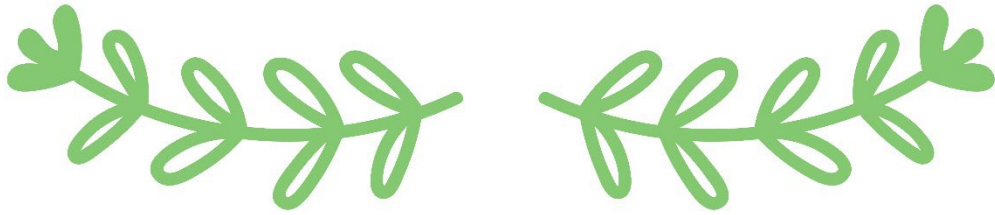


# SCHOLARIS



Parent and Student Handbook  
Grades One-Eight  
2023-2024

[www.Scholaris.org](http://www.Scholaris.org)

# DAILY SCHEDULE

## CLASS TIMES

Grades One and Two	Three Days	9:00-1:00 Tues./Weds./Thurs.
Grades Three-Eight	Three Days	9:00-2:30 Tues./Weds. 9:00-1:30 Thurs.

## DROP OFF, PICK UP, and PARKING PROCEDURES

When waiting to pick up or drop off, park only in legal parking spaces. Cars parked illegally, in fire lanes, and along the curbs, pose a potential hazard in emergency situations. Students should be dropped off at 8:55 am and may not arrive before then without permission and should be picked up on time based on their daily schedule. Students in Grades One-Three need an adult to walk them to the front door. Grades Four-Eight can be dropped off at the front door of the building.

- Parent or Guardian is expected to drop off and pick up the student(s) on time at the beginning of the student(s) class and at the completion of student(s) last class.
- Student(s) is expected to be dropped off with all appropriate materials.
- If you are running late and would like the Emergency contact to pick up your child on your behalf, please email the School to inform them as soon as possible.
- If the person picking up the child is not known to a staff member, the child's file will be checked for the individual's name and a photo identification will be required.
  - If the unknown person is not authorized to pick up the child, the parent will be contacted for permission.
  - Should the parents be unavailable, the child cannot be permitted to leave with the unauthorized individual.
- If 5 minutes have passed after the completion of the student's last class and neither the student has been picked up, nor the School has been contacted by the Parent or Guardian, then the School will contact the Parent or Guardian at the numbers on file, or the student will be asked to contact the Parent or Guardian.
- If after 15 minutes the School or student cannot reach the Client or Guardian, the emergency contact on file will be called.

## SNACKS/LUNCH

Students should bring their lunches each day. Carbonated beverages, candy, and gum are **not** allowed. Students are expected to use good manners at lunch and should not trade, share, or criticize the food being served or eaten. Each student is responsible for keeping his or her lunch area clean. In an effort to enhance the students' health and learning potential, the School encourages families to foster good nutritional habits for their children.

If a parent wishes to bring lunch to a student, it should be brought before 11:30 am and left on the designated bench in the Lobby area with the child's name on it. If a lunch arrives late, students will not be allowed to eat later than the allotted lunch period.

If your child has food allergies, gluten intolerance or sensitivity, or special dietary needs, please inform the School ahead of time. Parents should notify the School before the start of the school year if their child has a known allergy, such as food, insects, or environmental factors.

## ATTENDANCE

### ABSENCES

Because Scholaris' instructional program is customized paced, regular attendance is critical for a student's success. Irregular attendance prevents students from progressing at an appropriate rate. Students are required to be present for all days of school. Excessive student absences may jeopardize the ability of the student to matriculate to the next level.

*Parents should email the student's teachers before the start of class to inform them an absence.*

## ATTENDANCE GUIDELINES GRADES ONE-EIGHT

### Maximum Number of Absences Allowed

Students who have more than twelve (12) absences in a class may receive an “incomplete” final grade. Excessive absences are handled on a case-by-case basis to determine the best course of action to ensure mastery of the material. Excessive absences may lead to dismissal from school.

Any student who arrives to class fifteen minutes (15) will be counted absent for the class period.

Absences fall into one of the following categories:

### Excused

A student may receive an excused absence for illness, an emergency, or death of a family member. Students should **not** return to school until they have been fever-free (100.4 degrees and above), without fever-reducing medicines, for twenty-four hours. Students should **not** return to school if they have vomited or had diarrhea within twenty-four hours. Parents of students should report absences via email to the student’s teachers before the start of class to inform them teacher of an absence.

