, and Target Stores. This is 5 minute process that can be done here at school. For families who have already committed to another organization, i.e. sports programs, churches, and favorite charities, don't worry; more than one nonprofit entity may be enrolled simultaneously. Signing up can be done here at school. It's fast, easy, and a great way for all students to benefit at no personal cost to you. Invite others to join in and watch us grow.

CLASS START TIMES - TARDINESS

Please send a note if your child is late for school. Excessive tardiness is disruptive. Repeated tardiness may require a parent conference. School begins at 8:30 A.M. for grades 3 and up and at 9:00 A.M. for the primary grades. Students arriving after their scheduled time must report to the school office. If a child misses two or more hours of class time, the child is considered absent a half day.

SICK CALLS

Please contact the school before 9:00 A.M. to schedule a time to pick up the work that your child will be missing when absent due to illness.

ATTENDANCE POLICY

Regular attendance is essential for success and promotion in school. A student who does not have regular contact with other pupils and continuous participation in instructional activities is not deriving full benefit from our educational process. Excessive absenteeism disrupts planning and wastes the time of the staff. This, in turn, hinders the progress of other students.

Our hope is that parents will accept their responsibility to have their children present whenever possible. Only then will the full benefit of their education be realized. Prompt and regular attendance is important. Students can never make up a day they have missed, even though they may go over assignments presented.

When a pupil has been absent or tardy, a written excuse on appropriate stationery stating the reason, date of absence, and signed by the parent is required. If a pupil is absent for more than fifteen days during a report card period, grades may be withheld. If your child is ill, please call the school from 8:00 - 9:00 A.M.

Your home will be called if your child is absent and you have not contacted the school as requested.

Parents are asked to keep medical and dental appointments during school hours to a minimum. A student is legally credited for attendance when a written certification from the doctor/dentist's office is presented on return to school. Written parental permission is required before a student is excused. Parents must stop by the school office and should not go directly to the classroom. If the parent cannot pick up the child, written permission and the name of the person picking up the child must be noted. If the designated driver is not known by staff, he/she may be asked to present identification. Please report communicable diseases upon discovery. A student absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, physician or nurse before he/she is re-admitted to school.

No pupil will be given medications by the staff at school. Medical management of the student is the responsibility of the parent. No prescription or over-the-counter medicines are allowed to be self administered by a minor.



SCHOOL IMMUNIZATIONS

According to California State regulations your child must have an up-to-date California State immunization record showing the month and year each required immunization was given. It is the parent's responsibility to keep the immunization record up-to-date.

We are required to have a copy of your child's immunization record on file as proof of immunization.

HEALTH

If a child is experiencing continued discomfort or pain, the family will be notified. It is important for us to have every child's emergency information on file. When a child takes medication all year long (asthma or allergy medications, for example) a parent must come to the school to administer the dose. No medication will be administered by staff at school.

Please do not send cough drops, throat lozenges, vitamins, etc., to school with your child. Parents are encouraged to call the school whenever there is a health related problem.

Medication sent to school in lunch pails is dangerous for obvious reasons and will be confiscated. Do not send your child to school with an undiagnosed rash, fever, or general illness.

Proper Rest & Nutrition

To ensure your child's maximum learning ability, we urge you to make sure your child is getting sufficient rest every night and has a well-balanced breakfast each school day.

REPORT CARDS

Reports to the parents will be made four times a year. These are indications of your child's progress in school. In the middle of each grading period when progress reports go home, please contact the teacher immediately if you see any problems. There will still be time within that grading period to improve grades before the final report goes home.

The principal is always available if necessary, for consultation, but only after the parent has discussed the matter with the student's teacher. Every child should be encouraged to maintain above average grades in conduct and work habits. If a pupil is absent 15 days or more during a quarter, no grade is given.



GRADING POLICY

Parents will be informed on Parent-Faculty Night of the teacher's grading policy. Each grade level will be handled differently. Notice of the meeting will be listed in the September school bulletin.

