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COUNTRY  

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SCHOOL  

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FOUNDED 1934

**Parents’  
Handbook**

**2011-2012**

*The Parents’ Handbook is intended to give general information  
on the “nuts and bolts” of daily life at The Country School.  
Its provisions can be changed at the will of the school administration.*

This section of the Parent Handbook may be found on the website [www.countryschool.org](http://www.countryschool.org) under “Parents.”

## **Administration**

The school administrative staff is available during regular school hours for telephone calls. **It is respectfully requested that only calls of an emergency nature be made to the staff and faculty at home.** Normal office hours are 8:00 a.m. to 5:00 p.m., Monday - Thursday, and 8:00 a.m. to 4:00 p.m. on Friday.

## **Admissions**

Upon request, a view book, application, teacher recommendation, and other pertinent material are supplied. Interest in enrollment is indicated when the application is completed and submitted with application fee to the Admission Office.

All applications for admission to The Country School are given full consideration. Acceptance into the school is predicated upon the academic level, the emotional maturity, and the physical development of the child. It is also limited by the size of the classes at each grade level. Financial Aid is available to qualified families on a non-discriminatory basis. (See page 29.) Receipt of Financial Aid is confidential and in no way alters a student’s privileges or position in the school.

Students applying for admission to the school are tested to determine their ability to function comfortably in the school’s academic program. As the philosophy of the school is directed toward guiding the learning of each child and providing the challenge to encourage each child to perform to the best of his/her ability, the curriculum and teaching methods reflect these objectives. Parental support of the stated educational philosophy is an essential element of the child’s successful progress.

Acceptance into the school is defined by a formal enrollment contract which, when signed by the parent and the school, and bound by a non-refundable deposit, confirms the child’s enrollment.

All standard primary medical immunizations required by Maryland health laws must be completed and be up-to-date before a child can enter The Country School.

Visit “Admissions” on our website for corresponding comprehensive information about the admissions process.

## **Admissions Policy**

The Country School strives to achieve a diverse student body and admits qualified students without regard to race, color, nationality, religion, or ethnic origin. Preference is given for admission to Kindergarten to completed applications

from siblings and alumni children. Classes average 16 students and the student-teacher ratio is 9:1.

### **Admissions Preview**

Since word of mouth is an effective way of bringing new families into the school, we ask current families to encourage prospective parents to visit The Country School. We are happy to provide admission information for you to give to your friends and we encourage their attendance at a scheduled Admissions Preview.

**Thursday, November 10, 9:00 a.m.**

**Tuesday, January 10, 9:00 a.m.**

**(snow date: January 17, 9:00 a.m.)**

**Thursday, March 1, 9:00 a.m.**

### **After School Care and Supervision**

After school care is available until 5:30 Monday through Friday. **On days when there is a noon dismissal prior to vacations, there will be no after school care. There will also be no after school care on Grandparents & Special Friends Day and Dorothy Andrew Day.** Parents requiring financial aid for aftercare may see the Headmaster.

Please notify the office if you must, because of an emergency, leave a child at school for more than 15 minutes after normal dismissal time. Excessive late pick up causes great inconvenience to our personnel so we greatly appreciate your cooperation and consideration. **Any child left after 3:40 is sent to aftercare, and parents are billed, without exception.** If you need to contact anyone in aftercare (from 3:20 – 5:30 p.m.), the extension is 124.

All Kindergartners who stay until one o'clock on Friday should bring a lunch with them.

Children may not be in the school building after dismissal unless they are in the after school care program or a supervised activity directed by a faculty member. **Parents who are assisting with a school project must directly supervise their children.** If children are sent to aftercare, families will be billed accordingly.

**If children are playing on our playground or fields before or after school, they must be under the direct, vigilant supervision of their parents.** The after school care program uses the Big Toy playground on Monday – Thursday afternoons from 4:15 – 5:30 and Friday afternoons from 2:00 – 4:00. Please leave the playground at these times as it is difficult for the teachers to monitor the students and enforce the playground rules with those not in aftercare.

**Students who are not on our teams may only attend athletic events if they are accompanied and directly supervised by their parents.**

## **Arrival, Daily Schedule, and Departure**

The entrance and exits to the school are well defined. Please observe any signs or signals in the parking lot, as well as the regulations outlined under “Parking.”

### **Arrival:**

Children who arrive prior to 7:50 a.m. must report to Early Morning Care in the aftercare room. Children who arrive after 7:50 a.m. may wait in the assembly room until the bell rings at 8:05. All children must be in their homeroom by 8:15.

### **Daily Schedule**

Grades K-8:

8:05 – 8:15 Report to classrooms

8:15 Homeroom (After this time, students are considered tardy.)

8:25 Classes begin

3:20 Dismissal, Monday – Thursday

1:00 Dismissal, Friday

Kindergarten children may leave at 12:30 on Monday, Wednesday, and Friday.

### **Dismissal:**

School does not end until 3:20, so we ask that parents not go down the hallways prior to this time. Please be aware that classes are in session and students can be easily distracted as important end of day procedures are being covered.

## **Assemblies**

Weekly assemblies are generally held Wednesday mornings at 9:10 unless otherwise noted. Performances are either in-house (by students) or by groups from outside the school. Groups from outside are selected by a faculty committee and funded by the Parents’ Association. They range in content from musical and theatrical performances to scientific and environmental presentations to purely entertaining shows. In-house performances include class plays, fall and spring talent shows, and three athletic assemblies at which awards are handed out for the sports season just ended. Students may only perform in one talent show per year. In addition, prior to each in-house assembly, classes take turns presenting a poem or song just prior to the show. Parents are welcome to attend all assemblies and are encouraged to make note of the dates their child/ren will be involved in a presentation. Parents should not present their children or teachers with flowers at the end of their class plays.

## **Athletics and Physical Education**

### **Athletics:**

Interscholastic team sports are offered in Grades 6-8. Everyone is encouraged to participate, and no cuts are made. During some seasons assignments will be made to “A” and “B” teams. Nonetheless, students will be expected to participate for the entire season, regardless of team assignment, once they have come to the first practice. At each contest every effort will be made to include all players.

If inclement weather interferes with practice on Tuesdays, boys will go home and girls will practice in the field house; on Thursdays, girls will go home and boys will remain.

If you have any questions about the status of a game because of inclement weather, check the school website and your email or call extension 118 for information after 12:00 p.m.

### **Team Policies:**

**Absences:** Although regular attendance at practice is expected, if a student is unable to make practice, prior communication with the coach must be established at least twenty-four hours prior to practice. The coach will use his or her discretion in determining if the absence is excused. Excused absences would include those absences recognized by the school as excused: illness, emergency (non-routine) doctor or dentist appointments, and secondary school visits. (Please schedule routine medical appointments on other days.) If the absence is excused, the team member might not start, but could play later in the game. If the absence is unexcused or contrary to defined policy (including extended family vacations), the student will not be allowed to play in the next game. However, the student will be expected to travel with the team and be in uniform. It is understood that there will be times when an emergency arises which does not allow adherence to the stated policy. Clear communication with the coaches will be key at these times. Every effort will be made to allow consideration for an individual issue.

**Arrival at School:** Students must be in school all day or have arrived by 11:30 in order to play in a game.

**Athletic Gear:** Students must arrive at school with complete uniforms and equipment in order to play in games. Students must wear their physical education uniforms and all protective gear to all practices. Students must also bring their own filled water bottles to all practices and games. Additional water will be available. Phone calls home for forgotten or missing equipment will not be allowed.