### Unexcused

For every unexcused absence, the student must schedule time on a Monday to make-up missed work. Failure to so, may lead to dismissal from school.

### LATE ARRIVAL

On occasion, traffic prevents a student from arriving to school on time; however, the School will not allow the repeated excuse of “traffic” to count as an excused tardy. “Sleeping in” is considered an unexcused tardy or absence for the classes missed.

### TARDIES

Students are expected to be at their desks, ready to learn at the start of class or they will be considered tardy. A tardy that exceeds fifteen minutes will be counted as an absence. If the student exceeds more than 3 tardies in a class, they will be required to make-up missed work on a Monday and at the convenience of the teacher.

### APPOINTMENTS

Appointments with doctors and dentists should be arranged, whenever possible, after school hours or when school is not in session. If leaving during the school day is necessary, parents of students should send an email to their teachers indicating what time he or she will be leaving school, the reason, and the estimated time of return.

### SEVERE WEATHER

Scholaris will advise families of early closures, cancellations, or delayed openings using the information listed in the emergency contact form. In the event of severe weather, parents will be emailed, texted, and called using the information provided to the School. Any changes in contact information should be given to the School so that the information can be changed.

### MAKE-UP DAY

Each year, two days are built into the calendar to be used in case of inclement weather. If we do not have to cancel classes, then school is not held on the Make-up Day. If school is held on the Make-up Day, students who wish to be absent must take an unexcused absence.

## MAKE-UP WORK

### Grades One-Six

The teachers will consult with the student when they return to communicate the appropriate means to make up the necessary work. In the event of a **long-term** illness of two days or more, parents should work with the teachers to make arrangements to make up the missed work.

### Grades Seven and Eight

When students in Grades Seven and Eight are absent from school, they are responsible for contacting their teachers for their assignments. Unless prevented by illness, students should return to class prepared. Students have one day for each day missed to complete make-up work.

## ILLNESS, INJURIES, AND HEALTH EXCLUSIONS FROM SCHOOL

Under no circumstances may a parent bring a sick child to School. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes).

### Symptoms requiring removal of child from school:

- Fever: Fever is defined as having a temperature of 100.4°F or higher taken under the arm, 101°F taken orally (a child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of any fever reducing substance.)
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting: 2 or more times in a 24-hour period.
  - Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety, or well-being of the other children in our care.

If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

If the injury is severe enough to suspect broken bones, concussions, or need for stitches, parents or emergency contacts will be notified. In the event of a significant injury and parents are unavailable, emergency services will be called, and a school Administrator will accompany the student and stay with him or her until a parent arrives.

## ASTHMA AND ALLERGY PROTOCOL

Scholaris's goal is to encourage the avoidance of allergen, recognize symptoms and respond quickly and effectively, and provide a trained and assessable emergency response. Parents should notify the School before the start of the school year if their child has a known allergy, such as food, insects, or environmental factors. Parents are responsible to provide individual authorized medication for an asthma or allergy-sensitive student before the first day of school.

All faculty and staff are trained to recognize signs and symptoms of allergy and asthma reactions. They are trained in EpiPen, certified in First Aid, CPR, and AED.

# **STANDARDS AND PROCEDURES**

## **CONTACTING FACULTY AND STAFF MEMBERS**

Parents wishing to contact faculty may email them. Teachers will attempt to reply within one school business day.

## **CONTACTING STUDENTS DURING THE SCHOOL DAY**

Only in the case of an emergency will classes be interrupted to deliver messages from home. In such cases, parents may send an email to the Administrator to have the message delivered to their child. In an effort to maintain the learning environment, we request that parents refrain from interrupting class. Please know that teachers may not be able to check their email during school hours.

## **GIFTS TO FACULTY AND STAFF**

If you desire to express gratitude to a teacher or staff member, please write a note, give flowers or food, a food or bookstore gift card. Gifts made by the child are also appropriate for a student who wishes to express appreciation or affection for the teacher. Please do not interrupt the teacher during class time to present a gift.

## **MONEY AT SCHOOL**

Students are not allowed to bring money to school. Parents may consult the appropriate faculty member when exceptions need to be made regarding school projects. Students are not permitted to sell or barter items on school property.

