

# Edlin School Student Handbook



[www.edlinschool.com](http://www.edlinschool.com)

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# Introduction

The purpose of this handbook is to outline the major rules, policies, and procedures in effect at Edlin School. Please note that while this handbook should provide answers to most questions about academic policies, disciplinary procedures, and other school practices, it will almost certainly not answer every conceivable question. In cases requiring further clarification, we encourage students and parents to contact the school directly. All parents must read the handbook and explain the policies and procedures to their children where applicable.

## Mission & Philosophy

Edlin School strives to create an environment that fosters academic and personal growth. The students have the opportunity to partake in a diverse and advanced academic curriculum based on the classic core subjects: language arts, mathematics, science, and social studies. In addition students are exposed to competitive and noncompetitive athletics, performing and visual arts, foreign languages, and computer access and instruction. The overall program is an intellectually demanding process that prepares students for the increasingly competitive and demanding further education in high school and beyond. The faculty encourages students to express themselves with confidence, clarity, and critical acumen. An ideal student-to-faculty ratio at Edlin enables teachers to employ a variety of teaching methods and styles designed to help each student reach his or her potential.

The staff seeks to provide a familial, nurturing environment that encourages students to grow in self-esteem and values the dignity of each individual. The school is not parochial but does teach and support the universal values of friendliness, cooperation, and social responsibility. The school also encourages students and their families to practice such values in the outside world and hopes it receives complementary parental support.

Edlin's director oversees the academic and emotional health of the school, viewing children as the world's most precious resource. It is of utmost concern to everyone involved with the children that each student is comfortable and successful while at Edlin School. The Director also continually reviews the curriculum and makes changes with input from staff as time and situations warrant.

The expert and caring faculty, the challenging and balanced academic program, and the help from supportive parents make Edlin a place that stimulates young minds and instills a love of learning in all.

## **Admission Policies**

Edlin School promotes ethnic and racial diversity throughout the entire school community and seeks intellectually curious students of above-average ability and high moral character. We do not select students with regard to race, color, creed, or gender. Admission to the school is based on academic level and aptitude, the ability to work individually and with others, personal interviews, records and recommendations from other schools previously attended, and documented IQ testing.

## **Administrative Policies**

### Absence Due to Illness

If a child will miss school due to illness, a parent must email the homeroom teacher by before 8:15 am. To request that missed work be available for pick-up at the front desk at dismissal, the parent should email all the child's teachers.

Children must be fever-free or on antibiotics for at least 24 hours before returning to school.

Students who miss school due to illness should not enter the building to pick up work and may not attend extracurricular activities the same day. In the interest of other students and the staff, we must limit chances for contagions to spread.

### Preplanned Absences

There are three categories of preplanned absences.

Excused absence, work available ahead of time—truly exceptional circumstances such as medical emergencies or funeral services that require the family to leave town and the student to miss several days of school. To the extent possible, please notify the school and request work one day in advance per day to be missed; otherwise, teachers may not have sufficient time to gather all the work. When teachers cannot gather all the work in advance, they may choose to keep the family updated through phone calls or email, but they are not required to. Any work not available ahead of time will be available upon return, with a reasonable amount of time provided for completion. Exceptions are things such as interactive lessons or group activities that cannot be repeated.

Excused absence, work not available ahead of time—weddings, family reunions, religious holidays, scheduled events related to outside-school activities, etc. These are the most common of the three types of preplanned absences, and thus they can become a burden on teachers to prepare for. The teachers may choose to keep the family updated through phone calls or email, but they are not required to. Missed work will be available upon return, with a reasonable amount of time provided for completion. Exceptions are things such as interactive lessons or group activities that cannot be repeated.

Unexcused absence, work not available ahead of time or for making up—family vacations, etc. scheduled for times other than scheduled school vacation times, as well as vacation days taken in conjunction with excused absences. Classwork and homework will not be available ahead of time or afterwards, but children are still accountable for knowing the material going forward. Because zeroes on tests and quizzes can be devastating to a child's grades, the children can still make those up, but they have to do so on the first day back, no matter how many there are to make up. In some cases, a teacher may require completing a test or quiz ahead of time, but that is up to the teacher.

### Tardiness

Any student not in his or her desk and ready to begin at 8:45 is marked tardy. Tardiness is subject to the same policies as preplanned absences are, with one major difference: in cases of unexcused tardies, students may not be able to make up certain tests and quizzes (i.e. ones with oral components). A doctor's appointment is a good example of an excused tardy; traffic typically is not.

