

The Melrose School

Parent and Student Handbook

2009-2010



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Faculty and Staff Members

Mr. Thomas Burns, *Director of Admissions*
Mrs. Diane Cikoski, *Interim Head of School, Algebra I*

Mrs. Judy Bartholomew, *Kitchen Manager*
Mrs. Ellen Przymylski, *School Receptionist/Administrative Assistant*
Mr. Alan Tarsi, *Director of Facilities*
Mrs. Jean Wolken, *School Nurse*

Mrs. Ann Marie Belak, *First Grade Teacher*
Mrs. Bonnie Bopp, *Teacher's Aide*
Mrs. Penelope Cameron, *Kindergarten Teacher*
Mrs. Donna Cowle, *Chapel Leader and RK*
Mrs. Sandra Dressler, *French 4-8*
Ms. Toni DiNardo, *After School Care*
Mrs. Christine Engelbrecht, *Teacher's Aide, Lunchroom Assistant*
Mrs. Karen Florenz, *Pre-Kindergarten Teacher*
Amma Suzanne Guthrie, *Celebrant*
Mr. Martin Kochanov, *Science 8*
Mrs. Jennifer Lazzaro, *Fifth/Sixth Grade Homeroom, LA 5, Math 7*
Mrs. Lynn Marrison, *Third Grade Teacher*
Mr. Andrew (Drew) Marsek, *PE Teacher PK – 8, Coach*
Mrs. Jane Matson, *Music 1-8, Choir Director, Fifth Grade Homeroom*
Mrs. Yolanda Mitchell, *French PK-3, Spanish 5-7*
Mrs. Pauline Powell, *Second Grade Teacher*
Mrs. Jennifer Santangelo, *Pre-Kindergarten Teacher*
Mrs. Lynn Smierciak, *Eighth Grade Homeroom, LA 6-8*
Mr. Bob Stanhope, *Eighth Grade Homeroom, Math 6-8*
Mr. Steve Tanneberger, *Art PK-8*
Mrs. Margi Vazquez, *Fourth Grade Teacher, Math 5*
Mrs. Adrienne Velardi, *Social Studies 4-8*
Mrs. Nadine Zars, *Seventh Grade Homeroom, Science 3-7*

The Melrose School

Mission Statement

Melrose is a Pre K-8, coeducational, day school that offers a challenging academic program to bright, motivated students. We welcome families of all faiths and backgrounds in the inclusive culture of the Episcopal tradition. We believe that excellence begins with high expectations, and we rely on an active collaboration among students, family, faculty and staff to achieve this. We provide a caring and safe environment in which every child can explore new interests and develop socially, spiritually, artistically, and athletically, as well as academically. Melrose is a nurturing community that promotes moral values and stresses respect for the individual.

Non-Discrimination Statement

The goal of The Melrose School is to provide an intellectual and moral focus that will not only prepare students for quality secondary and college programs but which will be a foundation for their adult lives. The Melrose School admits students of any race, color, 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, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

History of the School

The Melrose School is an Episcopal day school serving girls and boys from pre-kindergarten through eighth grade, situated on a twenty-three-acre tract of land in Brewster, NY. Founded in 1963 by the Sisters of the Community of the Holy Spirit, an Episcopal Religious Community located in New York City, Melrose was originally an extension of St. Hilda's and St. Hugh's School in New York City. The main school building was constructed in 1973; additions and improvements were made in subsequent years. In 1993, The Melrose School became an independent school, with a revised set of by-laws and an independent board of trustees. Melrose has had eleven school heads, including Sister Elise, who served from 1975 to 1993; the most recent four heads have been lay leaders.

Fundamental Principles

At The Melrose School, we believe that freedom comes with responsibility; creativity comes with discipline; and stimulation works best in an orderly environment. No attempt is made to inculcate Christianity or any other faiths in our children; on the contrary, the School recognizes and honors other backgrounds and traditions. At the same time, Melrose does teach about the Christian faith and promotes a Christian understanding of life values. Melrose families value the close communication between School and home; and recognize that a joint effort is needed to stimulate and develop the children's intellectual growth. Just as the parents continue the teaching process at home, the teachers continue the affectionate nurturing of children at School. Students understand that consistent and high academic and social standards are expected of them, and are also aware of the equally consistent and thorough communication between home and School.

School Traditions

There are two pageants each year: the Lower Common presents a Thanksgiving Pageant, and the Upper Common presents a Christmas Pageant. Field Days, run by the athletic department, are held in the spring. In addition to other fundraisers, the parents organize a Spring Gala, and there is a Golf Outing in June. The Music Department coordinates three annual events: the Christmas Pageant, the Spring Concert and the Variety Show. Each of the Upper Common classes takes part in an overnight learning experience, with the annual Grade 8 trip in the Spring is a much-anticipated senior celebration. Year end is highlighted by two ceremonies: Move-Up Day for grades K-4 and Commencement, attended by grades 4-8, with academic awards presented at commencement. Move-Up Day is in the morning of the last day of school. There is a noon dismissal, providing the afternoon for time to relax and prepare for Commencement, which is in the early evening followed by a light buffet. As the School grows, new traditions develop, including such events as the school-wide Public Speaking Forum and Special Persons' Day.

Code of Conduct

The goal of The Melrose School is to provide an intellectual and moral focus that will not only prepare students to succeed in secondary school and college but will also serve as a foundation for their adult lives. Toward that end, we believe that, in partnership with parents, it is important to teach good character and to encourage appropriate behavior. In 2005, The Melrose School adopted an *Honor Code*; all students and parents will be asked to read and sign this document before the school year begins. Communities form and thrive on the basis of trust, and The Melrose School expects all of its community members to exhibit the highest integrity. Decision-making should be directed by four simple, yet essential questions: Are you being honest? Are you being fair? Are you helping to build a better community? Will you feel proud of your behavior? (See Appendix B.)

The *Code of Conduct* for The Melrose School is based upon respect for oneself, for others, and for property, and it is guided by basic principles of good citizenship. The School relies on close cooperation between home and school for the development of good character. Students and their parents must be familiar with the rules and expectations of the School and are expected to abide by them. Moreover, students are strongly encouraged to adhere to this *Code of Conduct* outside of school; the School reserves the right to deal with serious misconduct that occurs off campus.

Daily Conduct

To maintain a strong sense of community, students are expected to abide by these standards of good behavior:

- Treat people and property with respect.
- Respect personal space, including hallways, classrooms and other students' lockers.
- Respect teaching and learning areas by conversing at a low volume of voice.
- Refrain from using vulgar or offensive language.
- Walk at all times inside the school buildings.
- Be on time for classes and other scheduled events.
- Knock and wait for a response before entering a closed classroom or office; ask for and receive permission before leaving your scheduled area; remain in supervised areas at all times.