## **OFFICE AND EQUIPMENT**

Students and parents may not use the School's copy machines or office computers. The faculty workroom should not be used by students, parents, or visitors.

## **TEXTBOOKS AND SUPPLIES**

Textbooks and supplies are issued at the beginning of the school year and at other times during the year as needed. Students are asked to replace or pay for any textbooks, and supplies if they are damaged or lost while in their possession. Fines also are assessed for damage to school property.

## **BIRTHDAYS**

Birthday party invitations should be handled by telephone, email, or mail. Please do not send or bring invitations, presents, costumes, or other party paraphernalia to school. If all children in the class are not invited to a student's party, please help your child be sensitive by discouraging any type of discussion at school about the party.

Parents are asked at pick up to notify the teacher if they wish to bring an allergen friendly treat. Due to building fire-code restrictions, candles are prohibited.

## **EXTRA-CURRICULAR ACTIVITIES**

The Scholaris schedule is designed to provide families with the opportunity to utilize out-of-school time to foster and develop their unique talents and skills. A 30-minute planning session will be scheduled at the start of the school year in order to help families build their child's afterschool schedule. The Scholaris student is constantly striving to be the best version of themselves. Students will participate in off-campus extra-curricular activities, and they will submit their logs for school credit.

# STUDENT ACTIVITIES AND SUPPORT

## COMMUNICATION

To provide effective communication from the School to parents, the weekly progress report is published weekly via the communication folder and is designed to keep you abreast of your child's progress. Parents are responsible for the information disseminated.

## CLASS PARTIES

The Christmas party and end of year party are planned by students with the help of teachers. Parents are invited to the portfolio presentation on the last day of school.

## PARENTS' COUNCIL

The goal of the Scholaris Parents' Council is to acquaint parents with each other and to organize assistance for the School. One couple is appointed by the Scholaris each year to chair the Parents' Council.

## DECORUM

### BEHAVIOR

Students will:

- Use kind words when speaking with peers and adults.
- Respect the personal space of others.
- Maintain an orderly workspace.
- Respect their materials along with the materials of their peers and teachers.
- Engage and be attentive during instruction.
- Show respect through their actions and words.
- Wait patiently for their turn to speak in class.
- Praise their peers for job well done.
- Take ownership of their actions.
- Be inclusive of all of their peers

Although students are not under school authority when off the Scholaris campus and not engaged in a school-sponsored activity, all students should realize that they represent Scholaris. Therefore, any action that can seriously damage Scholaris' reputation or violates state law may subject the student to disciplinary action including expulsion.

## CELL PHONES, ELECTRONIC DEVICES, AND FOREIGN ARTICLES

Due to school liability and student safety, **cell phones are not allowed for students in Grades One-Six during the school day**. Phones will be confiscated for the remainder of the school day.

Students in Grades One-Six should not bring to school or have in their possession any object unrelated to their school activities. Such foreign articles (**including electronic devices, fitness trackers, and handheld computers**) will be confiscated for the remainder of the school day.

Students in Grades Seven and Eight may bring cell phones to campus. Once students have been dropped off, phones must be turned off and kept in the designated location for the entire school day. If parents need to communicate a critical/emergency message during the day, they should contact the Administrator who will relay the message to the student. At pick-up with their teachers permission, students may check their phones for messages and call their parents, if necessary.

Students may wear watches that tell the time and date; however, alarms/sounds must be turned off. Students may not bring to school watches or similar devices (such as Fitbits, Apple watches, or any other “smart” watch or device) that have the capability to do the following (whether activated or not)

- make or receive phone calls, texts, emails, or other messages;
- access Siri;
- access the Internet including the use of the various apps that are available;
- interact with social media.

Students are not allowed to carry any medications (prescription or over-the-counter) for self- administration without prior approval from a doctor, and a parent. Due to the potential choking hazard, students may not carry cough drops or have them in their lunch or backpack.

## DRESS CODE

Dress and grooming standards should reflect an atmosphere that is free from distraction. **Students are to be clean, well groomed, and conservatively dressed both on campus and at school functions.** A student who does not abide by the General Guidelines below will call home for new clothes to be brought to the school.

