



# Silverwood School

**Where children are challenged and cherished**

## **FAMILY HANDBOOK 2016-2017**

Welcome to Silverwood School. The Silverwood Family Handbook is designed to answer questions families may have about Silverwood's procedures, special events, and other aspects of life in our community of learners. This handbook is posted on the school website and is available on RenWeb.

Please check the website for the most up-to-date information: [www.silverwoodschool.org](http://www.silverwoodschool.org). For information not found in these resources, please call the office at (360) 697-7526 or email [office@silverwoodschool.org](mailto:office@silverwoodschool.org).



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## **MISSION STATEMENT, BELIEFS, AND VALUES**

### **Mission Statement**

At Silverwood School, we challenge our students to become confident, compassionate citizens and skilled, life- long learners - literate, motivated, and intellectually adventurous.

### **Beliefs**

We, the community of Silverwood, believe in the potential and curiosity of every child. Rooted in the relationships of teachers to students and the school to its families, Silverwood strives for a balance of structure and spontaneity, responsibility and opportunity, and discipline and discovery. With active family support for the child, faculty, and program, we prepare our students for their secondary education, to participate in and contribute to a richly diverse world, and to be stewards of our natural heritage. We encourage our students to passionately pursue their dreams.

### **Values**

Academic excellence	Diversity
A robust and research-based curriculum	Curiosity
Critical thinking	Teamwork
Independent thought and work	Exploration and invention
Self-knowledge and self-advocacy	Creativity and expression
Generosity of spirit	Kind-spirited humor and fun
Respect and resiliency	Highly qualified teachers who are passionate about teaching and learning
Integrity	

### **Community Code of Conduct**

In order for Silverwood School to be a place of learning and growth for its students, it is important for all members of the Silverwood community to agree to a code of conduct which engenders mutual respect and teamwork. Therefore, all members of the Silverwood community, including students, parents, teachers, and staff, are expected to abide by the following code of conduct:

- Show respect for each member of the Silverwood community, including students, parents and staff.
- Protect the rights, feelings, safety and property of others.
- Support and strengthen the community through both actions and words.

### **Diversity Statement**

Diversity forms the fabric of our world. At Silverwood School, we strive to create an inclusive culture of mutual responsibility where all people are valued and respected.

We provide a curriculum and program which are rich and varied, with emphasis on multiple perspectives and varied experiences. Our hope is to broaden students' vision of themselves and to prepare them to engage in an interdependent and diverse world. We encourage our students to challenge assumptions and foster greater understanding among people. We seek to make this school and its opportunities equitable, just, and affirming. Silverwood is committed to being a school community which is inclusive, welcoming, and supportive of children and families of all backgrounds and life experiences. These include but are not limited to: race, religion, ethnicity, socioeconomic class, gender and gender identity, sexual orientation, age, learning styles, family structures, and abilities. We enjoin all community members to support diversity at Silverwood School.

## **Silverwood Policy on Religion**

As an independent school, Silverwood's aim is to educate our students about religion as an aspect of culture and to include it in the curriculum as such. Students may be taught about religious practices as they pertain to specific cultures and may take part in educational presentations about different cultures which could include elements of religious practices.

It is not within our mission for Silverwood to observe religious practices by requiring that students participate in the rituals of a specific religion. We draw a clear distinction between education and observance.

As our diversity statement says, diversity forms the fabric of our world. Silverwood is committed to being a school community which is inclusive, welcoming, and supportive of children and families of all backgrounds and life experiences. We seek to recognize and value religious beliefs through education while not excluding any students or families by celebrating any specific religion.

## **ORGANIZATION**

### **Affiliations**

Silverwood School is approved by the Washington State Board of Education and is a subscriber member of the Northwest Association of Independent Schools (NWAIS).

### **Governance: Board of Trustees and Head of School**

Silverwood School is governed by a Board of Trustees. The Board of Trustees is responsible for the overall strategic direction of the school; the Head of School is responsible for the daily operations of the school, and the board does not under normal circumstances become involved with day-to-day operational decisions or procedures. The board is the keeper of the school's mission, ensuring that policies, procedures, and larger decisions about the direction of the school are in keeping with the mission. The board is accountable for the financial well-being of the school: the head sets the budget and sees that it is carried out, and the board approves and provides oversight. The board assists with fundraising and with raising the school's profile in the community. The board hires, evaluates, and supports the head of school; the head of school employs the faculty and staff, and the board does not interfere with personnel decisions.

The Board of Trustees is self-perpetuating. New members of the Board of Trustees are nominated by the Governance Committee and elected by the voting trustees each spring when vacancies occur on the board. Trustees are elected to a three-year term and are limited to three consecutive complete terms. The officers of the board are a President, a Vice-President, a Secretary, and a Treasurer, nominated by the Governance Committee and elected by the voting trustees during the annual meeting of the board (generally in May). The current Head of School and school co-founder Peggy Iversen sit as *ex officio* (non-voting) members of the board.

The board operates several committees which guide various functions of the board and support the head in carrying out some operational functions. The number of committees varies from year to year depending on the school's needs, but it generally includes Finance, Development, Governance, Volunteer, Grounds and Buildings, and Marketing. Parents who are interested in serving on an *ad hoc* or standing committee should contact the Board President or the Head of School. When openings occur, the board matches skills and interests with committee needs. Generally, prior to being asked to become a trustee, volunteers support the school by serving on board committees or in other capacities.

Before each board meeting, committee chairs provide reports on the activities of their committees. All board members read those reports in advance of the meeting so that everyone will be informed of what is going with the committees. If a report contains something which needs action or

discussion by the board, it is added to the regular agenda; finance committee reports always fall into this category. Reports which are purely informational are added to the consent agenda, which is voted on as a whole and accepted into the board records.

Parents are welcome to attend board meetings as guests. Board meetings are typically held eight to nine times a year and are listed on the school calendar. Board minutes are posted in the office and are available to parents and the public.

The Head of School is hired by the Board of Trustees to fulfill the mission of Silverwood School and to administer the program, hire and evaluate faculty, oversee the curriculum, maintain the school's financial soundness, and ensure compliance with local, state, and federal requirements.

**Trustees for 2016-2017:**

- John Coombs, President
- Rob Davy, Vice President
- Mary Kunish, Secretary
- Michelle Crawford, Treasurer
- Tom Danaher
- Matt Hebard
- Julie McElroy-Brown
- Neal Williams
- Jon Torgerson, Head of School (non-voting)
- Peggy Iversen, School Co-Founder (non-voting)

**COMMUNICATIONS GUIDELINES**

**If Parents have Questions or Concerns about the Classroom**

If parents have questions or concerns involving their child's classroom, please address those concerns directly with the student's teacher – the sooner the better. Talking with other parents, Board members, or the Head of School will not address the problem and will only delay the opportunity to solve it.

If after addressing the problem with the teacher directly concerned the problem persists, then the next step is to include the Head of School in the conversation who may choose to include the classroom teacher.

**When a Problem Arises Between Students**

If a student has a problem with another student, parents should strategize with their child on how to address the problem with the other student, but should not step in and try to fix the problem for their child. To do so sends the message that the parent lacks confidence in the child's ability to address the problem and denies the child an opportunity for growth and learning and to put into practice the communications skills they are learning at Silverwood. If the problem continues, the parent should alert the teacher, but please allow the teacher to address the problem with the children directly involved. Parents are also encouraged to advise their child to approach the teacher and self-advocate by asking for help (which is different from "tattling," the point of which is to get someone in trouble, not necessarily solve the problem).

**When a Problem Arises between Adults**

When a problem arises between two adults, they should address the problem openly, honestly, and directly with each other rather than talk about it with others who are not involved. To talk with others rather than try to resolve the issue directly is to foster gossip, which has no place in a culture

of kindness and respect and is counteractive to solving the problem.

### **Role of the Board of Trustees**

Please note that the role of the Board of Trustees in any independent school is policy-making, and Trustees do not address issues related to the day-to-day operations of the school. The Board's mission is to safeguard the financial health and institutional well-being of the school on behalf of our children and our children's children. If parents contact Trustees about issues concerning a child, a teacher, or an administrator in the school; the Trustee is obligated to refer that person back to the individual at school who is best qualified to address the issue. This is a fundamental principle of good practice in an independent school and a good way to model direct, open, honest communication for our children.

## **SCHOOL COMMUNICATIONS**

### **Communicating with the Office and the Classrooms**

The office staff will take messages and relay information to the classroom either by email or by calling the classroom at lunchtime or between 2:50 – 3:00 p.m. *Students may not make phone calls without permission from their teacher.* Teachers will return calls or emails at their earliest convenience – the same day if possible, and always within 24 hours. If you call the school or a teacher to leave a message, please also leave your email address.

### **Parent – Teacher Communications**

Parents are encouraged to speak directly to teachers about any specific questions, concerns, compliments or just to share information. Children learn best when they know that parents and teachers communicate often, well, and directly. You may:

- Email the teacher directly at his or her silverwoodschool.org email address.
- Send a detailed note in the daily take-home folder (for Primary and Intermediate students).
- Call the school office and leave a message to be given to the specific teacher who will make every effort to respond to your call the same day if possible or within 24 hours if not the same day.
- Please check your emails daily for messages from teachers or from the Silverwood office. To keep expenses down and reduce paper waste, many communications are sent to families electronically.

All Silverwood teachers strive to be accessible and have made a strong commitment to communicate with their students' parents. Time at school is precious, so impromptu requests for conversation just before school, right after school, or during teachers' lunch and collaboration and planning times are discouraged. Calls to teachers' homes should be reserved for emergencies *and made no later than 8 p.m.*

### **Phones, Messages, and Emails**

Our phone system has two incoming lines. The office staff strives to answer calls personally, but if both incoming lines are in use or office personnel are not available, incoming calls are forwarded to voice mail. The office staff check messages frequently, but if a message is urgent, please feel free to call back. Email is checked throughout the day, so it may be more convenient to email the office at [office@silverwoodschool.org](mailto:office@silverwoodschool.org).

### **Newsletter and Email Updates**

In keeping with the Silverwood commitment to use resources wisely, the school is reducing paper and printing use, and sending home most parent information via email or making it available on the school website, [www.silverwoodschool.org](http://www.silverwoodschool.org). In addition, the office sends occasional emails to families. The newsletter includes information about upcoming events, articles from the office, the Board of Trustees, parents, and teachers, monthly calendars, classroom projects, field trips, volunteer opportunities and more. Parents are encouraged to read the newsletters and emailed communications. Please inform the office of any email address changes, and also check backpack mail on Thursdays. Most of the forms and other all-school communications are posted on the school website as well.