Electronics Policy

Please leave the following items at home: laptops, computer games, hand held games, pagers, etc. These items are not allowed on campus at any time (before, during, or after school), on school buses, or any time a child is off-campus at a school event. If a child is seen or heard with any electronic device, it will be confiscated, and we will require a note from a parent before being returned. IPODs and other portable music players are to remain packed away during school hours. Even cell phones/PDAs are discouraged, but if a child must carry a cell phone/PDA, that device must stay packed away during school hours, whether the child is on campus or on a field trip. It should also be set to 'no ring'. Cell phones/PDAs are not to be used for phone calls, text messaging, Internet access, or picture-taking during school hours or at school sponsored events. If a student needs to contact a parent, they are required to use school resources located in the office. If a student needs to contact a parent during a school-sponsored event (e.g. sports, play practices, dances, class trips), they may do so with the permission of a teacher or administrator.

Computer Use Policy

Students in grades 3-8 are asked to sign a pledge that they understand the School rules governing the use of computers and all devices with similar capability and that they promise to abide by them. The basic principles, outlined below, are described in detail in the *Acceptable Use Policy for Technology Resources*, which will be mailed home to every student each year. (See Appendix A)

- Respect and protect the privacy of others.
- Respect and protect the integrity, availability and security of all electronic resources.
- Respect and protect the intellectual property of others.
- Respect and protect the principles of the community.

Access

Respect for privacy and personal property is expected from all members of the school community. This extends to book bags, desks, and lockers. However, the School retains the right to open and search, at any time, all lockers, book bags, and handbags or the like. In addition, the School may remove and take possession of anything found during the course of such a search which it believes may evidence conduct that violates the rules, standards of

conduct, policies, or other requirements of the School or of applicable federal, state or local law. In such cases the School will, within a reasonable time after such removal, notify the person from whose locker, book bag or handbag the article is removed and / or his or her parent or guardian. The School may also notify the local police or federal authorities if it deems it necessary or appropriate under the circumstances.

Discipline

At Melrose, discipline has an educational purpose: to help our students make wise decisions and learn from their mistakes, not only for the good of the community but also for the development of their own character. Students occasionally make poor choices; when they do, they need to be held accountable for their behavior so that they can learn from their experience and continue as contributing members of the community. It is only with the greatest reluctance that we dismiss a student from School, and when we do so it is in the hope that a lesson can be learned.

Disciplinary Process

Most routine behavioral matters are addressed immediately by teachers or staff members. Emerging disciplinary matters are usually addressed by the Dean or Division Head before they give rise to more serious problems. The criteria for determining when disciplinary consequences should be invoked are based upon the severity of the incident: whether a student has created a situation that prevents a teacher or staff member from performing his or her duties, impedes another student from learning or participating in school life, or inhibits the School from providing a safe, orderly and secure environment. In situations where a student deliberately, egregiously and / or repeatedly violates the Melrose *Code of Conduct*, strategies will be developed to encourage a positive contribution by the student to the School. Should these strategies fail to work, the student may be subject to more serious consequences such as loss of privileges, detention, probation, suspension, non-renewal of contract for the upcoming year, or immediate required withdrawal or dismissal from the School community. Although minor incidents will not always be communicated to parents, the parents will be notified if the student receives a detention or in all disciplinary matters of a more serious nature. All disciplinary decisions are final and binding on the student involved and his or her parents and are not subject to review, although a student or parent may seek reconsideration by the School in its sole discretion. Among the School's responses are:

- *Loss of Privileges*: such as elimination of recess time after lunch.
- *Detention*: having a student stay after school or Friday or report for special duty on Saturday morning.
- *Probation*: issuance of a formal warning to a student that repetition of such behavior will lead to more serious disciplinary consequences.
- *Suspension*: the temporary separation of a student from the community as a reminder that attendance at School is a privilege and repetition of such behavior or other serious infractions may lead to more serious consequences.
- *Non-renewal of contract*: the re-enrollment contract will not be issued when the headmaster in his sole discretion determines that it is in the best interest of the student, other students or the School.
- *Immediate required withdrawal*: in extreme cases, the School may require the immediate withdrawal of a student.

Schools to which a student is applying will be notified of any suspensions, required withdrawal or dismissal, including any that occur during the year in which a student makes application.

Major Disciplinary Infractions

Described below are some of the types of behavior that will result in major disciplinary action (suspension, non-renewal of contract, required withdrawal or dismissal). The list is not all-inclusive, and the School reserves the unconditional right to impose major disciplinary action in extreme cases where the Headmaster determines in his sole judgment that a student's conduct is contrary to the best interests of the student, other students or the School.

- *Weapons*: The possession or use of firearms, ammunition, knives, or other weapons, or the use of any object as a weapon, will result in required withdrawal or dismissal.
- *Controlled Substances*: The use of any non-authorized drug, alcohol, or any substance used as an intoxicant at school or during a school-sponsored activity will result in required withdrawal or dismissal. The use of tobacco or misuse of medications will result in counseling and may lead to more serious consequences.

- *Vandalism or Theft*: Theft of property or services or the willful or negligent damage to property belonging to the school or other students will result in the student being charged for the cost of repair and facing disciplinary action such as suspension, required withdrawal, or dismissal.
- *Harassment*: Harassment and bullying of any kind is unacceptable. Harassment is abusive or offensive treatment of others, such as name-calling, rumor spreading, exclusion from student groups, comments about personal characteristics, or sexual advances. Cyberbullying or harassment via electronic media is also unacceptable. Teasing, even when meant to be light-hearted, can be hurtful and cruel, and students are encouraged to be sensitive to others' feelings and help create a safe, secure learning environment.
- *Academic Dishonesty*: Cheating or plagiarism may result in academic and disciplinary consequences; students who cheat on tests or plagiarize work will be penalized in the first instance and risk suspension, required withdrawal, or dismissal in subsequent instances.
- *Misuse of Electronic Media*: The Melrose School *Acceptable Use Policy for Information Technology Resources* describes in detail the steps for respecting and protecting ourselves and others in the School community. Students in grades 3–8 are required to read and sign this document, thereby acknowledging understanding of the rules. Violations will result in disciplinary action, which may include suspension, required withdrawal, or dismissal.
- *Disregard for Authority*: Students whose behavior displays disrespect for the authority of the faculty or staff may face disciplinary action.
- *Repetition or Accumulation of Disciplinary Violations*: Repeated violation of minor rules, especially when a student has been previously corrected for that infraction, may lead to more serious consequences.

Dress Code

While Melrose does not stipulate that the children wear a school uniform, it does have a dress code for students in grades 1 - 8, which it will uphold throughout the year. However, our shoe policy has been developed with safety in mind and applies to ALL STUDENTS (PreK-3 through Grade 8).

The dress code serves several positive purposes, and is in no way intended to impose uniformity on the students. It helps to keep clothing costs down; it deters any impulse toward competition in dress; it directs attention to less ephemeral sources of individuality; and it helps to assure the children that they are valued for who they are, rather than what they have.