**Commitment:** Students must demonstrate commitment to the team. If a Country School student is a member of any other athletic team, his or her first commitment will be to the school team. Absence from Country School practices or games, in order to participate on another team or at another event, is unacceptable and will result in a student’s not playing in the next scheduled game. At the same time,

absence from practices or games due to other extra-curricular activities will result in the same consequence. Students are expected to be present for the entire practice or game.

**Directions to Away Games (also posted on website):**

**Annapolis Area Christian School (410-573-6877)**

Take Route 50 West to Annapolis and after crossing the Severn River Bridge take exit 24B toward Bestgate Road. Go straight through stop light. School will be on the right about ½ mile past the stop light.

**Dorchester Fields for Lacrosse**

Take Route 50 East towards Cambridge, just after Wawa in Cambridge turn right onto MD 343/Washington Street. Take Washington Street approximately 2 miles and turn right onto Leonards Lane and follow to end. Turn Left onto Glasgow Street and proceed for .3-.5 mile and turn right onto Somerset Avenue, then take 1st left onto School Street. The YMCA will be on your right, girls field is the last lacrosse field on left.

**Holly Grove Christian School (410-957-0222)**

Take Route 50 East to Salisbury; take bypass around Salisbury and head south on Route 13. Just south of Princess Anne you will see a sign that says 413 to Crisfield; go 2-1/2 miles past sign and take a right onto Mennonite Church Road. Go three miles and Holly Grove Christian School will be on the left. (About an hour and a half from Easton)

**Kent School (410-778-4100)**

Take Route 50 West towards Bay Bridge. Make right turn onto 213 North, across from Chesapeake College. Follow 213 to Chestertown. Turn left onto Cross St. (Rt. 289) at the first light. Continue on Rt. 289 until you come to Wilkins Lane (Rt. 664), and turn left onto Wilkins Lane. Kent School is at the end of Wilkins Lane.

**Rockbridge Academy (410-923-1171)**

Take Route 50 across Bay Bridge and take exit 23B. At end of exit, turn left onto 450. Stay straight to go onto MD 178. Follow to traffic light (Rt. 32 goes straight) and follow Route 178 to the right. Go 1 mile to next light and turn right onto Sunrise Beach Road. Playing fields are at Arden Recreation Hall, about 1-1/2 miles ahead on the right across from the Veterans Cemetery.

**St. Francis (Field Hockey – Crown Sports Center) (410-742-6000)**

Take Rt. 50 and exit onto US-50 BUS E/Ocean City toward Salisbury. Exit on right to Rt. 13, then turn right (south) onto Rt. 13 at traffic light. Continue south on Rt. 13 to Crown Road in Fruitland. Turn left onto Crown Road, fields are behind the building.

**St. Francis (Soccer - Calloway Street Field)**

Take Route 50 into Salisbury. Turn left onto Truitt Street, just past Post Office complex. Cross over the railroad tracks, and turn left onto Brown Street. Turn right onto Calloway Street and the gym will be on the right, attached to a small church, fields are on the left.

**St. Francis (Basketball) (410-749-9907)**

Take Route 50; just after you cross the Wicomico Bridge, turn right on Mill Street; bear to the right as it turns into Riverside Drive. The Catholic Church and gymnasium are on left. Take 2<sup>nd</sup> entrance.

**St. Michaels (Perry Cabin Field)**

Take Route 33 through St. Michaels and go past the Maritime Museum. Just as you are leaving the town limits, the Perry Cabin Fields will be on your left.

**Salisbury School (410-742-4464)**

Route 50 East towards Salisbury; take Bypass and get off on the Route 50 East exit on the right; immediately past the Perdue Baseball Stadium take a right onto Hobbs Road. Go straight about ½ mile. Salisbury School is on the left.

**South Dorchester School (410-397-3434)**

Route 50 East to Cambridge; turn right on Rt. 16 (just past Walmart) and continue approximately 5 miles to Church Creek. Turn left onto MD 335 toward Blackwater WNR. School is on left approximately 10 miles from Church Creek, past Blackwater NWR.

**Worcester Preparatory School (410-641-3575)**

Take Route 50 East and follow toward Ocean City. Merge onto US-113 toward Snow Hill/Pocomoke City. Turn slight right onto MD 818/South Main Street, the school will be just ahead on the left. Take left just past the cemetery to get to the school.

**Physical Education:**

Boys and girls in Kindergarten through Grade 2 are required to wear tennis shoes for physical education classes. Facilities for storing shoes are available in the classroom. Girls in Grades K-2 may wear shorts under their skirts or dresses during physical education and recess.

**Grades 3–8: For the first three days of school, gym uniforms will be sold in the assembly room from 7:50 to 8:15 a.m. and 3:25 – 3:45 p.m.**

The school office will sell gym suits as needed during the school year. The required uniform is a Country School gym shirt and black shorts. Current prices are \$12.00 for mesh shorts, and \$12.00 for the gym shirt. Your child's name will be written on the front of the shirt. Also available for purchase will be "Cougar" gym bags for \$6.00 each. Each student should plan to have solid color sweat pants available at

school for physical education activities. All students must have a mouthguard. Cleats or turf shoes are not acceptable footwear for physical education class.

Locks for gym lockers will be provided by the school, and **must be used** on gym lockers.

Failure to be appropriately dressed for physical education class will seriously jeopardize a student's performance and/or effort grade and will result in disciplinary action.

All physical education uniforms should be taken home at the end of the week to be washed and carried back on Mondays.

## **Attendance**

Regular attendance is a basic requirement for academic success and the development of a sense of responsibility for school obligations. We recognize that absences due to illness are unpredictable, and the school and faculty will do everything within reason to help youngsters who have been ill. Similarly, we recognize that keeping a sick child at home may be an inconvenience to some families, however it is essential for the overall well-being of the school community.

**If your child is absent or tardy, please contact the school by 9:30 a.m. with the reason for the absence and to obtain instructions for homework.**

Students are not permitted to miss any part of the school day on a consistent basis to attend any special lessons, practices, tutoring, performances, or the like. The only exceptions can be made by the Headmaster.

The school relies on its parents to see that **unnecessary absences are avoided** and that requests for special excuses for significant family events, school visits, and unique educational opportunities are kept to a minimum. **All planned absences must be discussed with the Headmaster and approved by him.** It is important for parents to avoid any unnecessary absences since individual and class progress can be impaired by such parent decisions. Expanding school vacations or planning extended vacations at times other than school vacations puts undue pressure on a student and his/her teachers. **Therefore, the school will not make special arrangements to support such plans.**

**Students must be in their classrooms by 8:15 a.m.** Children arriving late for school should report to the Main Office to check in. Repeated tardiness causes the student and his/her teachers many problems and is to be avoided.

**If a child is to be picked up during the course of the day for any reason, please send a note or email that morning to the child's teacher. The parent must then come into the Main Office to sign the child out and pick the child up. Students will not be sent to the Main Office before the parents arrive. Students should be signed back in upon their return.**

**Students who miss more than half the academic day (who arrive after 11:30 Monday –Thursday and after 10:35 on Friday) will not be allowed to participate in or attend after school activities unless otherwise approved by the Headmaster or the Division Head.**

Requests for an excused absence from any activity must be in writing and signed by a parent or physician, as appropriate, and include a reason. If the original note does not state a specific time when the activity can be resumed, a follow up note will be required.