### Early Dismissal

In most cases of excused early dismissals, work will not be available ahead of time, but parents may ask in case it is. Students may be excused during the day for valid reasons, which must have prior written approval from the Director. Parents should send a written request when the child needs to leave the school early and report to the front office to sign the child out. Parents are not to go directly to the child's classroom. **Please note that the school is not responsible for the loss of educational time due to student leaving during the day.**

### Homework

Students in grades 1 through 8 will be given regular and meaningful homework assignments. Students are expected to complete assignments on time. For grades K-4 and K-5, homework is optional. Time spent by students on their home assignments should range from thirty minutes per day for 1st graders to three hours per day for those in the highest grades.

### Field Trips

Before any child can go on a school-sponsored field trip, a Field Trip Permission Form must be completed and signed by the student's parent and returned to the school. The forms will be sent home with the student when a fixed date for the field trip is set and will explain the destination, date, time, transportation used, and any fees that a parent will have to pay before or on the date of the field trip. Students without a signed form will not be allowed to participate in the field trip and must remain at home or the parent will be contacted to pick up a child who is at the school without a signed form on field trip day.

## Birthdays

A treat may be sent in for the entire class on the day of celebration, provided the teacher has received prior notification in writing. Please check with the classroom teacher for the best choice of treats and any dietary restrictions and food allergies for the children in the class.

## Student Progress

Students will receive quarterly report cards. Mid-quarter interim reports will be sent as needed to notify parents of any difficulties or significant changes in the student's performance. In addition, parent-teacher conferences will be scheduled with all parents in the month of November. Other additional conferences may be initiated by the administration, teacher, or parent on an as-needed basis. Please note that all student records are confidential and Edlin School reserves the right to withhold records and recommendations if tuition and fees have not been paid in full accordance with the enrollment contract at the time report cards are completed. **Requests for transcripts must be submitted in writing to the front office. Processing will take up to 2 weeks.**

## Grading Scales

### **Grades K-4 to 2**

O= Outstanding

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

I= Incomplete

### **Grades 3-8**

A+= 99-100

A= 93-98

A-= 90-92

B+= 88-89

B= 83-87

B-= 80-82

C+= 78-79

C= 73-77

C-= 70-72

D= 65-69

F= 64 and below

I= Incomplete

## **Arrival and Dismissal Procedures**

The Edlin School parking lot cannot accommodate all parents' vehicles at once. It is therefore of utmost importance that parents and other drivers understand and follow arrival and dismissal procedures in order to achieve both efficiency and safety.

Do not park on the grass.

At all times of the day, drivers should observe the correct traffic pattern, which is a counterclockwise loop (for those who never use watches and clocks with hands, this means to bear right upon entering the parking lot). Driving the wrong way blocks traffic and creates the risk of an accident.

Please share this information with anyone who drives your children to or from school. Often, grandparents, babysitters, and such do not seem to understand the arrival and dismissal procedures.

### Morning Arrival

Parents may drop off children beginning at 8:00 A.M. (classes begin at 8:45) if at least one staff member is present to wait outside with the children until 8:15 A.M. when the school doors are opened and students may proceed to their classroom. Staff members will continue to help conduct traffic and move children along and into the school until 8:45 A.M.

Children should not cross the parking lot and should only exit vehicles when their cars are in one of the 5 “spaces” marked along the curb directly in front of the building.

Students need to be ready to exit when they arrive at school; it creates delays for everyone when they are not. All but the youngest and smallest students are more than capable of unbuckling themselves and opening car doors as well.

Make right turns only when exiting the lot.

If a parent has some reason to enter the building during morning arrival, he or she should never leave the car in the driving lane or in front of the school; the parent should park on the shoulder or arrive earlier when the parking lot is not busy.

### Afternoon Dismissal

Dismissal is from 3:15-3:45, unless otherwise stated. As drivers enter the parking lot, a staff member calls the students' names over the intercom system and drivers pick up the children curbside.

Because the parking lot is too small to accommodate the majority of parents at once, dismissal can get congested. To make things go as well as they can, please practice the following:

- Pull as far forward as possible, using the five marked pickup points.
- Stay in your vehicle.
- Make right turns only when exiting the lot.