### GENERAL GUIDELINES

- Clothing should be clean, neat, and not excessively worn.
- Shorts must be “fingertip length,” the shorts’ hem must reach below the end of the student’s fingertips when arms are held straight down at the sides.
- Skirt hems should be no higher than three inches above the knee. The back of the skirt should be the same length as the front.
- To ensure the safety of the students, shoes are required at all times at school.
- Body markings with markers or pens are not allowed.
- Tattoos of any kind are not allowed.
- No off-the shoulder, spaghetti-straps, backless, or low-cut necklines.
- No caps or hats
- Fingernails should be maintained and well groomed.

### JEWELRY

- Jewelry must be tasteful and not distracting.

### HAIR

- Students shall have conservative hairstyles that are not distracting to their peers.
- Hair may not be dyed in unnatural colors.

## DISCIPLINE

### DISCIPLINARY RESPONSIBILITY OF THE SCHOOL

While Scholaris understands that the ultimate responsibility for a student’s discipline rests with the parent, we also recognize that our parents have consciously delegated to the Schoola responsibility to discipline pupils in accordance with the rules and regulations of student behavior as stated in the enrollment contract:

The administration and the teachers shall have **full discretion** in the administration of appropriate discipline for the student. Scholaris does not use corporal punishment for discipline. Scholaris reserves the right to adopt rules and regulations from time to time, and all students enrolled shall comply fully with the rules and regulations then in force as stated or amended. **It is required that all parents and students be familiar with and abide by the *Parent and Student Handbook* policies and procedures.** Scholaris also believes that a positive and constructive working relationship with parents is essential to the accomplishment of our educational mission. We accordingly reserve the right to terminate or not renew a student’s enrollment contract if we reasonably conclude that the actions of a parent or guardian make such a positive and constructive relationship impossible.

## GENERAL PHILOSOPHY OF ETHICAL DISCIPLINE

Discipline is utilized in a manner as to change the student's behavior for the better. Primary disciplinary authority rests with the teacher. Most disciplinary issues can and should be solved by the classroom teacher. In the event that a student does not respond appropriately to a teacher's attempts to discipline, an Administrator will become involved in the student's discipline.

School rules and disciplinary authority apply whenever the student is involved on or *off schoolgrounds* in conjunction with or independent of classes and school related events or activities. The circumstances of each case will determine the appropriate disciplinary measures. Factors to consider will include: (a) seriousness of the offense; (b) student's age; (c) frequency of misconduct; (d) student's attitude; and (e) potential effect of the misconduct on the School environment.

All penalties except suspension, expulsion, and disciplinary probation may be given by individual teachers. For a serious disciplinary case, the Administrator will have the final authority.

## INTERNET POLICY

With regard to the use of personal web pages, social networking sites, and applications (ex: Snapchat, Tik-Tok, etc.), as well as the use of the Internet for the posting of everything from videos to written words (ex: YouTube, personal blogs, comments and postings on participatory sites, etc.) and the use of mobile phones to store photos, videos, and other information, Scholaris reserves the right to hold its families accountable for content posted on the Internet, stored on or sent to other phones, or displayed on phones to others. When such content, whether visual or written, is inconsistent with what we stand for, the administration will consult the *Parent and Student Handbook* to determine the level of response and consequence to be administered.

Parents and students should not post pictures or videos of anyone in the Scholaris community to social media sites without permission.

## DISCIPLINARY INFRACTIONS AND MEASURES

*In general, the parent is responsible for discipline of the student.*

Listed below are some types of misconduct that call for disciplinary action.

- Interference with the smooth running of the class and the learning process
- Actions that may cause physical or emotional harm to students or their classmates
- Actions that are in direct violation of established classroom rules or procedures
- Fighting, cheating, plagiarism, stealing, deliberate deception, or bullying
- Use of profane language
- Arguing with the teacher
- Failure to complete assigned work in a reasonable amount of time
- Damage to school materials or property
- Accumulation of repeated small offenses
- Failure to comply with the dress code standards
- Failure to comply with safety standards
- Unexcused tardies
- Pranks or practical jokes that are detrimental to students or faculty—even if it is for April Fools' Day
- Misuse of cell phone and foreign articles
- Improper use of Internet and mobile phone technology

For the following offenses, suspension, or expulsion may result:

- verbal or sexual harassment, profane, vulgar, or coarse language
- lying/deception, plagiarism or cheating
- bullying
- stealing
- threats of physical harm, fighting, physical harm of others
- drugs, alcohol, or smoking at the school



- vandalism
- unexcused absence from class, chronic tardiness
- repeated minor infractions
- repeated dress code infractions
- leaving the school without permission
- possession or distribution of sexually oriented material
- bringing an item to school that is designed to inflict harm or cause destruction
- possession of a firearm, knife, pyrotechnic, stink bomb, or other harmful item
- misuse of school property
- improper use of Internet or mobile phone technology

## **ACADEMICS**

### **GRADING SYSTEM**

#### **Academic Grades**

For Grades One-Two, work is evaluated as either meeting expectations or needing improvement. Students in Grades Three-Eight are given percentage grades for all subjects. Students are expected to master all work and concepts in any subject before continuing with further work. Grades of 69 or below are considered failing.