### **Backpack Mail**

Parents should check their child's backpack each day for homework and important information from the classroom and the office. Senior classroom students are expected to give handouts to their parents.

### **Staff – 2016-17**

Dawn Nadeau, Primary (The Barn)	<a href="mailto:Dawn.Nadeau@silverwoodschool.org">Dawn.Nadeau@silverwoodschool.org</a>
Natasha Heino, Primary (The Barn)	<a href="mailto:Tasha.Heino@silverwoodschool.org">Tasha.Heino@silverwoodschool.org</a>
Cindy Rathgeber, Intermediate (The Treehouse)	<a href="mailto:Cindy.Rathgeber@silverwoodschool.org">Cindy.Rathgeber@silverwoodschool.org</a>
Ashley McComas, Senior (The Lodge)	<a href="mailto:Ashley.McComas@silverwoodschool.org">Ashley.McComas@silverwoodschool.org</a>
Beth Anderson, Science and Art (The Lodge & Grotto)	<a href="mailto:Beth.Anderson@silverwoodschool.org">Beth.Anderson@silverwoodschool.org</a>
Gretchen Dru, Music (The Lodge)	<a href="mailto:Gretchen.Dru@silverwoodschool.org">Gretchen.Dru@silverwoodschool.org</a>
Jon Torgerson, Head of School	<a href="mailto:Jon.Torgerson@silverwoodschool.org">Jon.Torgerson@silverwoodschool.org</a>
Sara Adams, Business Manager	<a href="mailto:Sara.Adams@silverwoodschool.org">Sara.Adams@silverwoodschool.org</a>
Sunshine Voss, Administrative Assistant	<a href="mailto:Sunshine.Voss@silverwoodschool.org">Sunshine.Voss@silverwoodschool.org</a>
Tammie Morse, Custodian	<a href="mailto:Tammie.Morse@silverwoodschool.org">Tammie.Morse@silverwoodschool.org</a>
Abby Crawford, Extended Hours	<a href="mailto:aftercare@silverwoodschool.org">aftercare@silverwoodschool.org</a>

## **CLASSROOM AND STUDENT LIFE**

### **Absences, Tardies, Early Departures, and Missed Homework**

Your child should arrive at school between 8:10 and 8:25 a.m. Please call the office at 360-697-7526 or email [office@silverwoodschool.org](mailto:office@silverwoodschool.org) for reporting a late arrival. When you arrive at school late or after a mid-day appointment, come to the office with your child and sign in your child on the clipboard on the office counter. Your child will receive a "GET INTO CLASS FREE PASS" to take to class. Please do not drop off your child without following this procedure. Likewise, when your child leaves school early, the adult driver must come to the office to sign out the student. This is an important security procedure that helps ensure the safety of your child.

If your child is absent, please call the office at 360-697-7626 or email [office@silverwoodschool.org](mailto:office@silverwoodschool.org). If you would like to pick up a homework packet, please note the time you would be in to pick the homework up in the office.

Silverwood discourages extended absences from school for vacations, and taking vacation days during school days. Because of the experiential and hands-on nature of our educational approach, group work, and class discussions, most instruction cannot be replaced by workbooks or handouts.

### **Parent and Volunteer Sign In**

Parents must also come to the office to sign in if they are on campus and not just dropping off or picking up their child. It is crucial that we know who is on campus (students, adults, and visitors) for the safety and well-being of our entire community.

### **Behavioral Expectations**

Our mission statement challenges us to support our students in becoming “confident, compassionate citizens and skilled, life-long learners - literate, motivated, and intellectually adventurous.” Silverwood School approaches student behavior proactively with clear teacher expectations and through our Character Development Curriculum, school assemblies, community service projects, and student family program.

Silverwood students are expected to:

- Speak and act respectfully toward all members of the school community.
- Engage in their own learning and contribute appropriately to their group of fellow learners.
- Guard the physical safety of their peers and themselves. This includes regulating the intensity of games and movements to be appropriate to the setting and the people involved.
- Support their teachers, their classmates, and the academic and social goals of the school.
- Care for the school -- its buildings, grounds and environment.

We believe in addressing behavioral issues quickly and directly so students know their boundaries and our expectations and so all children feel both emotionally and physically safe.

Teachers communicate clear behavioral expectations at the beginning of the school year and use positive reinforcement to encourage good behavior. When necessary, teachers meet infractions of our behavioral expectations with logical consequences so all students can stay focused on learning. Teachers deal with minor behavior infractions with a phone call or email home.

More serious issues are dealt with by the Head of School and faculty together. Interventions may range from a problem-solving conference to parent contact to suspension.

The Head of School may call for a roundtable discussion between teachers, parents, and the student at any time deemed necessary to address an unresolved problem.

Silverwood does not allow alcohol, drugs, flammables, weapons, or facsimile weapons on campus. Inappropriate behavior such as defiance of a school rule or a teacher request, behavior that affects the safety of others, and behavioral issues that cannot be resolved in the classroom will result in a phone call communication to parents informing them of the problem. Parents are to respond and talk with the teacher. These communications reinforce our expectation that our students act appropriately and as active problem-solvers.

Physical aggression will result in an immediate call to parents and may result in removal of the student from school that day. A student removed from school for behavioral infractions will not be allowed to return to school until a conference is held with a school representative, the parents, and the student.

A pattern of behavior incidents in a short time period could result in a short suspension. Continued unacceptable behavior will be addressed by the Head of School and will include a parent conference. Students who cannot control their behavior may be expelled from Silverwood.

### **Bully-free Campus**

Parents and guardians play a key role in the prevention of bullying. At home you can talk with your child about the Bully-free Rules. Your child will be asked to tell an adult at school and at home if he or she is bullied or sees bullying happening at school. It will be very important that you take bullying seriously and contact the staff if a problem arises, providing specific details of the incident. Bullying should not be seen as “kids being kids” or something that all of us must accept because that is the

way it always has been. Having a safe school experience is something that all students should be able to enjoy. Working cooperatively as teachers, parents, students and our community as a whole, we will foster the ideal of “doing the right thing” and saying “no” to bullying.

#### *Bully-free Rules*

- We will not bully others.
- We will help others who are being bullied.
- We will include other students who may otherwise be out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

#### **Lunches and Snacks**

To meet the dietary and caloric needs of all our children, families are asked to provide a nutritious and fulfilling lunch and snack for their child each morning. Please send your child’s beverage in a reusable water bottle. Carbonated beverages are not allowed in student lunches or for snacks. Please pack any utensils your child may need to eat lunch along with a reusable napkin and please pack food in reusable containers. This practice is in keeping with Silverwood’s commitment to teach and practice environmentally sound use of resources, so please consider how to minimize waste when packing school snacks and lunches. Students staying after school are encouraged to bring an additional nutritious snack.

We need your help and support for students at our school who have a severe life-threatening allergy to nuts, including: peanuts, peanut butter, walnuts, cashews, nut oils (i.e. peanut oil), nut flavorings (i.e. almond extract), nut fillers, other nut butters, etc. Even minor exposure, such as touching these items or their residue, as well as ingestion, will provoke a severe anaphylactic reaction. Anaphylaxis may quickly progress to respiratory arrest. For the safety of these children Silverwood School creates nut free zones which may include entire classrooms. We need to make every possible effort to limit the chances of these children being exposed to nuts and nut products. We ask you to be conscientious in the selection of lunch items and snacks that your children bring to school. This will also include other after school functions like potlucks, carnivals, bake sales, etc. If your child has a dietary need to eat nuts, such as vegetarian or vegan, please let us know. We will provide a “nuts allowed” space for him or her at lunchtime.

Below is a partial list of items that have no nut products in them to provide some ideas of safe lunches and snacks. The only way to be absolutely sure is to read the label carefully. Please consider the following list when you send classroom snacks or treats.

- Fruit (*apple, banana, grapes, strawberries (tops removed), peeled oranges, raisins, etc.*), fruit snacks, and juice.
- Crackers and pretzels: *Pepperidge Farms: Goldfish Crackers, Pretzels; Cheese Nips – Cheddar, Reduced Fat Cheddar, SpongeBob Square Pants; Cheez-It – Original, Reduced Fat, Big, White Cheddar, Reduced Fat White Cheddar, Hot & Spicy, Parmesan & Garlic, Duoz, Scrabble Junior, Cheddar Jack, Pepper Jack, Baby Swiss, Italian Four Cheese, Colby, Whole Grain, Gripz; regular Ritz Crackers; Triscuits*
- Graham crackers: *Nabisco Grahams – Original, Nabisco Honey Maid – Honey, Low Fat Honey, Cinnamon, Low Fat; Cinnamon, Chocolate, Fresh Stacks; Goldfish Grahams – Cinnamon, Vanilla, Chocolate, Chocolate Chip; Keebler Grahams – Original, Cinnamon, Honey; Teddy Grahams – Cinnamon, Honey, Chocolate, Chocolatey Chip*
- Chips: *Cheetos, Doritos, Pringles*
- Yogurt and pudding: *Go-Gurts (yogurt), Yo-Gos, most pudding cups such as Kraft (check label, please)*
- Other treats: *cheese stick, Cheerios, jerky, carrots, peppers, celery, celery boats with cheese*

Here is a link to a full list of nut free snacks: <http://snacksafely.com/snacklist.pdf>

Suggestion for an alternative to peanut butter or other nut butters: Try sun nut butter in your sandwich. Sun nut butter is made of sunflower seeds, which are a seed instead of a nut.

These snacks are not recommended: All processed refined sugar snacks such as: Doughnuts, cupcakes, candy, fruit roll-ups, cookies, etc. Gum is not allowed except by teacher permission.

### **Pizza Lunch**

The Volunteer Committee sponsors pizza lunches twice a month on Friday. Parents may purchase pizza lunches for an entire semester via a sign-up sheet sent home in September and January. See the calendar in the newsletter and on the website for specific pizza lunch dates. On pizza lunch days, please remember to send a morning snack as usual.