School Grading Scale

100% = A	82 – 84 = B-	69 - 70 = D+
93 – 99 = A-	78 – 81 = C+	66 - 68 = D
89 – 92 = B+	74 – 77 = C	0 - 65 = F
85 – 88 = B	71 – 73 = C-	

Testing

In addition to teacher-made tests which are part of the school work, standardized tests are given to students during the school year to better evaluate the student's ability and achievements. Test results will be shared with parents during conferences. Students in need of extra help will be assigned a tutoring session.

Homework

Grades:	Time to spend on homework:
Kindergarten – 1	Not to exceed one-half hour.
2-3	Not to exceed one hour.
4 -6	Not to exceed one and a half hours.
7 -up	Not to exceed two hours.

These times are only an average and may vary depending on student abilities and work habits. Students who experience a great amount of difficulty with their school subjects are expected to accomplish only what they can during the time allotted.

Homework assignments are not ordinarily given on weekends or holidays except for long-range assignments and/or work to make up due to absence. Homework is expected to be done on the evening of the day it is assigned unless otherwise stipulated by the teacher.

APPOINTMENTS

Teachers will not be called to the phone during school hours. A message for a teacher may be left with the school office. Teachers are at school at least 15 minutes before school and a half hour after school. Private phone numbers of teachers will not be given out. Parents are welcome to visit our school at any time. Please notify the school office of your intended visit.

CHANGE OF ADDRESS OR TELEPHONE

Please send written notification to the school office of a change in address or telephone numbers as soon as the information is available. Emergency cards must be kept up-to-date in case of sickness or accident.

WITHDRAWALS

Please notify the office when you anticipate withdrawing your children from Starting Gate School. A minimum notice of two weeks is required. This provides time to notify families who are waiting for openings to plan the transfer to our school for their children. Should withdrawal occur without notice, a surcharge of \$150.00 will be required to clear the account.

SCHOOL LIFE

Starting Gate fosters an atmosphere of respect, tolerance, concern, growth and service among faculty and students. These qualities establish parameters for ideal behavior for students in a private school.

Students are expected:

- To show courtesy towards everyone - teachers, staff, maintenance people, other students, and all visitors - and respect for themselves.
- To use appropriate language and conduct at all times.
- To take pride in the appearance of the school, and help keep the building, grounds, and furnishings clean and attractive.
- Any behavior, verbal or nonverbal, that fails to meet the expectations listed above will be cause for intervention from a member of the school community.
- At that point, the disciplinary process begins. The purpose of the disciplinary process is to encourage the student to change inappropriate behavior.

○ Other Areas:

- In keeping with a school atmosphere, students are not to engage in public displays of affection.**
- Any student who leaves campus for any reason without receiving permission from the office will receive disciplinary action.**
- Students from other schools are not permitted on campus during the school day without express permission from the administration.**
- Students should be dropped off in front of the school only. Students are not permitted to go to their cars during the school day.**
- Radio, tape players, stereos, headphones, TVs, cell phones, pagers, etc. are not allowed at school.**
- Students may not request deliveries of flowers, food, gifts, etc. to the campus.**
- Lockers are school property loaned to the students for their convenience during the school year. Students are required to keep lockers locked. Students must keep lockers clean and orderly. No writing or stickers may be put inside or outside lockers. School administrators may open student lockers for inspection at any time.**
- Students are responsible for keeping school grounds and property clean and orderly. Students who damage, deface, or in any way vandalize school property, grounds, or furnishings will be fined as well as asked to pay for all costs of repair and/or replacement.**
- Students who ride bicycles to school must lock them in bike racks provided. Helmets must be worn at all times. Skateboards, roller blades, unicycles, etc. may not be used at any time during the school day.**
- All books and personal property (uniforms, sweaters, jackets, lunches, etc.) should be clearly marked with student's name and grade. All books should be covered. Each student is responsible for replacing loss or damage he/she may cause to school books or property, and this will be included in the final tuition billing if it has not been taken care of in advance.**

MESSAGES

Students will be called to the telephone during school hours ONLY in case of emergency. Important messages will be delivered to students if the need arises. Forgotten lunches, books, etc., should be left for the student in the school office to be picked up when the student is released by the teacher to do so.