### Dress Regulations

The dress code is an important extension of Edlin School's fundamental philosophy. Its conservative nature is not intended to smother individuality, but instead to help students focus more on academic endeavors. We encourage students to express their individuality through academic, athletic, and other personal achievements, not through style of dress. The dress code also fosters an atmosphere of self-respect and community pride. The dress code is not optional; it is required.

All tops must have the Edlin School Crest visible on the front of the garment.

Authorized outerwear garments with Edlin School crests are only available through Land's End. Catalogs are available at the front office.

If a child is dressed in a fashion that is not in accordance with the dress code, the school may issue a verbal or written warning, remove the child from class until a parent brings appropriate attire to school, or send the child home with an unexcused absence.

Class Attire, Monday through Thursday

Shirts:

Sweaters, sweater vests, and collared shirts with the Edlin crest.

Tee shirts, turtlenecks, and sweatshirts are no longer allowed, even with the Edlin crest.

Colors-- white, navy, burgundy.

Shirts must be tucked in.

Pants:

Khaki-style slacks for boys and girls.

No denim/jeans or corduroy.

No cargo pants.

"Walking" shorts are allowed (they are cut just above the knee).

Girls may wear chino- and khaki-style jumpers, skirts, and skorts; jumpers need to have the Edlin crest, but the top beneath the jumper does not need it.

Colors-- khaki, navy.

Shoes:

Dress shoes, leather shoes, tennis/athletic shoes-- clean and in good condition.

No open-toe or open-heel shoes; no croc-type shoes.

Students need tennis shoes or running shoes for P.E.

Miscellaneous:

Belts are required for all students except those in kindergarten and first grade.

Clothes must fit properly-- not tight or loose-- and waistlines should be at the actual waist.

Hair must be clean and combed and not covering the eyes.

Hair must be kept its natural color.

No "extreme" hairdos-- for example, no mohawks.

No hats indoors. Religious headwear is an exception.

No makeup or dangling earrings.

Students may not wear coats and jackets in the classrooms. If keeping warm is a concern, the student should wear a tee shirt underneath the uniform shirt.

Edlin team uniforms are allowed to be worn during class on game days only.

Fridays are dress-down days; a notice explaining dress-down days goes out at the beginning of the school year.

Athletic Attire For Boys and Girls (Grades 5-8)

Navy athletic shorts or Edlin team shorts

Running or cross-training shoes

Rubber cleats (soccer, field hockey, or lacrosse)

Athletic socks

Sweatshirts and sweatpants

Intramural or Varsity practice uniform

Appropriate safety gear when required by the PE teacher; goggles, mouth guard, helmets, shoulder and shin guards, etc.

Earrings and jewelry must be removed before practice and games.

## Class Attire, Friday

Each Friday, students may wear t-shirts and jeans, or other non-uniform items, if they pay 50 cents to their homeroom teacher. The money collected will be used for charitable contributions and/or student activities.

## Field Trip Attire

Unless otherwise stated, all dress code regulations apply. Friday field trips require that the school uniform for Monday through Friday be worn. Friday field trips attire will NOT be the dress-down attire. Some field trips may require special dress attire; you will be notified when and if that occurs.

## Health Information

A current Emergency Care Permission Form must be submitted to the front office before the first day of each school year. A new form MUST be submitted each year. The school is within its rights to refuse entry to any child whose parents have not met these conditions.

If a medical emergency arises at school, parents shall be notified as soon as possible.

Parents must immediately report to the front office all contagious conditions affecting their child. Students with fevers, vomiting, or contagious ailments may not remain in school. For the child to be allowed to return to school, he/she must remain fever-free or be on antibiotics for at least 24 hours. If a child becomes sick at school, a parent or other designated person will be called to arrange for immediate pickup. It is essential that we be notified when your primary email address changes and/or phone number changes.

## Health Coverage

All students enrolled at Edlin School must be covered by their parents' or guardians' health plans. Edlin School does not provide health coverage for its students.

## Medications

School personnel may administer medication after receiving the properly completed Medication Permission Form. Parents may administer medication themselves if they wish. All medications to be kept at school and/or administered by the school MUST be dropped off at the front office. **UNDER NO CIRCUMSTANCES ARE CHILDREN TO BRING MEDICINE TO SCHOOL THEMSELVES.** This applies to both prescription and over-the-counter medicines. All medications administered at the school must be picked up within a week at the end of the school year or the medication will be destroyed. Unapproved medications will be confiscated, parents will be notified, and disciplinary action may be taken.