### **Maturation and Puberty Class**

Typically, fourth grade girls and their mothers or female guardians meet with the educator for one evening at the home of a Silverwood family to learn about menstruation. On alternating years, fifth and sixth graders gather in gender-specific and mixed classes to learn how puberty changes their bodies. This curriculum includes the reproductive systems, hygiene, conception, and birth.

### **Playground and Recess Procedures**

Children learn playground rules during the first days of school. They include:

1. Remember the Silverwood Way.
2. Wear clothing and footwear appropriate for the weather.
3. Take turns on the equipment. Wait in line for your turn, standing safely away from the spinner and swings.
4. Do not run with sticks.
5. No pretend guns.
6. No throwing anything (except a ball).
7. Stay out from between the buildings.
8. If you can get on it, you can use it (no lifting each other onto equipment).
9. You are not allowed on top of the playground equipment (except dome).
10. Jump ropes are to be used as jump ropes only.
11. If you are in the playhouse, close the door carefully and leave the windows alone.
12. If you need to use the restroom, use the side entrance to the Barn.
13. Stay out of classrooms and buildings.
14. P.E. equipment is off limits during recess (unless given permission by an adult).
15. Students will be allowed to play in the woods:  
Stay inside the marked boundaries.  
No climbing or riding trees.  
You are allowed to pick up only dead and detached items from the forest floor.  
No harming the living things.

Playground consequences vary by the severity of the infraction, but typically are:

1. Verbal warning
2. Five-minute time-out
3. Forfeit recess
4. Parent call

Physical boundaries for recess play depends on the responsibility exercised by each group of students and are adjusted as necessary.

### **School Pictures**

Individual school pictures and class pictures are taken each September. Re-takes of pictures are scheduled approximately 3-4 weeks after pictures are received by parents. Flyers are sent home the first week of school.

### **Service Learning and Community Service**

Silverwood encourages students to share their talents, abilities, time and effort with others through community service projects. The Silverwood community service program focuses on service learning and engages students in age-appropriate projects that involve student time and work. Watch the Newsletter for announcements of upcoming service opportunities and for our examination of how Silverwood can be involved in our community in ways which promote our students' "generosity of spirit" (*from the school's values statement*).

### **Standardized Testing**

Each year, third, fourth, fifth, and sixth graders take the Terra Nova test. In addition to the Terra Nova test, sixth grade students are given the same battery of junior high math placement tests which are administered to Central Kitsap and North Kitsap 6<sup>th</sup> graders. These could include tests such as the CogAT (Cognitive Abilities Test), the Degrees of Reading Power test, and an algebra readiness test. Silverwood coordinates with both North and Central Kitsap School Districts to ensure our students are prepared for 7<sup>th</sup> grade course placement with whatever testing and assessment is required.

### **Student Progress Evaluation and Progress Reports**

Evaluation of student academic progress is based on classroom observation, assignments, tests, reports, projects, and other assessments and is reported to parents on progress reports, or anytime the parent or the teacher makes an appointment to discuss student progress.

- Every family has a parent-teacher conference in fall and again in spring. This is an opportunity to review progress, ask questions, and share student goals.
- Additional parent-teacher conferences may be scheduled as needed.

Silverwood is committed to keeping parents well-informed. Please let teachers know if additional information about progress or a conference is needed. Please make requests for information in advance so teachers have time to prepare for a meaningful conference with you.

### **Computer Usage and Standards**

Silverwood's resources include student computers, an internal network, and internet access to support and facilitate our academic program. Our internet connection is filtered for explicit sexual and violent material. Since no filter system is 100% accurate, students are expected to avoid inappropriate websites. Any use of email or instant messaging during the school day (including Before and After School Program time) must be for a school purpose or under the supervision of a teacher. Students are not allowed to change settings on any computer. A pattern of inappropriate use of school technology will result in a parent conference and suspension of student computer privileges. Gaming is prohibited unless under the supervision of a teacher and for educational purposes. Older students who are allowed access to the internet will sign an internet use contract provided by their teachers.

### **Cubbies (Student Storage)**

Students have their own cubby spaces in which books, supplies and personal items are stored. Homework folders should be taken home every day. Food items should be removed at the end of each day. Teachers provide guidelines to students regarding how they may personalize their cubbies without causing distraction or damage. Students are to access their own cubbies only.

### **Curriculum**

We value experiential, self-directed, collaborative, and small group learning. Our program includes reading, creative and expository writing, grammar and usage, spelling, handwriting, mathematics, cultural and social studies, science, environmental science, art, music, and physical education. We also offer an after-school Spanish Program in partnership with Foreign Language for Youth (FLY). Students learn how to use technology as a tool for learning. All segments of our curriculum are required for all students. Exceptions are occasionally allowed for developmental reasons. At Silverwood, technology is an important tool which supports the curriculum rather than being an end in itself.

Our program includes three classrooms. The Primary Classroom (grades K through 2) is in the Barn, the Intermediate Classroom (grades 3 and 4) is in the Treehouse, and the Senior Classroom (grades 5 and 6) is in the Lodge north of the Commons.

For the most current information on our program, visit the Community page of our School Website.

### **Homework**

Silverwood homework practices are research-based and our assignments are curriculum-driven. Other than practice for necessary skills like spelling and math facts, students benefit most from project-style assignments which may involve family input, are relevant, are creative, and are designed for a positive outcome. In addition to regular, age-appropriate homework, students are expected to read often and regularly from a wide variety of genres and in subject matters that interest them.

During the fall potluck and curriculum night teachers will present information about the curriculum and their expectations for homework, both nightly and weekly, and how they will communicate homework expectations with parents.

Homework is intended to reinforce, not introduce, skills; so children should not struggle with the concepts in their homework assignments. At any time, if a parent has questions about homework, please review the child's planner and the weekly homework packets. If a student is uncertain about a homework assignment, parents should encourage the student to call a classmate or to talk with or email the teacher well in advance of the homework due date. Some teachers also post homework assignments on their blogs, accessible via links from the school web site.

### **Parent Classroom Observations**

The opportunity to quietly observe in the classroom is very valuable in understanding the educational philosophy your child is experiencing throughout the day and is a vital link between the teacher and the parents. When meeting with a teacher it will help to have observed your child because you will have more knowledge of your child's accomplishments and challenges. Parents are welcome on campus anytime. Please check in at the office when you arrive and prior to departure. Please respect the child's work and concentration. It would be best to not initiate conversation with the children or attempt to attract their attention. If a child speaks to you, please answer him/her as briefly as possible. Tell the child quietly that you are there to watch the class work. Please do not initiate conversation with a teacher or assistant who is working with the children. Please note any questions you would like to share with the teacher at a later time. Answering questions about your

observations is an essential component of the observation process. Please realize that children may react to your presence in the classroom with behaviors that they usually do not exhibit. Please arrange for childcare outside of school for siblings during observations. For the children's safety, no children will be allowed to play on the playground during observations without full supervision.

### **Deliveries to Students during the School Day**

If Deliveries of flowers, gifts, etc., are received during the school day, they will be given to students at 3:15 p.m. so as not to disrupt learning of the recipient and other students.

### **Valuables – Toys, Jewelry, Cell Phones, Money, etc.**

Students are not to bring toys, jewelry, Game Boys, personal computer games, tablets, cell phones, other electronics, or significant amounts of cash to school.

### **Dress Expectations**

Silverwood students are active and involved. They play outside several times on most days and have physical education classes. Students should dress in clothing and footwear that is appropriate for indoor and outdoor physical activity and should be prepared for cool weather and rain. Having a hooded raincoat, rubber boots, and slippers in their cubby is required for all students; sweat shirts and sweat pants are recommended. We strongly suggest keeping a change of clothing in students' backpacks or cubbies.

Our program also includes regular art classes, occasional gardening, and hands-on science, so clothing should be machine washable – and still might get stained.

For safety and cleanliness, bare feet are not allowed in classrooms or outdoors. Wheeled shoes such as Heelys are not allowed at school at any time.

Students are to dress in clothes which are clean, respectful, and appropriate for a learning environment. "Short" shorts, spaghetti-straps, tank tops, bare midriffs, and any messages which are controversial or potentially offensive are not allowed. Shoes are required outdoors, and we strongly discourage sandals, so that children can run and play safely. Hats may be worn outside, but not inside in order to promote face-to-face communication among students and between students and their teachers.

## **SCHEDULE**

### **School Day**

Arrival:	8:10 a.m.—8:25 a.m.
Class hours:	8:25 a.m.—3:15 p.m.
Recess:	12:00 p.m.—12:25 p.m.
Lunch:	12:25 p.m.—12:50 p.m.
Pick-up:	3:15 p.m.—3:30 p.m.
Office hours during school year:	8:00 a.m.—4:00 p.m.

Children who are not picked up by 3:30 p.m. go to the After School Homework Club and parents are charged a fee of \$15. Silverwood requires authorization and identification when anyone other than a parent or established carpool is picking up a student. Notify the school of a pick-up or drop-off change via a note to the teacher, a call to the office, or an email both to the office and teacher.

### **Number of School Days**

The State of Washington requires 1,000 hours of classroom time or 180 days of attendance (with half days for in-service counting toward the 180) for public and non-public schools. Silverwood's school day is longer than those in our local public schools and we take only full-days for teacher in-service meetings. For 2015-16, Silverwood will have 168 student days at 6.5 hours per day which is 1,092 student hours.

### **Teacher In-Service Days**

Teacher in-service days serve several functions. In-service days allow time for Silverwood teachers to refine curriculum, coordinate curriculum across all grade levels, and work together on other curricular issues. In-service days also provide time for working on progress reports and allow group planning time and education for Silverwood teachers. Please see the school calendar handout or online calendar for a complete listing of in-service days.

### **FIELD TRIPS**

Powerful learning takes place away from school. Field trips are an integral and important part of our program. Parent volunteer drivers are needed for local ed-ventures.

We have established a responsibility sheet for all chaperones so that field trips are educational and enjoyable for all. If you volunteer to be a chaperone, the following information applies:

Fields trips will be reserved for students who are currently attending Silverwood School. This applies to day field trips and all ed-venture overnight programs.