DISCIPLINE

Discipline is positive when students begin to manifest a growth in self-discipline which will help them to function successfully in society. They will develop compassion while showing respect for one another. Parents will be notified if a student is to be held for Detention.

After three such disciplinary notices, students will be assigned to a two-hour detention. When a student is sent to the office because of a severe infraction, the student's parent(s) may be notified. A principal-student meeting will take place to discuss the school's options: detention, suspension, etc.

DISMISSAL FROM SCHOOL - SUSPENSION

Reasons for suspension with mitigating circumstances are among the reasons for expulsion. The authority to suspend a student rests with the principal or person acting in his/her absence. Suspension can take place "in" school or "out" of school. Fighting and vandalism are causes for immediate suspension. Both parties in a fight will be sent home and will report to the Principal's Office the next morning.

The following offenses committed by students while under the jurisdiction of the school are reasons for suspension and/or permanent expulsion:

1. Continued willful disobedience or violation of school rules.
2. Open, persistent defiance of the authority of any school employee.
3. Habitual profanity or vulgarity.
4. Smoking, possessing tobacco or drugs.
5. Use, sale, distribution or possession of any alcoholic beverage, drugs, or illegal substance on or near school premises.
6. Habitual truancy.
7. Assault or battery, or any threat of force or violence, directed towards any school personnel or student.

Upon occurrence of a 3rd suspension from school, the student in question will be automatically expelled from school permanently.

DRESS AND GROOMING

Students must adhere to the uniform dress code. Grooming must be neat and in good taste so that each student shares in a positive, healthy, and safe environment at school. Students who dress contrary to our uniform dress code will be sent home when the principal decides that it is necessary.

Since it is the wish of the parents (and our school policy) that Starting Gate students wear uniforms, we must insist that school requirements are obeyed by the students. If parents are conscientious about observing their children in the morning, then we can expect the children to be well-groomed and neatly dressed at all times.

- Dress or grooming may not interfere with the teaching/learning process or cause undue attention to an individual student.
- Rubber-soled, non-skid shoes must be worn by all students in brown, black or white only. Sandals, open toed, cloth shoes, plastic or ballet style shoes are not appropriate. Sensible, usable shoes are the norm, durable enough for PE and recess.
- No clothing bearing printed slogans, lettering, or logos will be allowed.
- Dennis Uniform style walking shorts (black, khaki, or McDonald plaid for girls; black or khaki for boys) may be worn, from April through October.
- Polo style shirts in white, navy blue, or red are to be worn by all students. K-12 girls who wear a McDonald plaid jumper may wear a white blouse.
- No baggies, denims, bell bottoms, saggies, or tight pants for either gender.
- All pants must be belted. Pants must be Dennis Uniform style in black or khaki only.
- Girls may wear Dennis Uniform style plaid jumpers or skirts. High School girls may wear a black or khaki skirt. Girls' skirt lengths should be appropriate for the individual girl. Generally, skirts must be worn no shorter than mid-knee, or no longer than below the knee.
- Girls may wear tights that are color coordinated with their jumper or skirt.
- Jackets and coats must be plain dark blue or plain black. This must be a solid, one color jacket or coat without any writing, slogans, patches, or logos. New all purpose school jackets are optional and available through Dennis Uniform.
- Sweaters may be worn, Dennis Uniform style, in lipstick red or navy blue.
- Socks are to be dark blue, black, or white.
- Shoelaces must match the shoe color, in black, brown, or white.

No other colors for any clothing item will be allowed. Students must obey the uniform rules.

Hairstyles, Make-up, Jewelry, Caps

Boy's and girl's hairstyles should be neat, clean, and of appropriate length. Lines, initials, or punk cuts into hair style do not portray the correct profile of a Starting Gate School student. If a student chooses to wear this type of hairstyle, he/she will not be permitted to represent the school to the larger community on field trips or in any way at all, and may be asked to go home from school when such an event arises.

- Hair must be clear of face (not hanging over eyes).

- Unnatural color-treated hair, shaved heads, or shaved head designs will not be allowed.
- All jewelry must be worn in good taste and none in excess.