## **Bullying**

Bullying behavior is not acceptable at The Country School. Actions which are persistently aggressive, intimidating, disrespectful, insensitive, threatening, hurtful, or insulting could be deemed to be bullying behavior.

Bullying is more than teasing, for bullying always hurts someone. Joking and fooling around are sometimes offered as excuses for bullying. However, behavior which is sometimes acceptable with a friend can be considered bullying with someone else.

The Country School will address and discipline students who are engaged in bullying behavior and will hold all students accountable for responsible behavior. Students will be encouraged to support students who are targets of bullying by confronting bullies, telling adults what they have observed or heard, and communicating with faculty and the administration about such issues. Teachers and the administration can help and take appropriate action only when they know a problem exists. Therefore, it is imperative that students and families inform the school immediately when they are aware of a bullying situation. (This policy will be under study and may be revised during the 2011-2012 school year).

## **Calendar – Weekly**

The weekly calendar will be sent electronically on Thursday. It is very important that parents read this calendar every week so that they can learn of school activities, changes in school hours, field trips, special dismissal times after athletic events, and other important notices. Following the weekly calendar will eliminate many unnecessary telephone inquiries to the Main Office. The calendar is also available on our website. Printed copies will be available in the Main Office.

## **Celebrations**

Birthdays snacks are to be limited to Friday special snack time. Exchanging gifts at school is inappropriate when others are excluded.

**Unless the entire class or all the boys or all the girls are invited, please do not send your child to school with invitations to parties.** It is particularly hurtful when only a few children are excluded. It is good for children to learn that exclusion of a few is inappropriate and insensitive. Although we would like all children to be included in individual parties, when this is not possible please be sensitive to everyone's feelings when issuing invitations. If all the girls or all the boys are not included in a party, you may not depart for the party from the school.

## **Cell Phones**

Students may bring cell phones to school for after school use only. Phones may not be out or on for any purpose during the day, including texting. We ask that parents turn off cell phones while attending school functions. Parents may not talk on cell phones while driving in the parking lot.

## **Code of Conduct**

Since The Country School is a community of students, teachers, and parents, it is necessary that each individual recognize and uphold his/her responsibility in all phases of school life. A student's behavior should reflect The Country School values, which are the essential underpinnings of good character:

**Honesty** – Students are expected to be trustworthy and exhibit honorable behavior at all times in both words and deeds. One should always tell the truth and do one's own work. Infractions of honorable conduct, including cheating, plagiarism, lying, and stealing, will not be tolerated.

**Respect** – Students are expected to show respect to all people through language and actions. Students should act with dignity and demonstrate courteous manners towards teachers, classmates, parents and visitors to the school. Bullying or bullying type of behavior is not acceptable at The Country School (see above section on Bullying) nor is hazing, harassment, or threatening the safety of others.

- Students are expected to have knowledge of and respect for school boundaries. During school hours or during after school activities, students are not permitted to go beyond the perimeter of the school property.
- Students are expected to display respect for school property and extend that respect to their own and classmates' personal possessions.
- Students are expected to adhere to the Acceptable Use Policy, which they sign prior to using the school's computer network. Violations of this policy will not be tolerated.

- Students are expected to respect state and federal laws regarding cigarettes, alcoholic beverages, and drugs; disregard for these laws will be not tolerated.

**Responsibility** – Students are expected to take responsibility for their words and deeds and help create a school environment that fosters understanding, respect, and acceptance of individual differences. Students should be responsible for the safety of others through their behavior and should never bring to school or have in their possession any kind of weapon, look-alike weapon or explosive.

**Compassion and Generosity** – Students are expected to demonstrate a feeling of empathy for and an understanding of others. Students should treat others the way that they would like to be treated.

**Commitment** – Students are expected to approach all aspects of their school life with a sense of dedication, determination, and responsibility. Students should attend all classes, arrive on time with all necessary materials, and complete all assignments.

**Cooperation** – Students are expected to work with teachers and classmates in a fair and pleasant manner. Students should conform to the dress code at all times.

**Fairness** – Students are expected to deport themselves in ways that are unprejudiced and impartial. In dealing with others, they should behave in a reasonable and objective manner.

**Moral Courage** – Students are expected to possess the willingness to stand up for what is believed to be right even if that stand is unpopular or goes against conventional wisdom.

**The development of sound ethical and moral character will be particularly emphasized in all aspects of school life. Any breaches in ethics will be reported to the Headmaster or Division Head and appropriate action will be taken. Disciplinary action will result for infractions of The Code of Conduct such as (but not limited to) dishonesty; cheating; plagiarism; stealing; vandalism; bullying; fighting or endangering the safety or well-being of others through language and/or behavior; possession, use, distribution, sale, exchange, or being under the influence of alcohol or illegal drugs. Consequences for any breach of the Code of Conduct may include but are not limited to communication with parents, reflective writing or letters of apology, conversation with faculty or administration, loss of a privilege, applicable natural consequence, recess detention, after school detention, in-school suspension, out of school suspension and expulsion.**

The Country School's teachers are committed to directing students towards these goals. If, however, these attempts are unsuccessful, a faculty member may report a student to the Headmaster or Division Head who will decide on an appropriate course of action.

Anyone who persistently refuses to accept the standards set by The Country School will be separated from the school.

### Conferences

All parents are encouraged to attend conferences in the fall and in the spring. However, if parents have questions concerning their children's progress, they should feel free to contact the appropriate school personnel. Parents should confer initially with the teacher or Upper School advisor involved. If parents have questions concerning the child's overall progress, the Division Head or Headmaster should be consulted. Weekly grade level meetings are held in the Upper School to discuss student progress. If you have a concern that should be shared at these meetings, please contact the Head of the Upper School.

The faculty appreciate parents making appointments for conferences through the Main Office. **Impromptu conferences in the hallways, parking lot, or classroom are likely to be unsatisfactory for all concerned, whereas one that is scheduled and planned for carefully is likely to be more productive.**

### Cougar Shop

The Cougar Shop offers gently used Lands' End clothing at great prices! Parents may donate Lands' End uniform clothing any time throughout the year. Everything is sold on a cash basis. Optional credit "bucks" are available to be used for future purchases, but unfortunately we cannot accept IOUs. **Please refer to the Uniform Re-Sale Shop Policy displayed in the Cougar Shop.**

The hours of operation are dependent on parent volunteers. Generally, The Cougar Shop will be open mornings from 8-8:30 and afternoons from 3-3:30.

Shirts, Skorts, Shorts - \$6                      Skirts, Pants, Sweaters - \$12

Jumpers and Blazers - \$14

Miscellaneous other Cougar items will be sold in The Cougar Shop throughout the year.

Cougar Shop coordinators – Kim Kearns – 410-725-1442

Talli Oxnam – 443-496-0688

### Dress Code

Students are expected to look neat at all times. Clothes must be clean, ironed, and without holes or tears. The dress code is in effect throughout the day and when students are representing the school. **Parents are expected to take an active role in helping their children conform to the dress code.** In addition, students who remain at school for any after school activity – from aftercare to watching athletic events – are to remain in their school uniform until they leave

campus.