The summarized dress code follows. Please note that the color choices are different for shirts and sweaters versus pants and skirts.

Shoes / Footwear: this section only applies to ALL students, PreK-3 through Grade 8

- Shoes without backs are NOT permitted
- Platform shoes, mules, and clogs are a serious safety concern and are NOT permitted.
- Sandals may be worn in hot weather, but not jellies, backless sandals or flip-flops
- Athletic shoes are allowed when laced and tied

Pants, Capri/Cropped Pants, Shorts: navy blue, gray, khaki, black, maroon, olive green, brown

- Solid colors only; Plain, tailored – elastic or band waist; Must sit on the waist, not below
- Loose fitting around the buttocks and legs
- NO cargo pants or cargo shorts; NO baggies, sweats, jeans, jeans-style (e.g. grommets on pockets), stirrups, stretch, clingy, or overalls.
- NO stretchy, clingy, spandex, sweat, velvet, satin, or denim materials
- Shorts should be Bermuda-short length or at least below mid-thigh

Jumpers/Skirts/Dresses: same solids as above plus Lands'End plaids

- Jumpers and skirts should be pleated, A-line, or kick pleat
- Dresses must be solid color "polo" style
- Skirts should be no shorter than 3 inches above knee
- Avoid materials listed above (i.e., stretchy, clingy, etc...)

Blouses, Shirts, Sweaters:

- Collared, turtlenecks, or dress shirts may be any solid color or “Rugby”-style striped.
- Sweaters/vests (solid, striped, or argyle) may be cardigan, crew, or V-neck; worn over a shirt, not in place of one; sweaters may have a hood
- Melrose sweatshirts (purchased through the school) are the only sweatshirts allowed
- NO fleece outerwear worn as shirt/sweater, no other sweatshirts or hoodies
- No sleeveless blouses or shirts

Additional Considerations:

- *All shirts and blouses must be tucked in. Corollary: shirts must be long enough and pants close enough to the waist to be tucked in.*
- Ties and jackets/blazers are acceptable, i.e. same colors as pants.
- Fabrics should be suitable for school, e.g. no velvet or satin.
- Boys are not permitted to wear earrings or make-up. Girls should not wear long, dangling or big hoop earrings or cosmetic make-up such as lipstick, eye shadow; nail polish should be clear or natural. Multiple ear piercing is discouraged.
- Hair should be a naturally occurring color, clean, groomed, out of the eyes, and length and style deemed appropriate by the head of school.
- *Sizes should be appropriate for the youngster, neither too small nor too large*

Enforcement: If a child is out of dress code, the parent will receive an e-mail advising that the clothing does not adhere to dress code and asking that the child not wear that particular item to school in the future. If the child is in Grade 4 or older, the nature of the infraction will also be quietly explained to them and the teacher citing the infraction will provide the student with a copy of the dress code highlighting the infraction. If the outfit is of particular concern, parents may be asked to immediately bring in appropriate clothing. If a child continues to dress out of dress code, a conference will be requested and disciplinary consequences may be assigned.

Attendance Policy

The Melrose School has a comprehensive *Attendance Policy* to ensure the maintenance of an accurate record verifying the attendance of all students at instruction in accordance with New York State law. The policy clarifies the responsibilities and duties for faculty, administration, students, and parents with regard to student attendance. In so doing, the School will have taken the steps necessary to meet the following objectives.

- To know the whereabouts of every student for safety and school management reasons;
- To confirm that students are meeting compulsory attendance requirements;
- To provide data to develop interventions to help close the gap in student performance, given the high correlation between attendance and achievement.

To have every child in class every day, all day, makes academic and social progress work effectively. Parents are strongly urged to schedule appointments for their children so that they can remain in class between 8:15 am and 3:15 pm. The first and last fifteen minutes of each day are crucial classroom times. A child will be considered tardy if he or she arrives 8:25 or later. Removing a child during the last fifteen minute time period is especially disruptive for the entire classroom. If a child must leave before 3:15 pm, please send a note stating the reason for the early dismissal with your child so the teacher and office are aware of this. The child should be picked up and signed out at the main office at the specified time.

Parents are expected to call the School office by 9:00 am to inform the School of an absence and to arrange for obtaining schoolwork. Children who are absent because of illness must bring a note from the doctor if the absence extends beyond three days. A child must be fever-free for 24 hours before returning to school. In the event you are unable to call, a note explaining the reason for the absence should be provided from home upon the child's return.

Any student not in school (for any reason) is ineligible to participate in any school extra-curricular activity that day, unless school office personnel have given explicit permission.

The school's policy for completing missed schoolwork is outlined in the **Homework** section below. Attendance records will be checked periodically during the year for the purpose of identifying students who could be at risk due to excessive absences, tardies, or early dismissals. If a student appears to be at risk for receiving course credit, the student's guardian will be notified before the maximums are passed. These maximums are:

- Loss of 15% of the school year will require review; for the standard 165-170 day school year, this translates to a loss of 25 or more days (or 8 – 10 per trimester). If work has not been made up satisfactorily, summer school / tutoring will be required. If that is not completed, if the benchmark exams are not passed or the benchmark papers not submitted, then the student will be asked to repeat the grade or enroll elsewhere.
- A tardy and / or early dismissal record of 15% will also trigger an automatic review. If the lost time is due to excused absences, then no further action will be taken provided the teacher is satisfied with the student's achievement. If the lost time is due to unexcused absences, then a closer review will be conducted. In cases where there is a lack of cooperation and commitment to the importance of good attendance, re-enrollment may not be offered.

Weather and School Closings/Delays

In the event that school may be closed or delayed in opening, or early in closing because of the weather, this information will be available on these radio stations beginning at 6:00 am or as soon as a decision has been reached. The School will follow the lead of the Brewster School District on school delays and closings, but reserves the privilege to be even more conservative. The School answering machine will be modified to carry the appropriate message – assuming there is no power outage or other difficulty with the answering machine. If there is power, an article will be placed in *Recent News* on the Melrose web site and an e-mail sent to all families who provided the School with a home e-mail address. If the School needs to close early, each family will be contacted to confirm how their child(ren) should go home (bus or pick-up) with children on the bus lists being called first. For those of you who do inform us that your child(ren) is always to take the bus on early dismissals, we will still call and at least leave a message but will abide by your directive.

WINE/WRKI Danbury	940 AM	95.1 FM
WLAD/WDAQ Danbury	800 AM	98.3 FM
WPUT/WAXB Patterson	1510 AM	105.5 FM
WFAS Westchester	1230 AM	106.3 FM
WHUD Peekskill		100.7 FM

There are also links from The Melrose School web page to two websites that carry school closing information. The better site is the Connecticut Weather Center, as information there will be listed under *Melrose School*. However, if nothing is listed under Melrose and road conditions are truly questionable, please also look under Brewster on either web page. If we are without power and there is no listing on the School's web site, you will need to revert to the decision listed for the Brewster Schools. We recommend making an entry in your list of web sites using the following address: http://www.ctweather.com/Content/Cancellations/CanMaker.Cfm?Id_=90134

Curriculum and Program

At Melrose, our primary objective is to create a safe, secure learning environment where students can grow both inside and outside the classroom. The academic expectations are rigorous, and the students are encouraged to give their best effort at all times. Extracurricular activities complement the academic program and are an integral part of the student experience; students are expected to fulfill their commitments and obligations in all areas of school life. The academic curriculum is at the heart of the Melrose experience. Our teachers work diligently to prepare their lessons, and we expect that parents will make sure that their children are in attendance whenever possible.