#### **Teachers**

- Bring the field trip notebook, kept in the office, which includes parent phone numbers (home/cell/work/etc.) and student medical information and releases.
- Bring student medications as appropriate (inhalers, diabetic test kit/juice, EpiPens, etc.)
- If needed, obtain a letter from the office identifying the group as being on a field trip and noting the date ferry reservations were made.
- Receive checks for the ferry as appropriate.
- Receive check(s) for admission, etc., to the field trip's destination, if not pre-paid.
- Leave the office with a list of parent drivers' cell phone numbers before departing and a list of drivers and the names of the children each driver will transport.

#### **Students**

- Do **not bring money on field trips**, unless instructed to do so by the teachers.
- Do not bring i-pods, cell phones, electronic games or other electronic devices, unless instructed to do so by the teachers.
- Are not to spend money on food, games, or souvenirs without prior approval.
- Are expected to behave in a respectful manner and to follow directions given by teachers, drivers, chaperones, and tour guides.

#### **Drivers/Chaperones**

When you accompany a group, we ask that you:

- Introduce yourself to the students and tell them how you wish to be addressed.
- Always know where your students are.
- Establish car rules from the beginning. Rules may address: music, radio station choices,

food, language use, etc.

- Remember that your rules apply to your car.
- Check in with the supervising teacher for allowable boundaries on ferries and in public spaces.
- On the ferry, keep your students in one area and do not let them run around or be boisterous.
- If students have been given work packets, encourage them to complete these during the trip, in the car and on the ferry.
- Expect appropriate behavior. Please speak to a faculty member if a child refuses to cooperate.
- Please return any assigned student work packets to their teacher after the trip.
- Please do not bring snacks or treats or make any unplanned stops for treats for students in your car.
- Coordinate all snacks and stops with the supervising teacher.
- Please return your packet, including any receipts, to the office.
- Parent drivers will receive a packet that includes directions to the field trip destination, emergency phone numbers and names of the students they will transport.
- Carry a basic First Aid kit in your car.

Parent Drivers – For you to drive students other than your own, Silverwood must have on file a photocopy of your auto insurance policy indicating the following minimum auto insurance coverage:

\$100,000 per person bodily injury

\$300,000 bodily injury per accident

\$ 50,000 property damage (\$100,000 is recommended, but not required, by our Broker)

Some insurance companies will issue a one-day waiver for these amounts. If you are unsure what coverage you have, please call your insurance company prior to committing to drive on a field trip. They may fax the coverage amounts from your policy in effect to the school at (360) 697-7537. Since most policies expire or are renewed every six months, please be in the habit of sending us a copy of the new coverage, with dates the policy is in effect, when you receive it.

Drivers for school activities must report any traffic violations that have occurred in the past three years to the Head of School for review. Any failure to disclose criminal history or misrepresentation of the same could be grounds for losing the privilege of volunteering at Silverwood School.

Parents of field trip participants should leave car seats and booster seats, with the child's name on them, in front of (or inside) the Commons if their child is being driven to and from a field trip by another parent or staff member. Parents must abide by all laws while on field trips, including use of seatbelts and booster seats.

### **Islandwood**

Our Intermediate Classroom students attend a four-day/three-night educational program at Islandwood on Bainbridge Island. Students hike and study various science topics and work on team-building skills. Currently, Islandwood costs approximately \$325 per student and the payment is usually due approximately two months before the event.

### **NatureBridge/ Mt. Rainier Institute**

Each school year, Senior Classroom students attend a five-day/four-night outdoor educational program at NatureBridge or Mt. Rainier Institute. Students hike and study science and ecology. They may also backpack and tent camp. If parent chaperones are required to staff this trip, parents of students with medical or other special needs will get priority followed by those whose presence will create a balance of male and female chaperones. Parent drivers are needed each year. Classroom

parents organize drivers in concert with the 5/6 team leader.

Silverwood strongly recommends that parents put some money away for NatureBridge/ Mt. Rainier Institute while their child is in the Primary and Intermediate grades to alleviate possible future financial difficulties when payment is due. Currently, NatureBridge/ Mt. Rainier Institute costs approximately \$375 and is usually due in the autumn.

### **Children's Theatre**

Students may see one or two plays each year at the Admiral Theatre in Bremerton, the Seattle Children's Theater in Seattle, or at other area theaters. Classes preview the plays and have follow-up activities. A frequent part of the field trip is a work packet that reinforces current learning and the play. Seattle trips may include early arrival to school or late return to school.

### **Sixth Grade Trip**

As part of the curriculum, sixth grade students travel to participate in a program of study relating to one or more subjects they have studied during the year. The trip is a chance to put into action the learning skills that they have developed and to build confidence and independence. It is also an important part of helping students transition from elementary to middle or junior high school. Therefore, the Sixth Grade Trip is not a family trip, but one limited to the sixth graders, two Silverwood teachers, and occasionally a parent of a student with special medical needs. Sometimes, to ensure at least one male and female chaperone are present, a parent will be invited to accompany the group at his or her expense; a parent of a child with medical needs that require a parent's presence will have priority. Otherwise, the Senior Classroom Team Coordinator or Head of School will contact interested parents and will make a decision as to which parent will accompany the group.

Silverwood credits \$150 for each year that your child is enrolled for the full school year toward this trip, and this non-refundable amount is applied to the cost of his or her Sixth Grade Trip, thus reducing, but not eliminating the cost to parents for this outstanding educational experience. Previous groups have studied in Catalina for Marine Biology, Utah's Lake Powell and Zion National Park for Geology, Colorado's Gunnison River Valley; Florida's Everglades and Keys for marine biology and water studies; Havasupai Canyon at Grand Canyon, Crow Canyon Archeological site in Crow Canyon, Colorado; The University of Arizona Astronomy Camp; Washington, D.C.; Ashland, Oregon's Shakespeare Festival; NASA Space Camp in Florida; Hawaii for the University of Hawaii's volcanology studies, Teton Science School, and other sites.

Silverwood strongly recommends that parents put some money away for the sixth grade trip while their child is in the Primary and Intermediate grades to alleviate possible future financial difficulties when payment is due. A part of tuition goes toward the cost of the trip, but will never cover the cost of the trip in its entirety. Currently, typical out-of-pocket costs for students at Silverwood for six years are \$500-\$1,000.

## **HEALTH AND SAFETY**

### **Immunizations**

State law requires us to have a completed Certificate of Immunization form in our office for each child by the first day of school. Parents are required to complete the form before turning it in to the office. Students cannot begin school until this form has been completed and turned in to the office.

For a complete list of required immunizations, see:

<http://www.doh.wa.gov/Publications/Immunizations>.

Washington State law requires that children attending 6<sup>th</sup> grade must show proof of:

Tetanus, diphtheria, and acellular pertussis (Tdap) vaccination if he/she is 11 years old and it has been five years since he/she received a DTaP, DT, or Td vaccine.

Proof of immunity to chickenpox is required of children in grades 2, 3, and 6. These children need one dose; physician's documentation of disease is required. Please provide the Varicella (chickenpox) vaccination date, approximate date of illness, or results from a blood test that shows he/she is immune.

Parents who do not provide their children with immunization must provide the school with a copy of your Certificate of Exception. This certificate may be found at:

[http://www.doh.wa.gov/Portals/1/Documents/Pubs/348-106\\_CertificateofExemption.pdf](http://www.doh.wa.gov/Portals/1/Documents/Pubs/348-106_CertificateofExemption.pdf)

In the event of an outbreak, children not immunized will be sent home from school and not allowed to return until the outbreak is over.

### **Illness**

Students who become ill at school are escorted to the office by another student. If the child needs to go home, an office staff member will contact the parent to take their child home. They will call the numbers, in the order indicated, on the Emergency Information form.

If a child's temperature is 100 degrees or above, or if the child vomits, the child will be sent home. If a child's temperature is below 100 degrees, he or she will be asked to rest and may be sent back to class. If it is obvious a child is sick (listless, pale, etc.) or the teacher recommends sending him or her home, the parent will be contacted and asked to pick the child up from school.

### **Fever**

Children must be fever-free, without fever-reducing medication, for a minimum of 24 hours before returning to school. Parents should alert teachers to any medication which may affect a child's behavior, performance or energy level at school.

### **Head Lice**

Head lice are an inconvenience, but are not a danger or a disease. It is likely that every school child will experience head lice or a possible exposure sometime in his or her school career. This is not a sign of poor hygiene; it comes up eventually for many families and schools. The best ways to keep from getting or spreading head lice are to maintain consistent practices like not sharing combs and brushes or hats and for parents to examine their child's hair and scalp occasionally. If you find that your child has lice or nits, please contact the school office. In consultation with our Medical Advisor and based on information from "Instructions for Pediatric Patients" and the American Academy of Pediatrics, our position on lice is that children who have been properly treated need not be excluded from school even if eggs are still visible.

### **Pink Eye**

Children diagnosed with pink eye may return to school once they are receiving treatment for it.

### **Ringworm**

Children with ringworm may attend school only if they are being treated for it because it is highly contagious. If it is discovered while at school, the child will be sent home until treatment begins.

### **Scabies**

Scabies are mites that get under the skin. If a teacher suspects that a child has scabies (intense itching, usually between the fingers) and red skin, the child will be sent to the office. The parent will be called and asked to take the child to a doctor for diagnosis. Scabies is highly contagious.

### **Injuries**

In the case of a serious injury, the school will call 911 and then contact the parent using the phone numbers, in the order indicated by the parent on the child's Emergency Information Sheet.

If a child bumps his or her head, teachers will send him or her to the office for observation and an ice pack. The office will:

- a) evaluate the student for symptoms of serious injury,
- b) call, text, or email the parent to tell them what happened and to ask them to look for a special form that will be sent home, and
- c) email or send home a form with the child that explains how the accident occurred, when it occurred, and what possible symptoms to look for if a concussion is present.

### **Medications at school**

Students are not permitted to possess or transport prescription or non-prescription medications at school because of the possibility of their sharing them and the ensuing issues of liability.

Parents/Guardians must bring medication to the office in its original container with the child's name clearly written on the container.

### **Prescription medications**

The office will give prescription medications only to students for whom a "Request for Medicine at School" form has been completed and signed by both a parent/guardian and a physician. No exceptions will be made. Forms are available in the office and also on the website. This form is school-year specific and must be completed each year. Parents are welcome to give their own children prescription medication at school if they are unable to get the "Request for Medicine at School" form completed before the child needs the medication.

### **EpiPens**

Anaphylaxis is a potentially life-threatening condition resulting from exposure to an allergen and requires immediate medical attention. If a student is diagnosed with a severe allergy that is documented by his/her medical provider, then the school will be provided with EpiPens for emergency use.