Excessive makeup is not appropriate. Small stud-type earrings may be worn, but only one in each ear for both boys and girls. Baseball caps are not to be worn or brought to school by either gender.

FIELD TRIPS

Upon enrollment, a general permission agreement is included in the annual registration form. This information is kept on file and gives the student permission to participate in "walking field trips."

Each class may participate in educational field trips during the school year. These trips will be supervised by teachers and volunteer parents, and will require a permission slip to be signed by parents for each specific trip.

All members of a class are expected to participate in field trips. If a student in grades K-12 chooses not to go on a field trip, he/she is expected to remain at home.

People who drive on field trips must be over 21 and have a copy of their valid driver's license on file in the school office. The driver must carry liability insurance on the vehicle to be used, with at least \$300,000.00 limit of liability required.

A copy of the current declaration of coverage should be maintained on file. One seat belt must be provided for and used by each vehicle occupant. A field trip may be canceled if there are not a sufficient number of drivers with proper insurance coverage.

MONTHLY CALENDAR

At the beginning of each month a calendar of events will be sent home. Please keep the calendar as a reference for school activities. Social events for students are sponsored by the school and are planned at the discretion of the staff. Invitations to school parties will be included in the bulletin or a special class memo.

STUDENT GOVERNMENT

The student government program gives children in the upper grades the opportunity to use and develop the skills that they are learning about: self government. At the same time, they learn responsibility and care more about the school. From the pride of seeing their accomplishments around the school, a real school spirit develops and hopefully is carried from school into the larger community. Elections are held once a year. Meetings are held after school.

LUNCH

Students are required to bring their own lunch or to purchase one through class sponsored programs. Lunches or articles forgotten by students should be brought to the school office, not the classroom, as every interruption tends to disrupt the learning process. Students may come to the office during free time to collect articles left by parents.

Emergency Plans

In the event of any disaster, our policy is that students will remain under the care and supervision of the staff on school grounds until the parents or a prearranged person designated by parents come for them. If for some reason Starting Gate is rendered uninhabitable, we will go to a nearby facility that civil officials provide. Notification will be posted on the outside of the building announcing where the students are located.

Each student should have a Disaster Pack in the classroom or nearby storage center. Information regarding cost and what these packs should contain will be explained on Parent-Faculty Night, or you may check with the school office.

PARENT EXPECTATIONS

Parent Volunteer Service

Starting Gate School believes that parents want to be and should be a part of their child's education. Some wait to be invited while others jump right in. Starting Gate School is not partial to either and invites everyone to be a part of this special endeavor. As our circle of believers continues to grow, and we are all rewarded in our own way, the true rewards come to the children that will lead our future.

Parents are requested to assist in activities which help to reduce the operating costs and/or provide enrichment opportunities for students. Ways in which volunteers can be most affirmative are:

- ↔ Assist the teaching staff
- ↔ Chaperone field trips
- ↔ Help with school functions
- ↔ Help with fund-raising activities. This includes official meetings and work parties.
- ↔ Help maintain school property
- ↔ Work done at home at the request of the school. This would include such things as telephoning, research, etc.
- ↔ Setting up and/or cleaning for any school sponsored activity
- ↔ Yard duty before or after school and recess

All families are requested to participate in Fall & Spring fund-raiser events. There are other fund-raisers that you may choose to work. Some of these are major fund-raisers. Others provide more of a service to the teaching staff and children. Pat yourself on the back knowing that your child is proud of your presence at school.

Parent - Teacher Communication

A Parent-Faculty Night (formerly called "Open House", and "Back to School Night") will be held in September. It is imperative that at least one parent attend. Parent-Teacher conferences will be held at the end of the first quarter grading period. At least one parent should attend this conference.

SAFETY AND TRAFFIC REGULATIONS

Please use extreme caution and patience at all times. Do not double park; keep traffic flowing. If you are going to visit or walk your child onto the school grounds, please park in a proper parking place.

Children should only walk off school grounds according to the directions of their parent or school staff. All students who walk will use the same gate in front of the school.