Report Cards

Melrose has three marking periods, and report cards are issued at the end of each of these periods. Parent/teacher conferences are scheduled once a year, usually in mid-autumn. Teachers will have prepared a written commentary on your child prior to the Conference Day. That day, conferences are 15 minutes long and are offered from 10 am to 1 pm and 2 pm to 7 pm Parents should call the office to schedule their conferences. Additional conferences during the year are scheduled as needed and may be initiated by parent or teacher and conducted in person or by phone. In addition to the report cards, Progress Reports are issued at midterm to communicate with parents of

children whose performance requires attention. Any child whose work shows marked room for improvement will have the benefit of a mid-term report to the parents, in order to coordinate a joint approach to seeking improvement. Participation in extracurricular activities, including sports, is dependent upon maintaining good academic standing. Any grade below 70% in a single marking period will result in the *consideration of a student's removal* from extracurricular activities until academic improvement has been achieved to the satisfaction of the teachers. Students who are failing in one or more subjects will not be promoted until they have brought their grade(s) up to passing, usually through summer tutoring.

There are three scales used on Melrose report cards in addition to the comment fields. Two scales are used to report student mastery of material covered during the marking period: the first is the Outstanding – Satisfactory – Needs Improvement scale, which is used in all areas of reports cards for grades one through four. In addition, it is used for the “specials” subjects in grades five through eight. These subjects include art, music, health, computer, physical education, and religious knowledge. "Outstanding" reflects mastery and application of material, and "Satisfactory" reflects sufficient mastery of the material. While "Needs Improvement" is self explanatory, this grade will always be accompanied by teacher comments. The second scale is the percentile scale; this traditional school reporting scale is used for the core subjects in grades five through eight. The third scale is for communicating the attitude and effort put forth in each subject. Effort is defined as the observed effort in support of class work and homework, attitude during class, and conduct during class. Effort is reported as "outstanding", "satisfactory", "inconsistent", and "unsatisfactory." The Upper Common uses a 1, 2, 3, 4 scale; the Lower Common uses O, S, I, U. All teaching areas will report an effort grade, making use of the comment section, especially for less than satisfactory effort. The two scales reporting subject mastery also support "+" and "-" designations, should the teacher wish to use these additions.

Academic and Effort Honor Rolls

Students in grades 6-8 are eligible for the Honor Roll, which requires an 85.0% average or better; and High Honor Roll, which requires a 90.0% average or better. For both honor rolls, *all* effort grades must be “satisfactory” or better. Students in grades 5-8 are eligible for the Effort Honor Roll, which requires an average of all effort grades of 1.3 or better with no “4” effort grades.

Homework

Home study is an essential element of a student’s academic development at The Melrose School. It reinforces learning, provides opportunities for enrichment, and develops good work habits that will be required in high school and beyond. At Melrose, we distinguish between a demanding environment and a pressured environment. We believe that the difference between these two experiences does not generally depend on how much work is assigned. A *demanding* environment challenges the student to do his or her best work without exhausting the child, while a *pressured* environment can result from an internally or externally imposed set of expectations that are often unrealistic.

At its best, homework cements the day’s learning and provides time for developing a project or preparing for a test, while allowing time for family fun and a social life. Although all students respond somewhat differently to homework expectations, this is a goal we constantly strive for at The Melrose School. Naturally, the amount of homework assigned will vary with the grade level.

- For kindergarten and first grade, assignments are designed to involve parents in helping to reinforce concepts presented in class; usually they take no more than 15 minutes, two or three times a week.
- Grades two and three receive one half-hour assignment each night, Monday through Thursday.
- Grade four receives homework each night, Monday through Thursday. Assignments should take 45 minutes to 1 hour exclusive of reading assignments. No homework is assigned on Fridays but students may use the time to work on long-term projects and make corrections to work in their Friday folders. All corrected work is to be returned on Monday.
- Grades five and six receive an average of one and one-half hours of homework per night, plus special projects assigned throughout the school year. Such projects are given with sufficient lead-time that they may be accomplished in tandem with regular homework.
- Grades seven and eight receive assignments not to exceed a total of two hours per night. A number of special projects are assigned throughout the year, and are sufficiently spaced and given with sufficient lead-time that students can accomplish them in tandem with their regular homework.

In addition, care will be taken to space due dates for major projects and dates of tests. There may be no more than

two tests on the same day. Quizzes may be given at any time. Please check the portal regularly for homework, quiz and test updates.

The School's regularly scheduled vacations are plentiful and each should be used as a true break from school. Therefore, except for reading and some review work for grades seven and eight, *no new homework* will be assigned over vacation periods, including Thanksgiving and other regularly scheduled long weekends. Further, tests will not be scheduled for the first day back from a vacation or long weekend. Finally, longer-term projects are assigned from time to time in a variety of subject areas. The due date for any such project will not be the first day back from a scheduled vacation or long weekend. Faculty will assign review work in grades seven and eight to be done the evening before students return from long vacations to help each youngster's mind set for the following day.

Paralleling our commitment to the students and their homework is our expectation that the students make an unrestrained effort to invest time and energy in completing all assigned work. Students and parents need to be aware that failure to complete work satisfactorily may have an adverse effect on the student's overall performance as well as his or her term grade. Faculty may advise or even require that a student stay for After School Homework Club for some period of time. The purposes will be two-fold: to catch up on missed or incomplete work and to encourage the establishment of a homework routine. If a student has been *required* to attend Homework Club, he or she may join another after school activity, including sports, at 4:15 pm, but may not participate in competitions on those days.

Tips for Helping Your Children with Homework

- Monitor the amount of time your child is working on homework. If a child is having difficulty completing work within the suggested time frame, notify the teacher of that subject and have them work out a strategy with the student for a more realistic approach to work completion.
- If a student is struggling with something, and you have tried giving them some ideas but find they are not responding, tell him or her to see the teacher in the morning. If you are frustrated with your child's efforts, you should avoid getting into a confrontational situation and consult with the teacher at your earliest convenience.
- If your child is easily distracted, the time given to homework may have no relation to the amount of homework assigned. Watch for behaviors such as frequent bathroom breaks, drink breaks, daydreaming and other avoidance behaviors. Homework time may have to be arranged in a way as to accommodate such a learning style. Assign a portion of homework and assign a specific time to complete it. Once done, allow a natural break before going on to the next piece.
- Make sure your home routine is designed to allow your child the time to complete work. During their study time, the house should be quiet. This minimizes distractions and maximizes the modeling that such routines are "normal" for everyone.
- From the beginning of the year, stress that homework is the child's responsibility. Be careful not to encourage too much dependence on your help and try to develop increasing independence both in completing the work and judging the quality of what the child is doing.
- Be sure to touch base with a teacher if the homework is becoming a problem.