The school will allow self-directed students, as assessed by a student's parents, medical provider, and the school, to carry life-saving medications with them, as long as duplicate medications are available in the school office. Duplicate medications will be transported on all field trips/outings by supervising adults who are trained in their administration. Any time an EpiPen is used, 911 will be called, the parents notified, and the child will be transported to the hospital.

### **Vision and Hearing Screening**

Thanks to Silverwood parents and alumni parents who volunteer their time and professional expertise, students have their hearing and vision tested in the fall. Results are sent home only for those students who appear to need additional testing.

### **Tobacco Policy**

Silverwood School does not allow the use of tobacco on campus at any time under any circumstances. This includes smoking, e-cigarettes, vaping, and chewing tobacco. This restriction applies to buildings, cars, and all outdoor premises.

### **Drug and Alcohol Policy**

Specifically, Silverwood prohibits the possession, manufacture, sale, purchase and use of alcohol or illegal drugs on school premises or while on school business. Special event exceptions may be made only with the approval of the Board of Trustees and Head of School

### **Weapons and Flammables Policy**

Silverwood School strives to maintain a safe school environment for students, staff and visitors. We recognize the expectation of students, staff, parents, and patrons to be safe on school premises and at school activities. Accordingly, it is a violation of school policy and Washington State law (RCW 9.41.280 Possessing Dangerous Weapons on School Facilities) for anyone to carry onto school premises, school-provided transportation, or other facilities being used for school activities any firearm, dangerous weapon, or other object capable of producing bodily harm as defined in this policy and under Washington law.

A weapon or dangerous instrument includes, but is not limited to:

- Any firearm;
- Any device commonly known as nunchakus, consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- Any device of the kind usually known as sling shot, sand club or mental knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement;
- Any explosive device.

Additionally, no persons shall use articles designed for other purposes (laser pointers, belts, scissors, etc.) to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a dangerous weapon. This policy is not meant to interfere with the instruction or the use of appropriate equipment and tools by students or non-students.

Certain very limited exceptions to the dangerous weapons policy are set forth in RCW 9.41.280.

With specific regard to firearms, these include, in part:

- Any person in possession of a pistol who has been issued a license under RCW 9.41.070, or is exempt from the licensing requirement by RCW 9.41.060, while picking up or dropping off a student;
- Any non-student at least eighteen years of age legally in possession of a firearm or dangerous weapon that is secured within an attended vehicle or concealed from view within a locked unattended vehicle while conducting legitimate business at the school;
- Any non-student at least eighteen years of age who is in lawful possession of an unloaded firearm, secured in a vehicle while conducting legitimate business at the school;
- Any law enforcement officer of the federal, state, or local government agency.

While Silverwood School recognizes the right to carry firearms under the limited exceptions indicated above, it strongly urges all students, staff, parents, and patrons to refrain from carrying any dangerous weapons, particularly firearms, onto school premises, school-provided transportation, or other facilities being used for school activities at any time and whether or not authorized under Washington law. The safety of our students, staff, parents, and patrons is our highest priority.

In compliance with Washington law, the School will post "GUN-FREE ZONE" signs around school facilities giving warning of the prohibition of the possession of firearms on school grounds. The school will act to enforce this policy and take appropriate action against any individual who violates this policy. All reports regarding the possession or use of dangerous weapons will be investigated. Student discipline for violation of this policy will depend upon specific circumstances and may include confiscation, student and/or parent conference, suspension, and/or dismissal.

### **Emergency Preparedness**

Schools are asked by local agencies to be ready to feed and house students for up to three days in case of natural disaster. Silverwood teachers and staff are trained in emergency preparedness, first aid, and CPR. Silverwood School maintains three-day survival ration kits for each child. Families are also asked to provide a personalized emergency comfort kit each September. In the event of a disaster, students are to be picked up as soon as the roads are declared safe for travel. Rest assured that all Silverwood children will be cared for by faculty and staff until parents or a parental designee has arrived. When completing the Emergency Form, the school encourages parents to consider adding several names to increase the likelihood a student can leave school and join a friend at home when parents are unavailable. Parents should also be conscientious in providing the school with a three-day supply of any medications (with instructions) a child may need. (See medications.)

## **EXTRA-CURRICULAR PROGRAMS**

### **Extended School Day Program**

Students who arrive before 8:10 a.m. or are not picked up by 3:30 p.m. are automatically sent to the Before School or After School Homework Program, and parents are billed for this care each month. The cost is \$10 per session for Before School Care and \$15 per session for After School Care.

### **In-Service Program**

Silverwood School will offer child care during in-service days. You will need to make a reservation for your child by contacting the front office. In-service day child care is available to all Silverwood students and their siblings aged 5 or older. If you will be bringing a sibling to in-service day child care, you will need to complete the medical information form and have it on file with the front office before attending child care. Child care will be available from 7:15am to 5:30pm and the cost is \$55 per day per child.

### **After School Clubs**

Silverwood School may offer a variety of after-school clubs. Clubs vary year to year and generally meet once or twice a week from 3:30 p.m. to 4:30 p.m. Additional fees may be charged for after-school clubs.

## **PETS**

Pets are allowed at school only with prior approval per board policy. Pets are not allowed on campus at other times because of hygiene and allergy issues.

## **SCHOOL DIRECTORY**

The Silverwood school directory is given only to Silverwood parents and staff. It includes parent names, student names and grade levels, home address, home telephone number, and email addresses. Silverwood Directory information is not to be shared with anyone outside our community and is not to be used for any commercial or personal purpose not related to Silverwood School.

## **SUMMER PROGRAM**

Silverwood School offers a summer program for our students and the public. See newsletters, brochures, and the website in the late winter and early spring for the Summer Program information.

## **FAMILY PARTICIPATION POLICY**

Silverwood School believes that family commitment and participation directly enhance each child's experience and the school environment. Therefore, each of our parents or guardians is asked to contribute 12 hours of volunteer time to Silverwood per school year. Please update volunteer hours through the parents' log-in on RenWeb.

The following is a list of some activities that count toward the requirement:

- Grounds Maintenance: Check the school's ongoing work job list online or come to a work party.
- Fundraising: Participate in the planning and execution of our two fundraising events, the Annual Campaign and the Auction.
- Attend Volunteer Committee or Room Parent meetings; work on volunteer-sponsored functions, such as the September Back-to-School Potluck, Fun Nights, and family events.
- Serve on a committee of the Board of Trustees.
- Drive for Field Trips. Drivers must meet Silverwood's insurance requirements. See "Field Trip" section for details.
- Work on special projects requested by Silverwood staff such as technical support for computers, special events, and scheduled classroom activities.
- Assist in the Office: copying, collating, data input, filing, updating outside white board, running errands.

Volunteer hours must meet school needs. Volunteers may be parents, parents of alumni, grandparents, older siblings, or older alumni. Volunteers are coordinated by the Silverwood School office. If you have a question about volunteer hours, please contact the office.

## **COST OF EDUCATION**

### **Tuition and Fees**

For those exercising the monthly tuition payment, tuition is due on or before the fifth of each month, April through March, unless otherwise arranged with the Head of School or Business Manager. It is the family's responsibility to keep payments current. Tuition for each academic year is determined by the Board of Trustees. Silverwood relies on tuition to meet its budget and the school may take legal action to collect unpaid tuition.

### **Tuition Assistance**

Silverwood School believes economic diversity is vital to our school and has a long history of assisting families who could otherwise not afford a Silverwood education for their child. Therefore, the school offers assistance to qualifying families in meeting tuition obligations. Silverwood relies on the Financial Aid for School Tuition (FAST) to impartially determine a family's financial needs. Families seeking tuition assistance should begin the financial aid application process as early as possible. Decisions concerning admissions are not related to application for, or determination of, financial need. The Financial Aid Committee meets to consider requests and make decisions regarding grants in the spring, and periodically during the year as needed. Tuition, the Enrollment Agreement, and Tuition Assistance information are available at: [www.silverwoodschool.org](http://www.silverwoodschool.org).

### **Divorced Parents**

In situations where a student's parents are not living together or are divorced, Silverwood strives to put the child's interest first. Generally, the school will communicate with both parents and honor their parenting rights unless a court order or approved parenting plan stipulating a different approach is on file in the office. Silverwood School also requires a signed financial agreement from both parents if both parents are contributing to the tuition and other financial obligations such as, but not limited to NatureBridge, Islandwood, and the Sixth Grade Trip.

### **Field Trips**

The cost of most field trips is included in tuition. Exceptions include:

- Islandwood - grades 3-4, approximate cost: \$325
- NatureBridge/Mt. Rainier Institute – grades 5-6, approximate cost: \$375
- Sixth Grade Trip, approximate cost for a student who has been at Silverwood for six years: \$500- \$1,000.

Teachers may schedule special events during the year. Costs for these are usually under \$20.

## **INCLEMENT WEATHER AND SCHOOL CLOSURES**

### **If School is Closed or Begins Late**

Due to its large size, Kitsap County experiences diverse weather conditions within its geographic area. The school's main concern is for family & staff safety. First and foremost, when deciding whether to venture out on a school day, parents should always use their own judgment after observing local road conditions, both mornings and afternoons.

To ensure the best communication of delayed openings or school closures, Silverwood will provide information in the following fashion:

- Inclement weather reports on the front page of the school website at [www.silverwoodschool.org](http://www.silverwoodschool.org)
- Voice message information on the school phone at 360-697-7526
- Silverwood School's Facebook Page
- Email alert from the school
- KOMO and KING Five "Closures and Delays" updates

When in doubt about a school closure, delayed opening, or delayed pick up, check email, voice mail, and/or the school website for current information.

Possible announcements include:

1. School CLOSED: this includes cancellation of all activities
2. School OPEN with one (or two) hour LATE ARRIVAL.

- Faculty and staff who can safely arrive at school will be on campus by 8:15 a.m., but the regular academic program will have a delayed start (one hour = 9:25, two hours = 10:25).
- Before-school care will NOT be offered until 8:30 a.m., and its use is discouraged. However, if a parent has no alternative but to drop off their child at school due to their work obligations, they may do so beginning at 8:30 a.m. and will incur the Before School charges until the academic program begins at the late arrival time. Students who arrive at 8:30 a.m. will have alternate activities until the academic program begins.
- Because of the area's divergent weather conditions, parents and teachers need to make individual decisions regarding the safety of coming to school on days with late starts.