A student who does not conform to the dress code will be subject to disciplinary consequences. The first time a student is not in conformance with the dress code, the student will be sent to the office where he or she will remain until the parent is called and comes to school with the appropriate attire. If a student has a second offense, that student will be excluded from class until in conformance with the dress code, and will have an additional consequence such as loss of recess, after school detention, or in-school suspension. Any further incidents will result in more severe consequences and/or possibly suspension from the school.

Source for clothing: The Lands' End School Catalog will be the provider for articles of acceptable clothing. If you choose to purchase the items from Lands' End, they will contribute 3% of all net sales to The Country School Parents' Association **if you use the Preferred School Code 9000-8877-4**. Items purchased using Lands' End Gift Cards acquired from the school will earn 15%. It is not required that you purchase the items from Lands' End although **any other option must conform in every way to the items in the Lands' End School Catalog (not the general Lands' End Catalog)**. Any questions must be directed to the Division Heads. It is important that a consistent appearance be maintained in students' dress.

The wording "The Country School" and The Country School logo are both registered with Lands' End as the school's logos and may be applied to students' shirts. **No other labels, slogans, or logos will be acceptable (Polo, Izod, Dockers, etc.) on ANY item of clothing.**

#### **Acceptable Articles of Clothing:**

**Shirt:** short and long sleeved (not three-quarter sleeved) polo shirt (any solid color), turtleneck and mock turtleneck (any solid color, not ribbed or ruffled), solid color oxford cloth button down shirt (white, blue, yellow or pink only; no chambray or bleached indigo), Peter Pan shirt (white, blue or yellow; no ruffles or puff-sleeves). **All shirts must conform in every way to those available from the Lands' End School Catalog.** No excessive tightness or bagginess. Only the top two buttons may be unbuttoned. Shirts are to be tucked in neatly at all times.

**Sweater:** crew neck, v-neck, vest, cardigan, or full zip cardigan (not half-zip) over dress code shirt or blouse. All sweaters must be solid colors in cotton or wool. No fleece, ruffled, hooded, cable sweaters, sweater sets, argyle, ribbed, or patterned sweaters allowed. **All sweaters must be similar in cut, fit, and style to those available from the Lands' End School Catalog.** No excessive tightness or bagginess.

**Fleece Wear:** Solid color full zip fleece vests or half-zip fleece pullovers in the available Lands' End colors, with either no logo or The Country School logo. All

fleece vests and half-zip pullovers must be similar in cut, fit, style and color to the “midweight fleece vests and half-zip fleece pullovers” available from the Lands’ End School Catalog.

**Skirt:** A-line or pleated skirt (not cargo or box pleat skirt), at-knee chino skirt (only from the Lands’ End School Catalog, and only in the longer of the lengths offered) in khaki, stone, navy, black, gray, or the Lands’ End hunter/classic navy plaid. No box pleat skirt, pleated skirt, knit skirt, cord skirt, cord skirt, above-knee skirt, pleated cargo skirt, cargo chino skirt, two-button chino skirt or long chino skirt. **All skirts and skorts must conform in every way to those available from the Lands’ End School Catalog.** No more than 3 inches above the knee.

**Jumper:** Lands’ End Solid Jumper (not side-pleated, side-buckled, stretch cord, or knit) in khaki, stone, hunter/classic navy plaid, or navy. No more than 3 inches above the knee.

**Bike shorts:** Black, navy, or khaki bike shorts may be worn only under skirts or jumpers, and must not come below hemline.

**Pants:** Pleated, flat front, or side zipped pants (khaki, stone, navy, black, or gray). The Lands’ End School “Feminine Fit” plain-front chinos (not flare or stretch) are also acceptable. Must have sewn in pockets (pockets not sewn on the surface of the material). Chino material, cords, wool. Pants are to be worn above the hips and must be properly sized and hemmed. No stretch, flare, or cargo pants, jeans or jean styled pants, sweat pants, draw string pants, or crop pants. No excessive tightness or bagginess. **All pants must conform in every way to those available from the Lands’ End School catalog.**

**Shorts:** Only Lands’ End shorts (not sports shorts or cargo shorts) from the Lands’ End School catalog are allowed for Lower and Upper School boys and girls (khaki, stone, navy, black, or gray).

**Shoes:** Kindergarten and grades 1 and 2 may wear sneakers. Students should wear loafers, leather docksiders, tied leather or suede shoes, all weather moccasins, Mary Janes, or closed toe flats. All shoes must be in solid colors in one tone, non-embellished, non-quilted, with no cut-outs, and be black, brown, blue, or red. No more than 1½” heel height. No boots, techy hikers, Birkenstocks, flip flops, sandals, sneakers, shoes that light up, hiking or athletic-type shoes, shoes that roll, platform shoes, clogs, mules, or any style above the ankle. Tied shoes must be neatly tied and completely on the foot. The spirit of the dress code is that clothing items have no logos, even though this is difficult to achieve with sneakers and shoes. Accordingly, any logos that can’t be avoided should be unobtrusive.

**Belt:** Solid-colored black, brown, or navy, with no logo or design. To be worn with pants that have belt loops; no belt required for pull on pants or side zipped pants. No belts are required for grades K-2.

**Socks:** Socks, knee high socks, or tights, if worn, must have no logo, be solid colored, and be a matching pair. No leggings or fishnets.

Undergarments, underneath shirts, are to be plain white.

**Additional items:**

- Other than pierced ears for girls, no body piercing jewelry or body art (tattoos) which is permanent or temporary is permitted.
- No hats or visors are to be worn in school.
- No head scarves or wide headbands.
- No sunglasses are to be worn in school.
- No cosmetics other than simple lip gloss.
- No excessive jewelry.
- Students' hair must be a natural hair color. Boys' length must be above the collar and not over the eyes or the ears, with no ponytails. Spiked, Mohawk, skinhead, initialed or other provocative styles are not permitted.
- Outerwear and sweatshirts may be worn only outside.

**Holiday Program, Kindergarten Mother's Day Tea, Grandparents & Special Friends Day, Eighth Grade Mothers Tea, Awards Day and Graduation:**

Children wear "dressy" attire. Boys wear long pants, dress shirts, and ties. Girls wear dressy skirts and blouses or dresses; no leggings or fishnets. Dresses must be of appropriate length and may not be strapless unless worn with a sweater or jacket.

**Eighth Graders on Awards Day and Graduation**

Eighth grade boys wear navy blue blazers, dress shirts, ties, and dress pants on Awards Day. In addition, white pants, white shirts, and ties are required for Graduation. Eighth grade girls wear dressy skirts and blouses or dresses for Awards Day, and white dresses and white shoes for Graduation. All dresses must be of appropriate length and may not be strapless unless worn with a sweater or jacket.

**On Dress Down Days**

On dress down days, students may wear clothing of their choice, provided outfits cover the same parts of the body as the school uniform. In addition, they may not wear shirts with inappropriate language or advertising for alcohol or tobacco products; halter tops; spaghetti strap tops; tank tops; short shorts; jeggings (excessively tight jeans), revealing attire; hats inside the building; or shoes that light up or roll. Undergarments should not show.

**School Picture Day**

Regular school dress code is in effect.

## Early Morning Care and Supervision

An early morning care program, offered at The Country School by Critchlow Adkins Children's Centers, will be available daily from 6:45 until 8:05 a.m. in the aftercare room. Any student in the school or dropped off at the school prior to 7:50 who is not under the direct supervision of a teacher must be in this program. The cost is \$43 per week or \$10 per day. Breakfast is served and various activities will take place. Students must have a completed enrollment form on file prior to attending for the first time. Parents should use the exterior entrance to the aftercare room and are responsible for signing their child/ren in.