Making Up Missed Work

Having every child in class each day – for the entire day – provides the greatest possibility for academic and social success. If a student is ill, or misses school for religious reasons, he or she can schedule make-up work directly with teachers, generally allowing one day for each missed day of school. Melrose vacations are lengthy and scheduled well in advance so families should refrain from planning their own vacations during term time. The School's policy for completing missed homework due to family obligations is as follows:

- The student and family are responsible for obtaining all schoolwork to be made up upon the student's return. Teachers may have assignments ready before a student departs, but they are not necessarily expected to provide work prior to a student's departure for a family vacation during school time.
- The student's teachers, along with the Dean or Division Head, will decide on an appropriate timetable for completion of the work on an individual basis.

Melrose teachers are extraordinarily generous in giving extra help. However, if a student is in need of tutoring, the student's family is responsible for hiring the tutor. In turn, the tutor is responsible for meeting regularly with the student's teachers and Division Head or Dean to ensure that the student's educational needs are being effectively met. Melrose teachers are not permitted to tutor their own (current) students.

Participation in Physical Education

At Melrose, every student participates in Physical Education (P.E.). If a student is healthy enough to be in school, it is expected that the student will be able to attend P.E. A student will be excused from P.E. or athletics only with a note from a parent or physician. A physician's note is required if a student is to be excused for more than two consecutive P.E. periods. Any child excused for an extended period must receive written clearance from a physician before returning to P.E. or athletics. Even with a valid, written excuse, a student is required to attend class and observe the activities. If a student becomes ill during the school day but is not sent home, the following guidelines will be used:

- If the student is excused by the school nurse, then the student will not be expected to change into P.E. clothing and report to class.
- If the student is not excused by the nurse, then the student will be asked to change into P.E. clothing and participate as much as he or she is able. If participation is not possible, then the student is expected to remain and observe class.

It is never appropriate for a student to work on homework during P.E. class.

Physical Education Uniforms

Students in grades one through seven must wear the school approved P.E. uniform to class. It can be purchased through the P.E. department in early September and consists of red shorts, a T-shirt with the Melrose logo, a red warm-up suit and appropriate footwear. Kindergarten students do not have uniforms; they should come to P.E. class dressed for physical activity. Eighth graders must bring appropriate clothing to wear for P.E. classes. All jewelry, including earrings, must be removed for P.E. classes as well as for any sports-related activity. (For practical reasons, stud earrings may be worn but should be covered by a band-aid or athletic tape in accordance with New York State safety guidelines.)

Once the P.E. clothing has been delivered, everyone in grades one through seven is required to wear a P.E. uniform for classes. Until such time, everyone is expected to change into suitable clothing for physical activity. All students are required to change back into school clothes upon completion of the P.E. class except for those students in a last period P.E. class who will be participating in Melrose-sponsored after school activities.

Participation on Athletic Teams

The Melrose School offers varsity and junior varsity team experience in soccer and basketball. The varsity teams are competitive and play a full interscholastic schedule. The junior varsity teams emphasize skill development and team play, and will also provide opportunities for interscholastic competition. In the fall, the school offers coed Varsity and Junior Varsity Soccer; in the winter, the school offers girls' and boys' Varsity and Junior Varsity Basketball; in the spring, the development of a track and field program is planned.

Melrose teams compete against other independent schools at a comparable skill level. The teams are open to any student in grades five through eight (and grade four for soccer), with tryouts scheduled at the beginning of each season. All players should attend practices unless alternate arrangements have been made with the coach. Unexcused absences may lead to dismissal from the team. While participation is emphasized, a player's "game time" will be based on attendance, performance in practices, effort and overall ability.

Co-curricular Programming: Student Council and NJHS

A Student Council is elected each year, with two representatives from grades four through eight in addition to the four officers elected in a school-wide process. There is also a Dance Committee that assists in the organization of the school dances for students in grades six through eight; parent and faculty volunteers provide appropriate supervision. The Melrose School participates in the Johns Hopkins Center for Talented Youth program, which offers summer enrichment opportunities to highly academically able students from grades five through eight. We also have a chapter of the National Junior Honor Society, whose charter is to foster development of character, scholarship, leadership, citizenship, and service within the youth of our schools. Each candidate is evaluated on the

basis of all five qualities; students in grades six through eight are eligible. The scholarship qualification is met when a student has a B average or better in every subject with no grade lower than B- for the current year. The average for each year in middle school (grades 6-8) is also considered. Moreover, all effort grades must be satisfactory or better. Nominated candidates are given the opportunity to describe their service and leadership activities both inside and outside school.

Extracurricular Activities

Extracurricular programming depends on the parents and faculty who have the interest and willingness to sponsor different activities. These programs are held after school at school. As the needs and interests dictate, Melrose has supported, for example, a chess club, select choir, needlework club, Girl Scout troops, Cub Scout dens, 4-H Clubs, and an Outdoor Adventure Club. If you have a specific skill/interest you would like to share with our students on a regular basis, please contact the office. There are also periodic programs for which there is an activity fee, such as Tae Kwon Do, hockey, science clubs, language classes, music lessons and art workshops.

Daily Schedule

Arrival

All students should be in School and at their desks at 8:25 am. Homerooms are opened at 8:15 am, thus arrival by this time is strongly recommended. Supervision will be provided beginning at 7:45 am. Any child arriving after 8:25 am will be considered tardy and must sign in at the School Office. The first fifteen minutes of the school day will be spent in homeroom. Chapel occurs most mornings, with first and second grades attending together; third and fourth grades attending together; and grades five through eight attending together.

Lunch Program

Lunch also occurs in rotation, with grades PK, K, 1, 2, and 3 eating between 12 and 12:30 pm, although the younger students will get an early start at 11:45 am; and grades 4, 5, 6, 7 and 8 between 12:35 and 1:05 pm. Students may bring their own lunch or purchase a hot lunch, including milk for \$5.00. A hot lunch of chicken nuggets is also available every day, as are the following sandwich selections: PB&J, Tuna, and Cheese. Chicken nuggets and tuna lunches cost \$5.00, while other sandwich lunches, including milk, are \$4.00. Milk bought separately costs 50 cents. Seconds may also be purchased. Students may pay for their lunch each day or parents may elect to pre-pay an amount and have their children charge lunch to their account. The office will send notices home regularly to any family owing money to the lunch program for the preceding week, and prompt attention to these notices is needed.