3. **EARLY DISMISSAL:** Please pick up your children immediately. There will NOT be After School Care. You may also call the school main phone number at 360-697-7526. We are now using an off-campus messaging service which is available even if power is out at school. We will update voice mail as necessary.

#### **If School Closes Due to Weather or Other Emergency**

If Silverwood must close early (sudden/extreme weather change, etc.), parents will be contacted as quickly as possible and asked to pick up their children. Parents' home, work, and cell numbers, will all be tried until a parent is reached. It is imperative that parents keep the office informed of changes in phone numbers and email addresses. The school will contact parents by calling the phone numbers in the order indicated on the Emergency Information Form.

#### **PARKING, DROP-OFF, PICK-UP, AND TRAFFIC ON CAMPUS**

Student safety is the school's highest priority. Drivers on campus must adhere to the 5 miles per hour speed limit, and driving more slowly is preferred. The school also wants to be a good neighbor by not blocking Central Valley Road.

1. Please observe the campus 5 mile/hour speed limit or drive more slowly.
  2. Students should always exit through the car's right-hand doors.
  3. PLEASE DO NOT IDLE WHILE WAITING FOR CHILDREN TO BE DISMISSED – exhaust fumes are unhealthy.
  4. Parents who have business with the office or the faculty park in the designated parking area on the inside of the loop.
  5. Please do not use the faculty/delivery driveway. The school's permit with the County limits use of this entrance.
  6. Drop children for Before Care between 7:15 a.m. and 8:05 a.m., and go inside to sign in.
  7. Drop children between 8:10 a.m. and 8:25 a.m. for the regular school day. Students are tardy after 8:25 a.m. and parents must accompany students to the office to sign in and get a tardy slip.
  8. Please do not line up before 3:00 p.m. for afternoon pick-up. If you do not need to be at your next appointment right away, consider arriving at 3:20 p.m. or 3:25 p.m. You will find a shorter line and experience a quicker pick-up.
  9. If the driveway is full, do not hold traffic on Central Valley Road. Please drive on and return in a few minutes.
  10. If a child is delayed after school, please pull around into a parking space. Use caution when backing out of parking spots.
  11. When dropping off or picking up students in front of The Commons, look for traffic on the left before pulling out to exit.
  12. When dropping off or picking up only in front of the Senior Building, watch for drivers leaving the Commons area on the right.
- Silverwood requires parent authorization and identification when anyone other than a parent or

established carpool driver is picking up a student. Notify the school via a note to their teacher, a call to the office or an email both to the office and teacher to authorize an alternative arrangement.

### **PHILANTHROPIC SUPPORT OF SILVERWOOD SCHOOL**

Because Silverwood is a 501(c)(3) and receives no revenues from taxes the school relies heavily on the annual fund, school auction, the Box Tops for Education program and other fundraising avenues. Silverwood is committed to avoiding “nickel and diming” parents during the school year, and will not sponsor any other fundraising events unless approved by the Head of School and Board of Trustees.

#### **Annual Campaign**

In the fall, each family at Silverwood is asked to contribute their best possible philanthropic gift to the Annual Campaign. No gift is too small, or too large. The goal is 100% participation from all families. Silverwood alumni and grandparents are often generous contributors as well, and all donors receive tax advantages through their philanthropy. Reaching 100% participation of current families also helps the school attract grant monies because it shows the commitment families have to the school above and beyond tuition. All gifts are tax-deductible. The school welcomes pledges, cash, checks, and securities as contributions to the annual campaign.

#### **Auction**

The annual springtime auction, first held in 2000, helps Silverwood attract funds from the larger Kitsap community and beyond. It provides individuals and businesses an opportunity to advertise as sponsors and to donate items or services to support the school. The auction also provides excellent volunteer opportunities for parents, and an evening of fun and fundraising for everyone who attends. Many large and vital projects at Silverwood have been made possible by generous donations and bidding at the auction. Some of these include Silverwood’s flat-screen monitors in the classrooms, greenhouses, playfield, playhouse, sand box, improvements to the “Big Toy,” new playground equipment, and laptops for teachers. The auction also offers an opportunity to support the financial aid program to ensure economic diversity at Silverwood.

#### **Box Tops for Education**

Silverwood families may turn in Box Tops for Education they collect from food packages and use [boxtops4education.com](http://boxtops4education.com) when making online purchases.

#### **Other Fundraising**

Fundraisers, including those for Silverwood or other non-profit organizations, require prior approval from the Board’s Development Committee. Sales of Girl Scout cookies, Boy Scout treats or Campfire candy are typically allowed only by current students or alumni from the office or via our newsletter.

### **SILVERWOOD SCHOOL VOLUNTEER JOB DESCRIPTIONS**

The following are “job descriptions” for each of the volunteer opportunities of service at Silverwood School. Parents are encouraged to contribute 12 hours of volunteer time each school year. We hope you find this list helpful in finding a spot to share time and talent.

Parents are to record volunteer hours worked in Parents’ RenWeb and it’s best to log your hours as you work them. Families have until the end of school in June to complete their 12 hours. Silverwood School’s success can be contributed to the dedication and enthusiasm of our volunteers. Thank You!

## **CLASSROOM VOLUNTEERS**

### Primary Classroom Needs

Field Trip Drivers  
Holiday Activity Planner/Helper  
Literacy & Math Helper (M-F)  
P.E. Unit Volunteer  
Copy/Office Errands

### Intermediate Classroom Needs

Field Trip Drivers  
Literacy & Math Helpers (M-F)  
P.E. Unit Volunteer  
Copy/Office Errands  
Holiday Activity Planner/Helper

Islandwood Drivers

### Senior Classroom Needs

Field Trip Drivers  
Mt. Rainier Institute Drivers (Sept)  
Scary Walk Coordinator (Oct.)  
P.E Unit Volunteer  
Graduation Refreshment Coordinator (5th grade parent)

## **CURRICULUM NIGHT/POTLUCK HELPERS – Friday, September 9<sup>th</sup>, 5:30-7:30**

Potluck helpers volunteer to set up the food, plates, utensils, etc. and clean up after the dinner.

## **AUTION TEAM VOLUNTEERS**

We begin planning in the fall for our spring auction and need help with: Procurement, printing, sponsorships, auction baskets, class projects, catalog, dessert dash, decorations, guest management, writing, auction set-up, check-in/check-out, and after auction tasks such as sending out thank-you letters and reconciling purchases.

## **COOKIE OR DESSERT HELPER**

Purchase or make cookies and/or desserts for school events. Hours spent baking count towards your volunteer hours. Example of events include Sweetheart Swirl, Kids Fest, Talent Show and Halloween Festival to name a few.

## **FIELD TRIP DRIVER**

1. Give office copy of current proof of car insurance (Declaration Page) that includes level of coverage (check with the office for the required insurance coverage).
2. Ensure vehicle has appropriate car seats and/or booster seats, as needed.

## **HALLOWEEN FESTIVAL COORNIDATOR – Friday, October 23, 2015 6:30-9:00**

Trunk-or-treat: Coordinate families to decorate their cars, dress up, and pass out treats!

Carnival: Coordinate set up; music, games, timeline of event, pumpkin walk, anything you would like to add or change.

Cake Walk: Coordinate collection of cakes and run the cake decorating contest.

Clean Up: Clean up the Commons after the party. Patrol the campus and trails the Saturday after the party to pick up trash.

### **HALLOWEEN FESTIVAL HELPERS (5)**

Support the coordinators ideas and help set up/clean up a wonderful event.

### **HEARING TEST, SPEECH SCREENING & VISION TEST VOLUNTEERS (2)**

Two volunteers are needed for approximately two hours in the morning after school starts.

1. Escort small groups of children to and from their classrooms to the testing location.

### **FIELD DAY HELPERS – (Last Day of School)**

1. Work with staff to obtain any needed equipment and supplies.
2. Staff one of the field day activities

### **LUNCH/RECESS HELPERS (3)**

Mondays and Fridays help supervise lunch and recess. Sign-ups throughout the year are via sign up genie.

### **PICTURE DAY HELPERS (2) – (Mid-September)**

1. Help photographer and teachers with moving students to and from picture taking location on picture day. Estimated time: 3-4 hours.

### **PIZZA LUNCH COORDINATOR (1)**

1. Prior to scheduled Pizza Lunch: purchase plates, napkins, gloves at Costco and give receipts to Business Manager for reimbursement.
2. Purchase fruits, veggies and cookies. Purchase juice for each pizza lunch.
3. Arrive at least 15 minutes early for lunch to get fruits, veggies, cookies, drinks, plates, napkins ready.
4. Assist pizza lunch helpers to pass out pizza according to labels on each child.
5. Assist pizza lunch helpers with clean up.

### **PIZZA LUNCH HELPERS (2)**

1. Arrive at least 10-15 minutes early for lunch to get fruits, veggies, cookies, drinks, plates and napkins ready.
2. Pick pizza up at Costco; get check from Business Manager for pizza pick up.
3. Pass out pizza according to labels each child will be wearing. Bring leftovers up to office.
4. Clean up.

### **SCHOLASTIC BOOK FAIR COORDINATOR**

The coordinator coordinates two book fair each year (Fall & Spring) by setting dates with the office staff.

1. Attend Scholastic workshop (in Silverdale) once per year in the fall (4 hours).
2. Schedule Book Fairs (3 days of fair and 1 “family” event) with Scholastic.
3. Distribute wish list flyers to teachers, and coordinate with teachers wish list time day before fair opens as well as book fair movie preview in each classroom.
4. Get cash and change for cash register (\$50.00) from the Business Manager.
5. Set up: One day before fair, display books on tables and fold out shelves in Commons. This allows students and teachers time to fill their wish lists (2-3 hours). Schedule time for teachers to complete their wish lists.

6. Set up 30 minutes before fair each day and be available each day of the fair (5 hours each day).
7. Take down the fair (2 hours).
8. Total sales and complete Scholastic earning worksheets at the end of the book fair (2 hours).
9. Count cash/coins with Business Manager. The Business Manager will make the deposit into Silverwood bank account and cut a check to Scholastic for the total of the cash and coins. This check will be sent to Scholastic along with the checks from the parents.
10. Set up baskets for teachers for parents to purchase books for classrooms.