## Electronic Devices

No electronic devices (such as iPods, cell phones, digital cameras, computer games, etc.) may be used between 8:15 and 3:20. They must be turned off and stowed in bookbags, lockers, or cubbies during these hours.

## Emergency Closing

**Messages regarding school closing and delays can be accessed through the school phone system, website, or email. In unusual circumstances they may also be sent via SchoolReach to the emergency contact information you provided.** Our school closing policy is as follows:

**Before School Starts** – When you have a question concerning the opening of school in time of snow, fog, or ice, listen to one of the radio or tv stations listed below. Stations will carry school decisions any time after 6:00 a.m. on the morning in question. Every effort will be made to make a specific Country School announcement, but realize that we cannot control the radio stations. You may also listen to the message placed on the school's phone system or view the website. **If you do not hear a specific announcement that The Country School will be closed, assume we will be open as usual.** The Country School's decision will **generally** follow that of the public school transportation system, except in case of fog, light snow, perhaps on Fridays because of our early dismissal time, or in highly unusual circumstances.

**During the School Day** – Should the weather or roads become questionable during the day, a decision will also be made and the time of closing announced using the aforementioned means of communication. If the roads in your area become of concern before such a decision is reached and announced, you may call for your child ahead of time. Please do this only when you feel it is absolutely necessary.

**Ultimately, in inclement weather, parents are welcome to exercise their own discretion about their children's attendance at school.**

WCEI (Easton)	1460 AM or 96.7 FM
WSCL (Salisbury)	89.5 FM
WBOC (Salisbury)	Channel 16

## **Entry System**

There is a monitoring system for entry into The Country School at the morning entrance and the flagpole entrance doors. The doorbell intercom is located to the left of the exterior door at the morning entrance and inside the first set of double doors on the left at the flagpole entrance. To enter, please press the buzzer and speak to announce yourself and the door will be unlocked. You will be received by the Main Office 8:15 a.m. – 4:00 p.m. Monday – Thursday and 8:15 a.m. – 2:00 p.m. on Friday. After the Main Office closes and until 5:00 p.m. Monday – Thursday and 4:00 p.m. on Friday you will be received by the Headmaster’s Office. Please use the flagpole entrance anytime after 8:15 a.m. and the morning entrance for afternoon dismissal. During afternoon dismissal these doors will be opened between 3:00 and 3:40 p.m. **Please note the breezeway doors are locked at all times with no entry into the school. If your child is still in school for any after school activity beyond school office hours, please pick up your child at the gym garage door.**

## **Field Trips**

**The normal dress code is in effect for field trips unless specifically announced by the teacher.** Parent chaperones are encouraged to assist in grades K-4 but need to follow these guidelines:

- Please leave other children at home.
- Remember that class trips are an extension of the curriculum and parents therefore need to follow the plan that the teachers have set for the students.
- Please don’t visit the gift shop or snack bar if it has been requested by the teacher that they be avoided.
- The Code of Conduct is to be strictly adhered to by students, and parents are responsible for making sure that this is enforced. Realize that parents are in the awkward position of enforcing these rules with their own children.
- If a bus is used as the transportation for a field trip, students are expected to ride on it – not in a parent’s car. Please let the teacher know if your child suffers from motion sickness.
- Videos which are shown on a bus are only to be teacher-selected films.

## **Financial Aid**

Families interested in applying for Financial Aid should contact the Admissions Office to receive the necessary information and forms. All interested families must complete the School and Student Service for Financial Aid (SSS) process and complete the Parents’ Financial Statement (PFS). Other application requirements and guidelines are outlined by the school and all information submitted is confidential. Financial Aid awards are made by the Headmaster on a case-by-

case basis and reviewed annually based on a family's demonstrated need and the availability of funds at the time of application. Funding is also dependent upon a student's being "in good standing" in academics and citizenship.

**If a family enters the school paying full tuition, it is the expectation that the family will continue paying full tuition for each subsequent year. However, if a family's situation changes significantly, an application for financial aid may be submitted but additional documentation regarding the change in circumstances must accompany the application.** Likewise, Financial Aid may be adjusted or withdrawn if the parents' financial situation changes during the course of the year.

### **Gift Acceptance and Fundraising Guidelines**

The school's charitable gift guidelines are available through the Advancement Office upon request.

### **Graduation and Awards Day Seating**

At Graduation and Awards Day, seats are reserved for eighth grade families. The only way to reserve seats in all rows is to be physically present in them.

### **Health**

The school should be notified when a child contracts a communicable disease. The Board of Trustees has adopted a policy regarding this issue.

Children should not be sent to school with fevers or colds in a highly infectious state. They should not return to school so soon after an illness that complete recovery is delayed. A 24-hour delay is highly recommended to ensure complete recovery.

**If your child is too sick to come to school, he or she may not come to school for any school activities, be on campus outside of your vehicle, come into the school, or be on campus in an infectious state. All household members should also not come on campus.**

The school has neither the facilities nor the personnel to care adequately for the child who becomes ill in school. Upon being notified that a child should go home, a parent should arrange to have the child picked up as soon as possible.

The school requires that each student have a physical examination and immunization record on file prior to initial entry. All rising sixth graders must also complete a form which states that they have had a physical examination, scoliosis screening, and are approved for participation in athletics and physical education classes. The school takes the position that it is appropriate to know that a child has been immunized, that he/she is certified to participate in the sports program appropriate for his/her age, whether there are any limitations to be placed on his/

her activities, and whether a child is subject to a physical condition requiring special treatment in an emergency.

We also require a student information form to be on file for each student. Parents are asked to update this form as changes occur, or at least annually.

If it is necessary for your child to take any medication at school, please bring it to the Main Office. No medication is allowed in the classrooms. All prescription or over-the-counter medications (including cough drops) must be in their original containers and are not permitted to be self dispensed by the student at any time.

**In all cases, a Medication Administration Authorization Form must be completed, signed by a parent and physician and submitted to the office for any medication to be dispensed.** The school does have a Medication Administration Policy that limits which medications are able to be dispensed.

The school's asbestos management plan is available for review upon request.

## **Homework**

Homework is assigned for the purpose of study, practice, drill (math facts, spelling, etc.), and reinforcement of material covered in class. Homework assignments are structured so that students develop independence and responsibility while allowing for the appropriate level of parental involvement.

Teachers should give clear instructions about the homework's requirements regarding length, amount of time to be spent, and teacher's expectations. When appropriate, teachers should "model" or give an example for students about what is to be achieved.

Homework also encompasses reflection of material covered in class, reading, and work on expansive projects.

**In all grades please inform the teacher and the division head if any consistent homework problems arise.** While the average amount of time it should take students to complete assignments is noted for each grade, the exact amount of time will vary from individual to individual and to some extent from day to day. If students consistently exceed these times, the teacher should be notified and an appropriate plan devised. To help teachers monitor the amount of time it is taking students to complete their assignments, a survey will be completed three times a year. The teachers will only be able to glean accurate information if all families complete the survey as accurately and promptly as possible.

Parents in all grades should ensure that students have an organized homework time and place. Creating a space conducive to work with all needed materials at hand helps develop an organized approach to the completion of homework. Parents should see to it that needed materials get packed up and brought to school. Phone calls for forgotten items are only rarely permitted. Similarly, parents

should expect and encourage students to leave school with all necessary books and materials. Returning to school for forgotten items undermines your child's growing independence. Parents and students should not expect classrooms to be accessible after school has ended for the day.