After School Care (PK4 – Grade 8) and Homework Club (Grade 3-8)

After school care is available at Melrose from 3:15 to 5:30 pm (to 6:30 by pre-arrangement) at a cost of \$9.00 per hour. This program begins on the first day of school and is available on every day except the last day before such holidays as Thanksgiving, Christmas, Spring Break, Easter Weekend, and Memorial Day Weekend. There is a registration form that will provide the care provider with contact numbers and emergency information. Attendance may be regular or “drop-in.” The office should be notified of anyone “dropping in” for the day, by note or phone call. There is also an after school supervised study hall available from 3:15 to 4:30 pm daily at a cost of \$9.00 per day. This latter program is offered to students in grades 3-8. It begins on Monday of the first full week of school and is available Monday through Thursday. *No Friday sessions are offered.* Note that this is a supervised program with help available, if needed. A light snack is provided for children in these programs, although children may certainly bring their own snack, if desired.

Transportation: Pick-up and Drop-Off

Buses

New York residents living within fifteen miles of Melrose have school bus service provided by their home towns, *but the service must be requested by you each year by April 1st*. Children who use their district's busing will be dropped off and picked up in front of the school. Therefore, it is important to keep the front driveway clear of parked cars from 8:00 to 8:30 am and from 2:45 to 3:30 pm This includes people picking up for early dismissal between 2:45 and 3:15 pm When Melrose is in session but the home district is not, parents may need to provide transportation for their child(ren). Some districts will provide busing even on these disconnects, but not all. You should have received a calendar from your home district to help you with this matter.

Early Morning Routine

Every morning during homeroom time, students are asked about their lunch plans for the day and their after school plans: bus, car, or after school activity. We make a concerted effort during the first few days of school to learn what the "normal" transportation pattern will be for your child. When there are changes to that pattern, a note or phone call to the school is required. If your child is having a play date with another child who normally rides a bus, please keep in mind that most transportation departments will not transport a child from outside their own districts. Any child (any grade level) going home with someone other than indicated on the *After School Release Form* will need a written note acknowledging your permission.

Cars am: Children may be dropped off in front or back in the morning anytime after 7:45 am. However, if you plan to park and accompany your child inside, you must use the back parking lot and enter through the doors by the chapel/gym. We encourage you to drop your children off and not escort them into the building. This not only eases the parking crunch, but is also a welcome step toward independence for your child. The front driveway is only for those pulling up and discharging passengers so ***please do not leave your car.***

Dismissal: Dismissal from classrooms is at 3:15 pm promptly. *Parents arriving before 3:15 pm to pick up their child(ren) are invited to wait in the Lobby until dismissal.* Parents should refrain from standing outside their child's classroom, as it is a distraction at an important time of the day. Children riding buses will gather in the front lobby and wait in a quiet and orderly fashion for departure, one bus at a time. Children being picked up must be met by the parent or designated adult at the dismissal door – the back door of the area known as the *Upper Common*. Regardless of grade, any student still in the school at 3:30 pm must be participating in a supervised activity.

Cars : As noted above, with the 3:15 pm dismissal from homerooms, children being picked up between 3:15 pm and 3:30 pm must be picked up at the back door of the area known as the *Upper Common*. Children may not be dismissed to the play area for obvious safety reasons and because we often use the paved playground area for additional parking. There will be a faculty member on duty at the back door to facilitate proper dismissal. *Please be watchful, drive slowly, enter carefully, and back-up cautiously.*

If any child is still waiting for pick-up at 3:30 pm, he or she will be placed in after school care and may be picked up from that program. The customary fees will apply.

Re-enrollment, Promotion, Dismissal and Withdrawal

Every student's overall performance and citizenship are evaluated in January. For students whose performance is satisfactory, re-enrollment agreements (contracts) will be issued at the end of the month. For those students who are not performing at acceptable effort, conduct, or achievement levels or whose financial accounts are not in order, their re-enrollment contracts may be held pending improvement. Their performance will be continuously evaluated for the remainder of the year, and the faculty will make recommendations on the offering of contracts for the upcoming year to the Headmaster no later than June. In some cases, the Headmaster may, in his sole judgment, determine that the student will not be offered a re-enrollment contract, because it is contrary to the best interests of the School, the student or other students.

Even for those students receiving re-enrollment agreements, promotion to the next grade is not automatic; it is contingent on students' passing their courses satisfactorily and finishing the year in good standing. *Melrose also believes in a positive and constructive working relationship between the School and a student's parent(s) or guardian is essential to the fulfillment of the School's mission.* Thus, the School reserves the right not to continue enrollment or not to re-enroll a student if the School concludes in its sole judgment that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's accomplishment of its educational purposes.

The School reserves the unconditional right, determined in its sole judgment, to suspend or dismiss any student whose progress is unsatisfactory or whose conduct is contrary to the best interests of the student, other students or the School itself, or whose tuition and fees are not paid as scheduled. The School further reserves the unconditional right to require the withdrawal of any student from the School when, in the opinion of the Headmaster, such action would be in the best interest of the student, other students or the School.

Communication with School

It is vital that the lines of communication between home and school be open and positive. There are a number of ways to ensure that this happens:

- Attend school events such as concerts, sporting activities, and field trips if possible. Again, your interest will reinforce the idea that your child's progress and activities in school are important.
- If you have questions or concerns, call the school immediately. Too often, parents feel they don't want to bother the teachers or their concern is too petty to deal with. Yet, unanswered questions or concerns can simmer to a boil, perhaps at the expense of the child or the relationship with the teacher.
- Speak to the teacher first. The administration is always glad to help parents with issues, but when a parent has a concern about a subject or a teacher, they are better able to represent their feelings in person. If you feel a teacher has not dealt with your concern in a satisfactory manner, then come to the administration.
- The best times to contact staff members are before school, during lunch or after school. Only in emergency situations will a staff member be called from class for the phone.

Please consider your tone. If you are angry, try to calm down before contacting an individual at the school. When you take the offensive, you force others into a defensive position. Little is accomplished in this type of interaction. Further, when parents and staff are involved in a confrontation, the children suffer. They become frightened and confused. It is best that parents and staff go into difficult discussions with open minds and open hearts.

Telephone and Email

The School does have a voice mail system, but mailboxes exist only by function. The school telephone number is 845-279-2406. The following administrators have direct extensions:

Admissions Office (press 1)	School Nurse (press 2)
Headmaster (press 3)	Athletic Director (press 8)

To reach the School office or any faculty member, please press '9' or simply remain on the line. The telephone is always available in the School office for students who need to call home. It is not intended for personal calls. Privacy will be provided if appropriate.