#### **SCHOLASTIC BOOK FAIR HELPERS (4) Monday – Friday November 2-6 2015**

Book Fair helpers work in two-hour shifts and will perform some, but not all, of the following duties:

1. Run the cash register.
2. Work with cashier by reading prices of purchasers' items.
3. Help shoppers find books of interest.
4. Keep displays presentable.
5. Restock if needed.
6. Help with set up and/or take down.

#### **TEACHER APPRECIATION LUNCHEON COORDINATOR (2)**

1. With the Head of School, select a date for the teacher appreciation luncheon (in-service days and conference days are ideal, but school-days are possible as long as you arrange for volunteers to watch the children in the lunchroom and at recess).
2. Give dates to the office staff for inclusion in newsletters; ask that teachers be notified.
3. Some luncheons have had "themes", although a theme isn't necessary (themes have included "soup n' salad" or sandwiches or a holiday theme).
4. The school owns plates, cutlery, and glasses which are kept in the Office kitchen.
5. Recruit parent volunteers to bring in food/beverage.
6. Recruit parent volunteers for set up and clean up.

#### **TEACHER APPRECIATION LUNCHEON HELPER**

1. Help coordinator with setup and cleanup for the luncheon.
2. Help coordinator with food and beverages.

#### **WORK PARTY PARTICIPATION**

Silverwood School has two work parties each year; one in the fall, the other in the spring. Parents are encouraged to come and help clean classrooms, clear gutters, weed gardens, and whatever else the school campus needs!

## APPENDICES

### I. Community Standards

Silverwood School: Where children are challenged and cherished

We (teachers, students, and parents) are each responsible for our own behavior and how our actions affect others. We tend to the safety of everyone in our community.

As teachers we:

- Respect each student as a unique individual.
- Teach when there are no distractions or other problems.
- Rely on students to solve their own problems. If they cannot, we will take action.

As students we:

- Support the learning of our classmates and work to make each lesson and activity successful.
- Respect our teachers and classmates in our words and actions.
- Act as stewards of our school and our community.
- Follow safety directions immediately.

We also find the Rotary Club “Four Way Test” to be useful in assessing our actions and plans as a school, as teachers, and as individuals. We encourage families to add these questions to their interpersonal tool bag.

Of the things we think, say and do:

1. Is it the TRUTH?
2. *Is it FAIR to all concerned?*
3. *Will it build GOODWILL and BETTER FRIENDSHIPS?*
4. *Will it be BENEFICIAL to all concerned?*

### II. Expectations for Parents/Families

While Silverwood values and respects the diversity of families, families are expected to share some common approaches to supporting all aspects of their children’s education. Silverwood recognizes that children are in our care for 1,100 hours each year – roughly 13% of the time, and that families have the strongest influence on shaping their values and behavior. Silverwood teachers are unlikely to be successful in school goals unless what is done at school complements what families do at home.

These are some of the hopes and expectations Silverwood has of its community of parents and guardians:

- Read to or with your young child daily. Read at home yourself in the presence of your child so you are setting a good example.
- Visit the public library regularly.
- Listen. Find a time when you can hear about your child’s day. Ask open-ended questions. Discuss successes and setbacks – academic and social. When your child faces an academic or social challenge, express to your child that this is an opportunity to learn a skill that will carry him or her through life’s ups and downs. If you are concerned or confused about something a child tells you, contact his or her teacher to get the context and clarification. If you hear something you especially like from your child, compliment your child (and feel free

- to pass the good news on to the teacher, too!).
- Encourage your child to write: Thank you notes, stories, shopping lists, letters to a relative or pen pal, or a brief description of an event for a memory album. Write brief notes to your child. These can be reminders or a “to do” list, love notes in a lunchbox, or stories of your own childhood.
  - Limit and select television shows and computer games and avoid those that are violent or model disrespectful interaction.
  - Establish homework habits that work for your child, including a “homework and writing box” that contains all the materials he or she will need for a typical homework assignment. Find the time, space and structure that will help him/her succeed. Since all students are different, this may take some experimentation.
  - Practice math skills assigned by school, and also practice math skills informally while at the store, on the highway, in the kitchen, or in other situations where you use numbers.
  - Prepare your child for school with good manners and good habits of hygiene (hand washing, etc.). Teach safety and refusal skills as a normal part of growing up. Include some sort of service to the community in your family life. Children adopt the values their families live.
  - Show your child that you value learning by visiting museums, zoos, historical displays, national parks and monuments, and other sources of learning. Emphasize that adults are always learning, too.
  - Every year, read at least one book on parenting, child development, learning styles, and other parenting topics. Such books are available on the Parent Book Shelves in the school office.

### **Support your School**

Show your child you respect education, teachers, and other parents by how you interact with school personnel and fellow parents and how you talk about school in the presence of your child. Take the initiative to meet the other parents in your grade. Opportunities are available on volunteer committees and at school activities and events, and sometimes a phone call is a great start. Research shows that students are more secure and more successful when their parents and classmates’ parents are well connected.

Read each Silverwood Newsletter, via the link from our website, [www.silverwoodschool.org](http://www.silverwoodschool.org). Read the notes and homework your child brings home. Keep in touch with what’s happening at school. If you are not a regular email user, establish an “email buddy” who will call you when the school sends email updates. If your child’s classroom has a website or a blog, check it often.

Call or email the school as soon as you have a question, concern or compliment. Contact the person most likely to be able to answer the question or solve the problem rather than “triangulating” communication by going to people who cannot solve the problem. Usually this means first contacting the teacher, and if that does not resolve the issue, then, perhaps, the Head of School. Likewise, please let the school know of student or family issues or crises. We can best support you and your child when we are “in the loop.”

Avoid spreading gossip. If you are unsure of a fact, check it out directly with the person involved, even if that feels difficult. This is a principle Silverwood teaches students, and one we expect from teachers and parents as well. If your child and another child have an issue, help your child think of positive ways to resolve the difficulty, contact the other parent to brainstorm positive ideas for helping the children learn friendship skills, or seek ideas from the teacher.

Volunteer, as your schedule allows, for school activities and attend school functions. Your presence and positive attitude are powerful for your child and you will learn from teachers and from

“veteran” parents who have had a child in your child’s grade and stage. Support the Annual Campaign and Auction as you are able.

### **III. Grievance Policy**

In any school, there will be disagreements. As a community we value clear, direct, frequent, and honest communication. We acknowledge that the most effective way to resolve a conflict is to talk out the issues as directly as possible, as soon as possible, and to start those talks with the people most immediately involved.

In situations that continue to present difficulty, people involved in higher levels of administration in the school should be involved sequentially. The lead teacher in each classroom group is the first step above the teachers, and the Head of School represents the step beyond him or her. School officials involved in the grievance process will expect that these earlier steps have been attempted. If the problem persists after those contacts have been tried, the more formal part of the grievance process begins, as follows.

**Step 1:** The aggrieved party shall submit a written statement of the problem and its history to the Head of School (HOS) or to the President of the Board of Trustees if the HOS is involved in the written grievance. The HOS or President of the Board of Trustees will once more try to solve the problem, and will respond in writing within five school days of the receipt of said written statement.

**Step 2:** If resolution is not achieved in Step 1, an appeal may be made in writing to the President of the Board of Trustees. The President will investigate, review and discuss the matter with the conflicted parties, attempt resolution of the problem, and respond in writing within 10 school days of receipt of said written appeal.

**Step 3:** If resolution is not achieved in Step 2, the President of the Board of Trustees, upon receiving a written request, will convene a Grievance Committee within 10 school days comprised of the following:

- Chair: Vice President of the Board of Trustees
- Chairs of the Board: Education and Personnel committees
- A Lead Teacher from each classroom group

To avoid conflict of interest, if a grievance committee member is a direct party to the conflict, the HOS and President of the Board of Trustees will select an alternate person to serve on the committee in their place. Similarly, if a committee member is unable to serve on the committee, the HOS and President of the Board of Trustees will select an alternate person to serve.

The Grievance Committee will hear the arguments of the case and render a written decision that is approved by a supermajority of 60% of the committee. Its decision will be final in all cases except those affecting the continued employment of the HOS, in which case its findings and recommendation shall be presented to the Board of Trustees for the final decision.

**Revised and approved by the Board of Trustees May, 2005**

#### **IV. Important School Events**

IMPORTANT EVENTS - The following are some of the special events often on Silverwood's calendar. Dates and events may change to fit curricular needs. Some activities are not held every year. For details about them, see the Glossary and upcoming newsletters. To get involved in helping with an event, email ([office@silverwoodschool.org](mailto:office@silverwoodschool.org)).

September:	Welcome Potluck, 5/6 <sup>th</sup> Grade to NatureBridge/ Mt. Rainier Institute, Picture Day, Annual Fund Kick-off
October:	Jump Rope for Heart, Work Party, Halloween Walk and Carnival, Parent-Teacher Conferences
November:	Book Fair, Talent Show, Thanksgiving Break, All-School Community Service
December:	Winter Showcase
February:	Re-enrollment, Winter Open House, Sweetheart Swirl, Move-up Day, 3 <sup>rd</sup> & 4 <sup>th</sup> Islandwood, Wax Museum
March:	Auction, Parent-Teacher Conferences
April:	Spring Maintenance Work Day, Young Authors, Kids' Fest
May:	Spring Open House, State of Silverwood, Spring Showcase
June:	Sixth Grade Trip, Field Day, Closing Ceremonies, Secrets of Silverwood Scavenger Hunt

#### **V. Parent Glossary and Answers to FAQs**

Useful terms, nicknames, and acronyms for life at Silverwood

**Accreditation** – Silverwood is a subscriber member of the Northwest Association of Independent Schools. We also are approved by Washington State.

**Admissions Open House** - An admissions evening for parents of prospective students. The Head of School and faculty conduct tours, describe the curriculum and program of the school, review financial and admissions procedures, and answer questions. This event is usually held the last week of January with admissions applications due one week later.

**Annual Fund or Annual Campaign** – One of Silverwood's two major fundraisers, this fall fund drive helps close the gap between tuition charged and the actual cost of a Silverwood education. It provides funding for the following school year, and helps keep tuition costs more affordable. The annual goal is 100% participation among Silverwood families; this show of support for the school also helps in getting grants. Gifts to the campaign are tax-deductible.