No homework is given over the Thanksgiving, Christmas, and spring breaks. In addition, no homework is given on Halloween and over the Columbus Day, Martin Luther King, Jr.'s Birthday, Presidents' Day, and Easter weekends.

## **PARENTAL GUIDELINES FOR HOMEWORK INVOLVEMENT**

### **Lower School**

#### First Grade:

The teacher explains the homework to the students in the class but the parents may need to re-explain the directions. They can help the student with specific questions but should let the student do as much as he/she can independently. They can help the student by making sure the homework is completed and brought back to school in an acceptable condition. It should take 15 minutes to complete the homework. When the students are asked to read for an additional 15 minutes at night, their teacher will help students select appropriate materials. No homework is assigned on the weekend.

#### Second Grade:

The teacher explains the work to the students in class. Parental help is welcomed but it is helpful to the teacher if the parent would make a note on the assignment if the child had difficulty with the assignment. Parental help might be needed to select appropriate reading materials for the 15 minutes of reading assignments. The teacher can help with this if needed. It should take between 15-20 minutes to complete this homework, exclusive of independent reading. No homework is assigned on the weekend.

#### Third Grade:

The teacher explains the work to the students. The parents can review the directions with the students when necessary. The parents can guide the students with their homework. They need to oversee the completion of homework and the packing up of materials so all of it comes back to school each morning. The teachers need to see the mistakes that the children make on their homework in order to know what needs to be re-taught. Assignments should take 30 minutes to complete, exclusive of independent reading. No homework is assigned on the weekend.

#### Fourth Grade:

The students should engage in reading each night related to their journal writing. The teachers want to see the work that the students do. Parents should only

check to be sure the work has been completed – not for its accuracy. Parents can help when it is needed but should write on the homework if the student was unable to do the assignment without parental involvement. In addition to the independent reading, it should take approximately 30-45 minutes to complete the homework. Homework is sometimes assigned on the weekend.

## **Upper School**

### Scheduling homework completion

Homework must be a priority and must have a definite place in your child's schedule. There should be a pre-planned time set aside each day during which your child must do homework. During homework time, all other activities cease. Determine the length of time needed each day for homework.

**Grade 5 should spend 45 minutes to 1 hour on homework each night and over the weekend. In grades 6-8, students are assigned approximately 15 minutes of homework each day a class meets, for an approximate total of one hour and fifteen minutes per night and over the weekend for grade 6 and one hour and thirty minutes per night and over the weekend for grades 7 and 8.**

If necessary, a daily schedule can help organize your child's time. By filling in all scheduled activities for a given week, you and your child can see what time is available for homework. Post the daily schedule in a prominent location so that both you and your child will know exactly when homework will be done each day. Make sure that the homework times chosen are appropriate and don't conflict with other scheduled activities or that it is not scheduled for too late in the evening.

### Creating a proper study environment

It is important to establish a quiet place in which to work (no television, telephone, distractions). It should be a well-lit, comfortable, quiet location with all necessary supplies at hand. Parents should guide their child in choosing a good location. Talk together about which places in the home might be better than others for doing homework.

### Gathering necessary materials

Assignment book, pencils, pens, erasers, markers, writing paper, tape, hole punch, white out, pencil sharpener, scissors, ruler, stapler, paper clips, index cards, dictionary, compass, protractor, calculator, atlas, thesaurus, almanac, and rubber bands are all materials which are helpful with homework. A computer is also helpful.

### Fostering homework independence

Your goal as a parent is for your children to do their homework independently.

Each day your child should carefully list all homework that must be completed during homework time. You may wish to check off each assignment as it is completed. It is helpful to have your child start with his or her least favorite subjects

to make sure his or her mind is fresh when dealing with these.

Emphasize your confidence in your child's ability to do the work with a little boost from you.

You may help your child break down an "overwhelming" assignment into simple steps you know your child can do successfully.

Some children race through their homework with little or no effort because they want to "get it done" and get back to more pleasurable activities as quickly as possible. As a result, their homework is messy, incomplete, or incorrectly done. Other children frequently fail to bring work home or "forget" they have homework at all. For these children, parents should explain that there will be a mandatory time set aside every night for homework. Speeding through homework or forgetting homework will still result in the expected amount of time set aside every night for homework. Students can read, study for tests, or review classwork. The time will not be spent watching television, playing computer games, "surfing the net," or doing anything unrelated to school. Students will learn there is no advantage to rushing through work or forgetting it altogether. It is not going to buy them any more free time.

### **Incomplete and Absentee Assignments**

Parents of children in Grades 1-4 will be notified of incomplete work by a telephone call from the classroom teacher. Students in Grades 5-8 are approached first concerning delinquent work, but if this does not prove effective, parents are also notified by the appropriate teacher. If a student misses a third assignment in the same course, the parents will be notified and the student will be assigned recess detention. In the event a student misses a fourth assignment in the same term, the parents will be notified and the student will receive an after school detention. If a fifth assignment is missed, the parents will be required to come in for a conference with the Upper School Head.

In the event of an illness, Lower School parents are expected to pick up assignments after 3:30 p.m. or let the office know with whom to send the work. Parents should not expect the school to prepare special assignments when families take trips outside the regular school vacations.

When returning to school after being absent, Upper School students are responsible to gather and complete missed work promptly. Upper School students have a day for each day that they are absent to make up work, i.e. if a student is absent for three days, all work should be made up by the end of the third day back in school. Exceptions should be discussed with the Head of the Upper School.

### **Library**

The library is open after school until 5:30 p.m. Monday through Thursday. On days when school is dismissed at noon, the library will also close at that time.

The library will be closed after school on Friday, during Book Fairs, during fall and spring conferences, and on Grandparents & Special Friends Day and Dorothy Andrew Day. The library will also be closed Tuesday – Friday the last week of school. Students in K-4 need to be with a parent if they are going to stay after school to use the library. Students in grades 5-8 may stay if they have brought with them that day a note of permission from their parents. **Students may not call home to request permission, nor should parents call to request library privileges during the day or if they are running late.** The library is not intended to provide after school care for students or a place for children to stay if they cannot be picked up on time. Upper School students who remain in the library after school must adhere to the after school library rules.

## **Lunch**

**Lunch is available Monday-Thursday, and Fridays during Upper School Musical rehearsals for the cast. Lunch must be ordered prior to 8:30 a.m.** In addition, student council representatives normally take orders for pizza for students in grades 5-8 on Wednesdays. Cash only please. On Friday, Kindergartners who stay until 1:00 p.m. and Grade One have snack and lunch.

Milk and juice are available on lunch days for 50¢ each.

Consumption of sweets should be monitored by the parents and discouraged as a morning snack. The school discourages the children from bringing drinks in glass bottles. **Soft drinks are not allowed at lunch or snack time.** If it is necessary to bring in a lunch at lunch time, we ask that you do not bring in fast food lunches (hamburger, fries, sodas, etc.)