Teachers and administrators have Melrose email accounts, which can be accessed by typing the first initial and last name followed by melrose.edu. Some key addresses you may wish to note are:

Interim Head: dcikoski@melrose.edu
Main Office: office@melrose.edu
Admissions: tburns@melrose.edu or admissions@melrose.edu
Business Office: finance@melrose.edu

Health and Safety Policies

Illness and Medications

Any child who becomes ill during school hours must notify the nurse, the head of school, or school secretary. Depending on the illness, the parent may be notified immediately. If the parent cannot be reached, the person designated by the parent will be called. If all efforts to reach home fail, the head or other responsible adult will exercise the best possible judgment and provide the appropriate care for the sick or injured child. A child may not telephone a parent on her or his own and ask to be taken home.

According to New York State law, no medications (prescription or over-the-counter) may be dispensed by the School, without express written permission. If a child is required by a doctor to take medicine during school hours, the parent must bring the medicine to the School office with instructions for administering it. Furthermore, a form signed by parent and doctor must accompany even administration of over-the-counter medicines. It is possible to complete such a form with carefully listed directions valid for the full school year. If you need this form, please call the office. Health forms are required for *each newly admitted* student before school begins. Because these forms are valid for only one year, an updated health form is required for all students each year.

Safety Policies

The Melrose School has many policies and procedures designed to provide a safe, nurturing environment. Documentation for the following is on file in the School Office.

- Water samples are tested monthly. The School is fortunate to have excellent water.
- Asbestos inspections and periodic surveillances are conducted and a management plan is on file for public review. The School follows recommended procedures to ensure that our children continue to work and play in an environment free of exposure to asbestos.
- Playground equipment is inspected annually. There is a separate area for the younger children, with attention to the surface under the equipment. The sand under the equipment for the older children was replenished and raked.
- The building is inspected annually by the Fire Inspector and is kept to code. Fire drills are conducted during the year at various times of the day to ensure that everyone knows how to safely and quickly exit the building and where to congregate. Fire prevention education is now provided to students in the Lower Common. The fire alarm systems is inspected and cleaned annually.
- Allergies, specifically to foods and/or insect bites, need our constant attention. Periodically, programs for the student body and faculty are conducted to raise awareness and review signals of allergic reactions and appropriate responses. In addition, key information is displayed in the Nurse's Office, Kitchen, and Lunch Room. If a child has an allergy that requires the use of an epi-pen in an emergency, it is the parent's responsibility to provide the pens to the school and to ensure that they are within their usable dates.
- Transportation for School field trips is often provided by a licensed and insured bus company. Sometimes, however, parents provide the needed transportation. In accordance with NYS law, a booster seat is required for children up to and including age 7, unless the child is over four feet nine inches in height. Parents must provide this seat for their child whether or not they are driving that day. The school will have a very limited supply. Without the proper seat, young children may not go on these car-supported field trips. Parents will always know about field trips and the manner of transportation through the permission slip mechanism. A completed permission slip is required for participation.
- The Melrose School is committed to providing a comfortable and encouraging learning environment for all students. The faculty and staff support tolerance and respect between students, between staff,

and between students and staff; disrespectful behavior is unwelcome and interactions that are offensive will not be tolerated. Specifically, the School does not tolerate any form of ethnic, religious, racial, or sexual harassment. The faculty and staff of The Melrose School have completed training on issues of sexual abuse and harassment. The examples our children see from the adults, peers, and media in their lives are key to shaping their interpersonal skills. Please join us, the faculty and staff of The Melrose School, in modeling to the best of our ability the integrity, responsibility, and respect for others that we want our children to develop and exhibit.

Development and Fundraising

Annual Fund

As tuition covers only part of the cost of educating a child, the school must rely on voluntary giving to help bridge the gap between tuition receipts and actual expenditures. These expenditures include ordinary operating expenses such as rent, building maintenance, teacher compensation, educational materials, books and library resources. The gap varies from one year to the next, depending on enrollment and tuition levels. The Annual Fund enables the school to keep tuition levels relatively affordable and still meet the costs associated with running the school. The Annual Fund drive begins in the fall and ends June 30 of each school year. It is organized by the Development Office, conducted in conjunction with parent volunteers, and supported by alumni, alumni parents, grandparents, staff and friends. All current families, including those who receive financial aid awards, are expected to support the Annual Fund to the best of their ability. Gifts to this Fund are tax deductible to the extent permitted by law.

Annual Fund participation rates are a reflection of parents' commitment to and support of the school's mission. High participation rates can enhance the school's strength in securing gifts from outside sources, such as foundations, most of which consider Annual Fund participation rates before agreeing to donate funds to a school. For this reason, *100% participation is our goal*. Annual Fund contributors are listed by giving category as well as by Melrose affiliation, in the Annual Report.

Matching Gifts and Planned Giving

Hundreds of businesses and corporations have a policy of matching employees' gifts to independent schools. Please investigate the possibility of doubling, or even tripling, your gift through your employer. Several generous families have named The Melrose School as a beneficiary in their will. Some have suggested donations to Melrose in lieu of flowers in memory or in honor of a loved one, while others have donated gifts of appreciated stock. For information on any of these opportunities for supporting the school, please consult the Development Office.

Gifts in Kind

Donations of needed goods and services are appreciated, but some caveats do apply. Please consult with the Office if you are considering such a donation.

Spring Gala and Red Knight Open Golf Outing

Each year, the cooperative efforts of the Board of Trustees Advancement Committee and the Melrose Parent Guild and its numerous parent volunteers are showcased at the Spring Gala, which features live entertainment, refreshments, and both silent and live auctions. The Gala plays an important role in building community among the various Melrose constituencies. In addition, with each passing year, increasing amounts have been raised for worthy school projects. Once a year, the Melrose community also gathers at The Red Knight Open Golf Outing for a day of fun, food and friendship. The event is supported via sponsorships obtained from and by Melrose parents and friends, as well as local businesses and corporations. As with the Spring Gala, the Red Knight Open has netted increasing and significant funding to benefit the children of The Melrose School.

The Parent Guild

The Melrose Parent Guild is an essential part of this community, and we encourage all parents to get involved with this organization. The Guild leads the way in facilitating good communication between home and school and provides opportunities for parent involvement that not only strengthens relationships but also creates a lasting connection to Melrose. The Parent Guild is active in fundraising activities, in developing enrichment activities for students and parents, and in organizing occasional social activities to bring the community together. Class Parents, organized by the Melrose Parent Guild, attend all Guild meetings and help disseminate information to the parent body. In addition, they assist teachers with class events, parties, and other activities. There are monthly Parent Guild meetings on the first Monday of each month to organize events and consider ideas.