- **Always** accompany students when crossing the street.
- **Always** board students onto your vehicle when parked in a legal parking place.
- **Never** allow students to enter your vehicle when you are not parked legally.
- **Never** honk the automobile horn for a child to come to the vehicle.

All bicycles must be licensed. During school hours, bicycles should be locked and placed in the racks provided. For the safety of all students, helmets must be worn and bicycles may not be ridden on school property. Bikes must be walked while on school property.

Skateboards, roller skates, and roller blades will be left in a specified area and may not be used in the school yard, and will be carried to the gate. A student who abuses these safety rules may be asked to stop riding or skating to school for a time.

Summer Fun

Starting Gate offers day camp activities for school age children. This program meets every day, Monday through Friday, throughout the summer. Students attending Summer Fun can also participate in the Summer Enrichment Program.

Summer Enrichment Program

The summer study program is held Monday through Friday.

2 Sessions

Each session lasts 5 weeks.

Your student is eligible to attend 1 or both sessions.

This program offers small classes and specialized individualized instruction.

Customized lessons for each student

The skills and confidence developed from this program help create a successful, highly motivated student. Students learn the best way to prepare for tests, complete assignments efficiently, and improve grades.

Summer Enrichment and Summer Fun can be combined and are designed to enhance summer vacation.

Students from other schools can also attend these programs during summer vacation.

Holidays Observed

January	New Year's Day – Martin Luther King's Birthday
February	President's Day
May	Memorial Day
July	Independence Day
September	Labor Day
October	Columbus Day
November	Veteran's Day – Thanksgiving & the following day
December	Christmas Day

No Extended Day Program credit will be given for the following days. Additional holidays may be scheduled in accordance with the governing school district. The school is completely closed during these days, unless otherwise noted:

Extended Day Program & Day Care operate during Christmas Break, on Good Friday and during Easter Break.

There are 3 complete sessions covered during the school year:

Fall Session	September - December
Spring Session	January – Mid-June
Summer Session	Mid-June - August

A 1 week block of vacation/illness credit may be applied during each of the available sessions. If leave is not taken during the applicable session, it is not transferable to the following session. No credit is applied to individual days.

LOST AND FOUND

Lost and Found articles may be claimed before and after school, or at recess or lunch breaks. The Lost and Found is located outside the school's main office. Any articles that are not claimed after one month will be given to charity.

School Supplies

School supplies are to be provided by the sponsor (parent or guardian). The following supplies must be purchased in addition to each student's books before school begins in September.

Some supplies retained from previous grades attended are acceptable. Please check with your child's new teacher when you are not sure if certain supplies are appropriate.

All items should be replaced as they are consumed. Items should be labeled with the student's name. Thank you for your helpfulness.

Kindergarten, 1st, 2nd Grade

Please provide a backpack for your student. A complete student classroom supply package will be provided by the teacher. The cost of this package is listed on your book order form.

3rd - 4th Grade

- | | |
|--------------------------------|-------------------------|
| 1 box 64 crayons | 1 3 ring binder |
| 1 backpack | 1 package color pencils |
| 5 reams college ruled paper | 4 boxes facial tissues |
| 5 packages #2 pencils | 1 12" ruler |
| 1 pencil box holder | 2 glue sticks |
| 1 spiral-bound notebook 8 x 11 | 1 pair of scissors |
| 1 dictionary | 4 large erasers |

5th - 12th Grade

- | | |
|---|---|
| 1 box 64 crayons | 1 stapler with extra staples |
| 5 reams college ruled paper | 5 packages #2 pencils |
| 1 3 ring binder | 1 pkg. construction paper, mixed colors |
| 1 12" ruler with metric | 1 glue stick |
| 1 Webster's Collegiate dictionary | 1 pkg. water base felt markers |
| 4 large erasers | 4 boxes facial tissues |
| 1 pair of scissors | 2 sets of dividers for binders |
| 4 pocket folders for homework | 1 pocket calculator |
| 6 ball point pens: 2 blue, 2 red, 2 black | 1 protractor |
| 1 red pencil | 5 composition books 10 x 7 paper bound |
| 1 compass | 1 small bottle of glue |
| 1 backpack | |