### **Entrées**

**Sandwiches:** (\$4 whole, \$3 half) Whole or half: PB & J, Grilled Cheese, Grilled Ham & Cheese, BLT (extra bacon 50¢), Turkey, Ham, Roast Beef and also Cheese, Crackers & Ham, and a Daily Special Sandwich

Breads for sandwich selections: Wheat, White, Wheat Wrap, Sub Roll

Condiments: Lettuce, Tomato, Mustard, Mayonnaise

Cheese: Cheddar, American, Provolone

Jellies for PB&J: Strawberry Preserves or Grape Jelly

**Soup:** (\$3.00): Alphabet Chicken Noodle, Daily Special Soup

**Salads:** Chef Salad (turkey, ham, tomato, cheese, carrot, cucumber) \$5.00

Garden Salad (tomato, cucumber, carrot) \$4.00

Chicken Caesar Salad \$5.00, extra chicken 50¢

Dressings: Ranch, Italian, Caesar

**Side Orders:** (\$1.00 each) Sliced Apple, Whole Apple, Sliced Orange, Banana, Peaches, Grapes, Baby Carrots, Applesauce, Cinnamon Applesauce, Pretzels, Cheez-Its, String Cheese, Chocolate Chip Cookie, Brownie

**Drinks:** (\$1.00 each) Apple Juice Box, Fruit Punch Box, Berry Juice Box, Bottled Water (large or small)

**Whole Sandwich Meal** \$7 (includes 1 entrée, condiments 2 sides & drink)

**Half Sandwich Meal** \$6 (includes half sandwich, 2 sides & drink)

**Salad Meal** \$8 (includes any one of above salads, 2 sides, drink)

**Soup Meal** \$6 (includes soup, 2 sides & drink)

**All orders must be placed by 8:30 a.m!** Please call or text Angela Thomas at 410-829-7734 or email [simplygourmetcatering1@yahoo.com](mailto:simplygourmetcatering1@yahoo.com)

## **Messages**

Please give your children instructions pertaining to the day's plans before they leave home in the morning to minimize phone messages during the school day. This helps your child become responsible and develop sound organizational skills. We do not want to interrupt classes, and find it is too distracting for school personnel to be telephone message takers. Only unforeseen or emergency changes in plans should be communicated to school by telephone. Messages received close to dismissal time are difficult to deliver. It is frequently impossible – and always a disruption – to try to intercept students as they leave school or once they have reported to sports. **Do not expect non-emergency phone messages to be delivered.**

If it is necessary for your child to be picked up by someone other than his/her parent or guardian, please send a written note to this effect.

The school discourages deliveries of flowers, balloons, etc. to students during the school day. Any items delivered will be held in the office until the end of the day.

## **Network Acceptable Use Policy**

The school has in place an acceptable use policy governing usage of our computer network. At the beginning of each school year, students and parents in grades 4-8 will be informed of its provisions and asked to sign it. All students will be expected to adhere to the policy's guidelines.

## **Non-Discrimination and Non-Harassment Policy**

The Country School is committed to providing a work and study environment that is free from discrimination and harassment on the basis of race, gender, color, nationality, ethnic origin, religion, age, disability, and marital status. We strongly believe that all students, faculty, staff, and others associated with The Country School should be treated in all respects on the basis of their merit and qualifications, and they shall be free from all forms of unlawful discrimination.

It is expected that all faculty, staff, students, parents, and volunteers will treat each other with the respect, courtesy, and supportiveness that the school's philosophy statement implies. Behavior which creates an intimidating, hostile, or

offensive environment on the basis of race, gender, color, nationality, ethnic origin, religion, age, disability, and marital status is discrimination and will not be tolerated by the school.

All complaints will be promptly investigated with appropriate confidentiality in the manner prescribed by the school's policies and procedures.

## **Parents' Association**

The Parents' Association is a service organization which, through its fundraising activities and volunteer efforts, enriches the lives of Country School students, faculty, and families by providing educational activities and materials and nurturing cohesiveness within the school community. (See page 11.)

## **Parking**

The entrance to the school is the driveway on Goldsborough Street that is closest to town; the exit is the driveway closest to Route 50.

The parking lot is essentially divided into two areas. The lot parallel to Goldsborough Street contains a bus lane, five pick-up lanes, and two "thru" lanes. The "thru" lanes allow cars to exit the lot at all times, so **never park in a "thru" lane unless specifically asked to do so by school personnel.**

When turning into the parking lot from Goldsborough Street and heading into a parking space, go slowly, as it is a sharp turn. Follow the direction of the arrows on the pavement. **Exercise extreme caution when driving in the lot,** especially at drop-off and dismissal times. **Do not use cell phones while driving in the lot.**

**Never park in the bus/fire lanes that are closest to the school,** either in front of the building on Goldsborough Street or in the parking lot in front of the library wing.

**If coming into the school during the day for an appointment or on some other business:**

- Please park in one of the permanent parking spaces. If those spaces are full, you may park in lanes 3, 4, or 5 in the lot parallel to Goldsborough Street.

**For morning drop-off:**

- Drop your child off at the entrance door that faces Goldsborough Street. That's where we will shake hands. Come into the parking lot and use either the bus lane or lanes 1 or 2 for drop off **only if you are not going to get out of your car for any reason.**

- **If you are going to get out of your car for any reason,** use the spaces in the parking lot adjacent to the main entrance (next to the flagpole). If those are full, you may park in lanes 3, 4, or 5. **Never park or "hover" in a "thru" lane or in lanes 1 or 2.** Do not park toward the end of the bus lane or directly

in front of the flagpole entrance. Still have your child enter the school through the Goldsborough Street entrance so we can shake hands.

**For afternoon pick-up:**

- If you are picking your child up without going into the school, drive to a place in lanes 1-5. Since the “thru” lanes should always be open, you should be able to drive out as soon as you have your child.

- If you are coming into the school, please park in the lot adjacent to the main entrance. If those spaces are full, drive to a space in lanes 2-5. **Do not park in the bus lane, lane 1, or directly in front of the flagpole entrance. Leave your keys if you leave your car.** When you have your child, pull into a “thru” lane and exit the parking lot.

- Once the lot fills, line up on the eastbound side of Goldsborough Street as close to the curb as possible.

Please help us to be a good neighbor and do not park in the lots of any of the area businesses.

As always, **it will ease congestion if you park and come into the school only if you need to.**

**Pets**

Please do not bring dogs, cats, or any other pets into the building without permission in advance from the Headmaster’s office. Also, dogs, cats, and other pets are not allowed on campus for Dorothy Andrew Day.

**Promotion, Retention, and Graduation**

The progression of students through the school is reviewed by individual conferences with parent, teacher, Division Head, and Headmaster. Discussion is based upon academic achievement and social adjustment. The final determination is made by the Headmaster. In essence, the child is placed where he/she can best benefit from the school’s program.

In order to graduate from The Country School, a student must be in good academic and disciplinary standing. A graduating student must earn passing grades in English, math, and at least two other academic courses. A majority of special subject courses must be satisfactorily completed. A student’s account must also be current.

**Report Schedule**

Conferences for all parents are scheduled in the fall and in the spring.

Kindergarten through third grades are on a semester reporting system and receive written reports at the end of the first and second semesters. The following are the dates which end each quarter:

Semester I – January 13, 2012

Semester II – June 1, 2012

In grades 4 through 8, grade reports are mailed to parents following each trimester. In addition, comments are sent home at the end of the first trimester, at the end of the second trimester, as needed at the end of the third trimester, and on an as needed basis halfway through each grading period. Grades close on the following dates:

Trimester I – November 11, 2011

Trimester II – February 10, 2012

Trimester III – May 16, 2012

Students in grades 4 through 8 receive letter grades (A-F) for academic areas. Effort and special subjects will be graded Excellent, Good, Satisfactory, Needs Improvement, or Unsatisfactory. Definitions of each grade and the method of determining Honor Roll status are explained on the report card.