**Auction** – An annual springtime fundraiser, first held in 2000, to raise money for the following school year. The auction includes silent and live sections, brings in funds from the larger West Sound community, is an opportunity for businesses to advertise and support the school, and offers many volunteer opportunities for parents. Auction items that are donated are tax-deductible. Auction purchases are only deductible if the purchase price exceeds stated fair market value. Many large and vital projects at Silverwood, such as our two greenhouses, have been made possible by generous donations and bidding at the annual auctions.

**The Barn (Primary Grades)** – The original Primary classroom building which was, in fact, Ben Kimball's working horse barn before Silverwood purchased the 18-acre property off Central Valley Road.

**Board of Trustees** – Silverwood School is a non-profit institution governed by a self-perpetuating, volunteer Board of Trustees under the corporation laws of the State of Washington. The Board’s members “hold the school in trust” and include current and former parents and other community members dedicated to the mission of Silverwood School. The Board of Trustees hires and evaluates the Head of School, votes on school-wide policies, approves the budget, and provides financial oversight but does not become involved in operational or day-to-day decisions.

**Book Fair** - The Scholastic Book Fair, held before Winter and Spring Breaks, provides families and guests an opportunity to peruse and purchase books for themselves, as gifts, and for the school. Silverwood earns credits for books sold, and teachers redeem them for books to augment their classroom libraries.

**Character Development and Citizenship Education** – Silverwood’s curriculum in all classrooms includes a focus on developing and building character. This includes skills such as advocating for one’s self, supporting others’ learning, getting along with classmates, working independently and in teams, resolving conflicts peacefully and appropriately, engaging in community service, fulfilling responsibilities of citizenship, and practicing other character-building skills. Teachers are using the “Sanford Harmony” curriculum to directly teach many of these skills.

**Closing Ceremony** – The final event of the school year. This ceremony is held at the end of the school year and features graduating sixth grade students as well as musical offerings from all grades. A staff member speaks about each graduating student. Younger students sing during the Ceremony and their families are encouraged to attend. Closing ceremonies are traditionally followed by a celebratory reception organized by parents of fifth graders.

**The Commons** - The large metal building between the Barn and the Lodge that serves as the school’s auditorium, cafeteria, music hall and gym.

**Confidentiality** - While Silverwood works hard to maintain a family atmosphere, the school is also charged with appropriately protecting the private information of students, families, and employees. To that end, the school directory is not to be shared outside of Silverwood or used for commercial purposes. Staff will not discuss a student with anyone other than that student’s parents. Board and staff members cannot share any information about personnel, admissions, or financial matters, or other school business considered to be privileged. We appreciate the understanding of the whole community as we work to strike the appropriate balance between openness and privacy.

**Cubbies** – Space inside each classroom building where each child is assigned a space to keep his or her boots, books, jacket, and other personal items. Food items should be removed at the end of each day. Teachers communicate to their students their expectations about cubby organization and use.

**Dahl Garden** – The garden area in the center of The Loop, named in spring 2004 to honor past trustees, parents, and generous donors Donna and Dale Dahl of Dahl Construction.

**Elves Workshop** - In December, teachers and parent volunteers assist primary students in making and wrapping simple gifts for family members or friends.

**Emergency Comfort Kit** – Each September, parents put together a “comfort kit” for each child to be available in case of inclement weather or other emergency which causes students to remain on campus. Silverwood also provides basic necessities (food, water, shelter) for a 72-hour emergency stay.

**The Farm** – The Montessori Preschool on Clear Creek Road where Silverwood was founded as a first grade class in 1984.

**Family Fun Nights** - Social events organized to provide opportunities for families and students to enjoy an activity together, helping to strengthen the Silverwood community. These have included swimming, bowling, and other activities.

**Field Day** – Just before school concludes for the summer, students participate in a day of outdoor games and fun. This day is much anticipated by students. Parent volunteers are welcome to assist.

**Founders** - Patty Sleasman, who retired in spring 2004, and Peggy Iversen, who retired in 2007. Patty and Peggy and their husbands John and Larry comprised the original Board of Trustees. The Patty and Peggy Endowment Fund for Excellence in Teaching is a permanent fund to honor our founders and to support continuing education for Silverwood teachers.

**The Grotto** – The lower floor of the administration building which is home to art.

**Halloween Walk or Carnival** - A social event for students and families and a tradition at Silverwood held on an evening before Halloween. Sixth grade students decorate a small trail on the school grounds for a walk which can be either scary or tame, depending upon the age of the students going through. This event happens rain or shine, and usually requires a small donation.

**Head of School** – The Head of School (HOS) is the sole employee of the Board of Trustees and is charged with overseeing all aspects of the school’s operation.

**New Family Orientation** – An event to welcome new students and parents to the school.

**Independent School** – The term used to define schools, such as Silverwood, which are independently governed by a Board of Trustees. Independent schools define their own mission and have the freedom to design a quality curriculum which best meets its mission. The financial support for independent schools does not come from taxes or church funds, but rather from tuition-paying families and charitable contributions. Such support comes from families who recognize that their children are receiving a quality education. Silverwood is a Subscriber Member of the Northwest Association of Independent Schools currently working toward full accreditation.

**Integrated Studies** – The study of science, history, geography and zoology.

**Interdisciplinary Studies** – the integration of two or more strands of curriculum such as art, history, and literature.

**The Lodge (Senior Grades)** – Grades 5 and 6 housed in the Senior Classroom, the northernmost building on campus.

**The Loop** – The circular driveway that also serves as the drop-off and pick-up areas for students. During the annual auction, bidders have the opportunity to name the loop for the coming year and have their chosen name, upon approval by the Board of Trustees, put on a campus road sign for the following school year.

**NatureBridge/ Mt. Rainier Institute**

Each school year, Senior Classroom students attend a five-day/four-night outdoor educational program at NatureBridge or Mt. Rainier Institute. Students hike and study science and ecology. They may also backpack and tent camp. *See additional information earlier in handbook.*

**Parent Library** – A shelf of books and other media located in the office that are available for parents to borrow. The library focuses on a variety of parenting and educational topics.

**Patty Sleasman and Peggy Iversen Endowment for Excellence in Teaching** – An Endowment fund established in November 2003 to honor the school’s founders and to help support ongoing teacher education. Contributions to this endowment are tax-deductible, also known as the Patty and Peggy Endowment Fund.

**Pizza Lunch** – Since Silverwood does not have a hot lunch program, parent coordinators and volunteers purchase fruits, veggies, cookies and order pizza for delivery at Silverwood approximately every other Friday. Parents must fill out a form and pre-pay each semester. The cost covers the pizza and excess funds go to support school programs and events.

**The Playhouse** - The small structure near the sandbox and Grotto, donated to Silverwood’s auction in 2002 by a school parent, then purchased and gifted to the school by another parent. Students use the playhouse during recess.

**Progress in Mathematics** – Silverwood’s math program adopted at the beginning of the 16-17 school year. The program cultivates conceptual understanding and procedural fluency equally – it provides explicit in-depth instruction in fundamental mathematical concepts, such as place value and the interrelatedness of operations, and in skills such as algorithms. Progress in Mathematics places a key emphasis on the development of higher-order thinking skills and fluency with math vocabulary, and throughout the program students are encouraged to reason adaptively – reflect on mathematical processes and patterns as well as their own ideas.

Website: [www.sadlier-oxford.com](http://www.sadlier-oxford.com).

**NWAIS** – Northwest Association of Independent Schools, the local organization that accredits independent schools and provides continuing professional education and support for the Trustees, Head of School, and Faculty. The national organization is NAIS. See [nwais.org](http://nwais.org) and [nais.org](http://nais.org). Silverwood is a subscriber member of NWAIS and is working toward NWAIS accreditation.

**Self-Study** – The process through which Silverwood works toward accreditation with the Northwest Association of Independent Schools. See [www.nwais.org](http://www.nwais.org) for more information.

**Service Learning** – During the school year students engage in specific and sometimes ongoing projects that benefit the community.

**silverwoodschool.org** – Silverwood’s school website where parents can find the school calendar, newsletters, curriculum maps, classroom homework pages, this handbook with updates, auction and annual campaign information, forms, and whatever else you tell us will be helpful. Check often!

**Sixth Grade Trip** – An educational experience and rite of passage for Sixth Graders and their teachers. The multi-day trip, typically out-of-state, integrates portions of the curriculum that the students focus on during the year and provides depth and often hands-on-experience in those and other areas of study. For students who have attended six years at Silverwood School, a portion of trip costs are covered through tuition. Students who entered Silverwood after first grade will incur a prorated cost. The typical out-of-pocket expenses for the Sixth Grade Trip are \$500 to \$1,000. For a listing of recent trips, visit the school website. Also see the “Field Trips” section of the handbook for information on trip fees.

**Talent Show** – Silverwood’s evening program that showcases the diverse talents of Silverwood students. Typical performances include student choruses as well as individuals and small groups playing musical instruments, dancing, performing in skits, reciting poetry, doing magic tricks, and displaying other talents.

**The Tree House (Intermediate Grades)** – The Tree House sits beside the Barn and across from the Grotto and houses the 3<sup>rd</sup> and 4<sup>th</sup> grade classroom along with a computer lab.

**Volunteer Hours** – Hours that parents donate in service to Silverwood School. Families are encouraged to volunteer at least 12 hours of time each school year. The volunteerism may take many forms from assisting in the classroom or during lunch, to working on the auction, organizing school events or activities, or helping at work parties. This valued volunteerism helps the school stretch its tuition and fundraising dollars and keep them focused on the students’ education.

**Wax Museum** – A tradition where students play the role of a real or fictional character, and during an open house, teach their fellow students, parents, and other visitors about that person.

**Work Parties** – At least twice each year, the Buildings and Grounds Committee of the Board of Trustees hosts a Saturday work party to accomplish needed tasks of building and grounds maintenance and improvement. This is a great opportunity for families to “work off” some of their volunteer hours. Parents who cannot attend a work party are also welcome to undertake tasks on the school’s behalf whenever convenient. For a listing of upcoming work parties or available projects, visit the school website, or call the school office.

**Writers Workshop** – Intensive writing experiences where students practice all phases of the writing process, and then are “published.” Each spring, parents are invited to an annual Writers Workshop to hear the student authors read from their original works.