### **INDEPENDENT WORK AND HOMEWORK**

Independent work is intended to develop executive functions such as task initiation, time management, and task completion. All students must correct their work. Some students may need assistance with corrections, planning, writing papers, and studying for tests; however, over time, students will grow in their independence with their work.

Students in Grades One-Six have independent work at school. Students in Grades Seven-Eight have independent work and homework. Parents of students Grades Seven-Eight will be notified of failure to complete homework on time and age-appropriate consequences will be given. The only acceptable excuses for incomplete homework are the student's illness or an emergency.

### **PARENT COMMUNICATION**

Scholaris uses the following means of communication to inform parents of student progress: Quarterly conferences and weekly progress reports. Conferences are important for building and maintaining a partnership between the school and families. Parents are encouraged to contact the School whenever they sense that a student is struggling with an academic or social issue.

### **STUDENT PROGRESS**

Scholaris expects a student to work to his or her full potential in the classroom. In the event a student is not reaching his or her full potential, one or more of the following interventions may be implemented to help monitor the student's progress and to keep parents informed.

#### **Tutoring**

The School may occasionally recommend or require individual tutoring to cover specific material missed due to a late entry to Scholaris, a prolonged illness, or to remediate specific skill deficiencies that have been identified and diagnosed. Arrangements for tutoring should be made only after consultation with the School.

#### **Remedial Action for Academic Failure (Grades Three-Eight)**

Scholaris is deeply concerned about the success and emotional well-being of every student, the School is committed to helping a student who struggles academically. The School may initiate any of the following steps to help a struggling student:

- Parent/teacher/Administrator conferences
- Required tutoring
- Required work in the summer
- Required outside testing and evaluation

Failure to cooperate with the School in the actions stated above may jeopardize the future placement of the student at Scholaris.

Re-enrollment

Scholaris students are offered re-enrollment yearly for the next year if they are in good standing. If there are academic or behavioral issues to be considered before re-enrollment is offered, the teacher and the Administrator will meet with the parents resulting in there-enrollment contract being held pending improvement.

**TEST POLICY**

Beginning in Grade Three, students will take scheduled tests and quizzes.

Grades Three - Eight

- All tests, regardless of subject or grade, should be reviewed by a parent, corrected by the student, and returned within the time allotted by the teacher.
- Quizzes cover material from class lectures and in class assignments and do not count as tests.
- There is a maximum of two tests in one day, unless a student is required to take a make up test.

**FINANCIAL INFORMATION**

**TUITION SCHEDULE**

Each year the School has financial commitments that must be made, including hiring teachers and planning for each school year. Therefore, the School must require the family for each student(s) that signs an enrollment or re-enrollment contact, **that family is responsible for the full tuition of that student and understands that tuition is non-refundable.** During the enrollment or re-enrollment process, each family will be given four payment options for tuition.

Tuition does not cover all costs that may be incurred by the family. Examples of such costs include transportation to and from school, lunches, various student activities, and other miscellaneous expenses.

**TUITION ADJUSTMENTS**

The School recognizes that the tuition is a significant investment, which often requires sacrifice on behalf of the parents. Our desire is to make Scholaris accessible to all mission-appropriate and like-minded families. To fulfill this desire, we offer a Tuition Adjustment program which sets tuition based on a family’s financial position. In short, we want to do all we can to alleviate any financial barrier that may preclude a family from providing a Scholaris education to their children.

**MEDICAL EXPENSES**

Medical expenses incurred while at Scholaris are the responsibility of the parents or legal guardian of the student.

**ADDENDUM**

This book is not an exhaustive list of policies. It is general in nature, and faculty members may use discretion in determining if the intent of the guidelines has not been observed. The School will inform parents of any policy changes.

Scholaris admits students of any race, national and 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, or tuition program.