Officers of The Melrose School Guild

Lisa Donovan, President
Joan Dennen & Carol Jendras, Co-Vice Presidents
Debbie Gagnon & Wendy Lane, Co-Secretaries
Gretchen Caccamo, Treasurer

Class Parents

PreK-3 – Mrs. Shelley Ferguson
PreK-4 – Ms. Jennifer Brakenwagon (Bakle)
Kindergarten – Mrs. Elizabeth Compo and Mrs. Kathy McGroddy-Goetz
Grade 1 – Ms. Gail Westphalen (Holloway) and Mrs. Marina Lynch
Grade 2 – Ms. Jenny Hinsman (Roll)
Grade 3 – Ms. Vittoria Crea (Schirmer) and Mrs. Brenda Seller
Grade 4 – Mrs. Kecia Muller and Mrs. Anmarie Schwartz
Grade 5 – Mrs. Carol Flamio
Grade 6 – Mrs. Elisa DiBari and Mrs. Laura Rossi-Ortiz
Grade 7 – Mrs. Barbara Ambrosio
Grade 8 – Mrs. Joanne Brown and Mrs. Virginia Constantino

Board of Trustees

Jacqueline Tiso, Chair
Jennifer Rosenblum, Vice-Chair
Ilene Marcos, Secretary
Michael Weiss, Treasurer

John Day
Leslie Dick
Kecia Muller
William Tom
Yared Yawand-Wossen

Diane Cikoski, Headmaster, *ex officio*

Appendix A

The Melrose School Acceptable Use Policy for Information Technology Resources

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence is necessary for continued access to the school's technological resources. This policy was intended to address the school's resources, however, the advent of PDAs, cell phones, and such tools that support many of the same capabilities make it necessary to add consideration of these to the information resources policy.

STUDENTS MUST :

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - DO NOT view, use, or copy passwords, data, or networks to which they are not authorized.
 - DO NOT distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - DO NOT destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
 - DO NOT infringe copyrights (no making illegal copies of music, games, or movies!).
 - DO NOT plagiarize. (i.e., when one uses and takes credit for the work of another person, whether the material be directly copied or superficially disguised).
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful: verbally and electronically.
 - Report threatening or discomfoting materials to a teacher.
 - DO NOT intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - DO NOT intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - DO NOT use the resources to further other acts that are criminal or violate the school's code of conduct.
 - DO NOT send spam, chain letters, or other mass unsolicited mailings.
 - DO NOT buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

5. During the school day, 8:15 a.m. – 3:30 p.m., communication within and beyond the school is to be conducted with school resources, including telephone access.

- The *Electronics Policy* as stated in the Handbook has always stated that electronics are to be left at home. Even cell phones are discouraged, but - if needed - are to be packed away and set to 'no ring'. Cell phones / PDAs are not to be used for phone calls, text messaging, Internet access, or picture-taking during school hours. If a student needs to contact a parent, they are required to use school resources located in the office. If a student needs to contact a parent during a school-sponsored event (e.g. sports, play practices, dances, class trips), they may do so with the permission of a teacher or administrator.

STUDENTS MAY, IF IN ACCORD WITH THE POLICY ABOVE :

- Design and post web pages and other material from school resources.
- Use direct communications such as IRC, online chat, or instant messaging with a teacher's permission.
- Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
- Use the school's resources for any educational purpose.

CONSEQUENCES FOR VIOLATION:

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources, detention, suspension, or expulsion. Inappropriate use of personal equipment, such as PDAs, cell phones, etc. will lead to such equipment being taken to the school office. A parent will need to come recover it.

SUPERVISION AND MONITORING:

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

_____	_____
Student	Date
_____	_____
Parent/Guardian	Date

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AND ALL OTHER COMMUNICATION DEVICES AT HOME, AT LIBRARIES, OR ANYWHERE.

Appendix B

The Melrose School Honor Code

The **Code of Conduct** for The Melrose School is based upon RESPECT for oneself, for others, and for property and is guided by the principles of good citizenship. Each student is expected to abide by the spirit, as well as the letter and intent, of school regulations. This Honor Code is an adjunct to the Code of Conduct printed in the Parent and Student Handbook and should be considered as equally important.

We, the students, herein mandate the standard of honor by which students should conduct themselves within the school community. Stealing, lying, and cheating are unacceptable within our community. The school is a place of high integrity and in keeping with the philosophy of the school, any breach of this Honor Code may result in serious consequences (including possible dismissal).

*Stealing involves taking something that belongs to another without his knowledge and prior explicit permission. Lockers and cubbies are to be respected and accessed only by the student assigned that space. Hiding others' belongings is a breach of this code.

*Lying is the intentional misrepresentation of facts for personal gain, or in order to protect the interests of others

*Cheating is any form of academic dishonesty. Cheating occurs when one uses and takes credit for the work of another person, whether the material be directly copied or superficially disguised (plagiarism). Cheating also includes the divulgence of the contents of a graded evaluation.

In the event of an infraction of this Honor Code, the alleged offender must go before the Honor Committee. The Honor Committee is comprised of the Head of School plus one or two teachers from the appropriate division. After determining the circumstances of the alleged infraction, the Committee will decide on the most appropriate course of action.

Finally, it is our intent that this Honor Code makes each student responsible for his or her own actions, constantly reminding us of the value of good judgment and of the importance of absolute integrity.

I ACKNOWLEDGE AND UNDERSTAND MY RESPONSIBILITIES:

Student

Date

Parent/Guardian

Date

MELROSE SCHOOL VACATION CALENDAR: 2009-2010

September

Tues	Sept	8	PreK-3, PreK-4, Kindergarten Orientation; 10:00 am
Weds	Sept	9	Opening Day: All Grades
Mon	Sept	14	Parents Guild Meeting, 2:15 pm

October

Mon	Oct	12	NO SCHOOL: Columbus Day
Tue	Oct	13	Parents Guild Meeting, 2:15 pm
Fri	Oct	23	NO CLASSES: Conferences 10 am – 1 pm, 2 – 7 pm

November

Mon	Nov	2	Parents Guild Meeting, 2:15 pm
Weds	Nov	11	NO SCHOOL: Veterans' Day
Weds-Fri	Nov	25-27	NO SCHOOL: Thanksgiving Break

December

Mon	Dec	7	Parents Guild Meeting, 2:15 pm
Tues	Dec	22	NOON DISMISSAL
Dec 23 – Jan 3 NO SCHOOL: Christmas Break			

January

Mon	Jan	4	School Begins Parents Guild Meeting, 2:15 pm
Mon	Jan	18	NO SCHOOL: Martin Luther King, Jr. Holiday

February

Mon	Feb	1	Parents Guild Meeting, 2:15 pm
Fri-Mon	Feb	12-15	NO SCHOOL: Presidents Day Weekend

March

Mon	Mar	1	Parents Guild Meeting, 2:15 pm
Mon-Fri	Mar	15-19	NO SCHOOL: Spring Break

April

Fri-Mon	Apr	2-5	NO SCHOOL: Easter Weekend
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May

Mon	May	3	Parents Guild Meeting, 2:15 pm
Mon	May	31	NO SCHOOL: Memorial Day

June

Weds	June	9	Ceremonies for PreK-3 & PreK-4
Thurs	June	10	Moving-Up Ceremony for Grades K-4 NOON DISMISSAL - for K-8 Children NO SCHOOL for PK Children 5:00 pm Commencement Ceremony for Grades 4 - 8
Fri	June	11	In-Service Day for Faculty