The school withholds reports, transcripts, and conferences of students whose accounts are in arrears.

## **Room Parent Guidelines**

Room parents should meet with homeroom teachers as early as possible in September to discuss plans for the year. Your help and suggestions will be appreciated.

**Meetings:** You are expected to attend four Parents' Association meetings throughout the year (September, November, January, and April). During these meetings you will be informed of upcoming events and responsibilities.

**Communication:** Part of your job as homeroom parent is to ensure that accurate information about school activities reaches children and their parents. Several times a year you will produce a class newsletter to inform parents of upcoming events. Any communication, emailing, or mailing to be sent out requires the approval of the Division Head or Headmaster. It is advised that you try to gather email addresses for the families in your class. Some email addresses may be found in the back of this directory. Email addresses are not available through the Headmaster's or main office. Email communication should come directly from the room parents and not through the main office. You may occasionally be notified to pass on important information to the parents in your class about either school or Parents' Association activities. Please help get the message to all parents promptly. Be considerate and communicate with all room parents in your grade when making plans and/or spending class funds. The CSPA will communicate with you periodically through email.

**Class Budget:** There is a budget of \$100 per homeroom for any miscellaneous items that you may need during the year. These funds should be used for party

items, special treats or class projects that room parents would need to pay for from their own pockets, but not for teacher gifts or for food for Grandparents and Special Friends Day. You must submit a request and receipt for reimbursement to the Parents' Association treasurer as soon as it is possible and no later than graduation. Please stay within your class budget. When spending your budget, please use good judgment (homemade cupcakes are perfectly fine for a party).

Snacks: Please recommend nutritious ones. Kindergarten, Grades 1 and 2 have lunch and special snack on Fridays. Grades 3-8 have only special snacks on Fridays. Sign-up usually works out to twice a year per student. A reminder call to the parents the day before is helpful. **Soft drinks and drinks like Slurpees are not permitted at any time.**

Holidays: Halloween is observed by the school, and special snacks may be enjoyed in Grades K-8. The holiday breakfast takes the place of individual class holiday parties. Each class is responsible for a specified donation of food, for which you will need to notify each parent. All classes may have a Valentine celebration if they wish to do so. Check with your teacher for special instructions.

Field Trips: The teachers may ask you to arrange the chaperones, snacks, or transportation. **If a parent is transporting children, the driver of that vehicle assumes responsibility for liability coverage.**

Class Plays: Each class will present an assembly during the year. You may be asked to help with costumes and organize a small cast party after the assembly. Please keep these simple. A small snack and water are appropriate. Check with teachers to see if parents are invited. **Please do not present flowers, gifts, or mementoes to the teachers or students at the end of the play.**

Teacher Appreciation: You are asked to provide coverage for the class while the teachers attend a Parents' Association appreciation lunch. Students should remain in the classroom and not go outside during these times. Please limit teacher birthday celebrations to a card. Please do not organize parties or gifts.

Grandparents & Special Friends Day: Room parents are responsible for coordinating with the teacher special refreshments on Grandparents and Special Friends Day and are expected to be on hand during the event. Class budget funds are not to be used to pay for food. Sign up sheets should be posted for parents to participate.

Bake Sales: Arrangements must be approved by the Division Head. Each grade may have only one bake sale per year. You will need to call parents for donation of baked goods. Money from bake sales is used for the class community service projects and/or gift from graduating class. Expenses associated with the community service project should be handled through the teacher and not the CSPA.

Dorothy Andrew Day: Room parents are asked to organize water, fruit, and a cooler for their classes.

Year-End Class Picnics: Class parties are held near the end of the year. Parents help with food, transportation, and chaperones. **These are not school sponsored events.** Teacher gifts for the end of the year are optional.

Room parents should seek advice from Parents' Association officers and previous year's volunteers.

**As each function is organized, get help from your parents. You are not expected to supply everything needed and other parents will appreciate the involvement. Please remember simple is best; there is no need to be excessive in any of your Room Parent duties.**

### **School Boundaries**

As a reminder, students are never allowed to go off the school campus on their own. This includes after school. Students have been told they may not go to CVS, the CVS parking lot, or any place off campus, even with their parents' permission. If they leave the campus, they must be accompanied by a parent.

### **Smoking**

The Country School is a smoke-free environment. Please help set a good example for the children by respecting this policy both in the school and on the grounds.

### **Student Access**

In the event of divorce or separation, it is the policy of the school to provide the custodial parent, the non-custodial parent, and stepparents equal access to all the official records and reports regarding their children as well as all school announcements and related information. Moreover, each is granted access to the children, to the teachers, and to administrators. Such access is provided without notification of other parties, and regardless of the party or parties paying the bill. Exceptions to this policy are undertaken only when necessary to comply with applicable law and/or when so ordered by a court of law.

Transcripts of cumulative performance are sent, with the written permission of the parents, to schools requesting information. Standardized test records are included. Recommendations written on students are confidential.

Parents must sign a release form available in the Headmaster's Office in order for the school to release any student records, information, or evaluations.

Records, transcripts, and reports are not made available on students whose accounts are in arrears.

### **Transportation**

If a parent is transporting children, the driver of that vehicle assumes

responsibility for liability coverage.

The Country School feels that special precautions must be taken when driving children in air bag equipped vehicles. Air bags are lifesaving devices, but they pose special hazards for children who ride unrestrained or incorrectly restrained in the front seat. There is extensive evidence that children, possibly up through the age of 12, risk injury if placed in the front seat of a passenger-side air bagged vehicle. **The safest place for all children 12 years old and younger is correctly restrained in the back seat of the vehicle.**

Therefore, when parents are transporting Country School students in a vehicle with a passenger-side airbag, no student will be allowed to ride in the front seat. Students should sit in the back seat and wear a seat belt.

Parents in Caroline and Queen Anne's Counties, and the Bay Hundred area of Talbot County have contracted with carriers to provide bus service to and from the school.

### Tuition Schedule 2011-2012

#### GRADE TUITION

Kindergarten Half Day (Monday and Wednesday)	\$ 9,750.00
Full Day	13,250.00
1 through 8	13,250.00

The school offers three payment plans:

1. One Payment plan
2. Two payment plan
3. Monthly payment plan

Please contact the Business Manager for details.

AFTERNOON KINDERGARTEN, optional on Mondays and Wednesdays, will be charged \$45 per day to a maximum of \$3,500.00.

#### TUITION REFUND PLAN (Cost per year = 1.5% of total tuition)

Kindergarten:	
Half Day	\$ 146.25
Grades 1 to 8	\$ 198.75

#### EARLY MORNING CARE

Cost daily:	\$10.00
Cost weekly:	\$43.00

#### AFTER SCHOOL CARE

Cost per day:	
Monday – Thursday	\$ 15.00
Friday	\$ 30.00
Late Pick Up Fee	\$ 10.00 per 10 minutes.

**Repeated instances of late pick up will result in a child's being excluded from after school care.**

Kindergarten on Monday and Wednesday afternoons, early morning care and after school care are optional fees.

There is a \$25 fee for all returned checks.

**Videotaping & Photography**

Parents may only videotape or photograph school performances from a side aisle in the assembly room.