## Head Lice

Head lice is a persistent and contagious affliction that, contrary to common belief, is not related to conditions of squalor. Children of any background or race are equally susceptible. When staff members ascertain that a child has head lice, they will immediately remove the child from the classroom so as to avoid infecting other children. The school will immediately contact the child's parents and request pickup. A staff member will explain to the child in question that he or she has done nothing wrong and is not in trouble. In the interest of the child's emotional well-being, parents should respond immediately to reduce the risk of the child's feeling ostracized. Before the child may return to school, parents must verify that the child has received proper treatment for head lice and that all mites and eggs have been destroyed.

## Inclement Weather Policy

Edlin School follows Fairfax County Public Schools regarding inclement weather related closings, late openings and early dismissals. If Fairfax County closes its schools, Edlin will be closed as well. If Fairfax County schools open late, Edlin will, also, and by the same amount of time. Edlin School will make an effort to contact all parents regarding these actions by sending an alerting email. At last resort we will attempt to contact you by telephone. It is essential that we be notified when your primary email address changes and/or phone number changes.

Please Note: It is the parents' responsibility to keep informed of closings and delayed openings. Such information is readily available on television and radio news programs.

If school is closed, the Extended Learning Program is also closed. If school opens late, the Extended Learning Program opens late as well, delaying opening by the same amount of time the school does.

## General Expectations of Students

Every student should seek to exhibit the following personal qualities:

- Personal integrity
- Responsibility for self and others
- Respect for cultural and individual differences

Each student must behave in such a way that he or she does not interfere with the normal functioning of classes or any other part of the school program. Following teacher or staff instructions is essential for the safe and orderly conduct of the school. This extends to field trips and school events held outside regular school hours and/or off the Edlin campus (e.g. performing arts productions, and sports programs).

Students must treat school property with care.

Students must behave thoughtfully and respectfully in their relationships with classmates, teachers, and other staff. The school will act to discipline any student in violation of the expectations above.

## Discipline – Policies and Consequences for Infractions

As stated under GENERAL EXPECTATION OF STUDENTS, the school expects that all students will exhibit personal integrity, responsibility for self and property, and respect for self and others. All behavior falls under these three general categories. Teachers will work with students to help them understand and practice these character traits and the school expects that parents will do so as well.

Below we list modes of conduct that constitute Edlin's policy regarding student behavior while at school. Please be aware however that if a certain behavior is not specifically covered here, that does not necessarily mean that it is permissible. The school, at its discretion, reserves the right to decide if other behaviors constitute violations of the GENERAL EXPECTATION OF STUDENTS.

Students may not disrupt classes and thereby interfere with their own learning and that of others.

The school does not tolerate harm done to the physical or emotional well-being of others, inside or outside the school. This also includes the threat of such harm.

Showing disrespect to any faculty member through words or actions is not acceptable.

Students are responsible for the proper care of all school property. Parents will be held financially liable for all damage, whether accidental or intentional, done by their children to school property. In the case of a lost or destroyed textbook, we will not issue or order a replacement textbook until the student's parents have paid for the previous one. In case of other property damage, such as damage to school fixtures, the school may not allow the child to return to school until the child's parents have reimbursed the school for the damage. No report cards, recommendations, or transcripts will be issued until all damage and repairs have been paid and damaged textbooks have been paid for as well.

Students may not bring the following items to school: knives, firearms, fireworks, weapons, toys representing lethal weapons, illegal substances (including alcohol and tobacco products) or material resembling them. Possession of any of these things will result in confiscation, parental notification, discipline from the school, and possible police notification.

Students may not possess medicine; see HEALTH INFORMATION for an explanation of conditions under which children may take medications at school.

During school hours, students may not use electronic devices such as phones, pagers, tablets, music players, and laptops without prior permission from the Director; this includes e-readers such as Kindles and Nooks. Electronic devices must be off and out of sight. Teachers and administrators will confiscate misused devices and hold them until a parent comes to pick them up.

Students may not wear hats indoors.

Students may not chew gum in school. As a general rule, eating and drinking during class are not permitted.

Students may not sell anything to others for personal profit. In addition, students may only sell other merchandise if they do so with the school's permission.

Edlin does not practice a rigid disciplinary code that calls for a certain response to a certain offense without any regard for the circumstances surrounding it. Disciplinary action includes, but is not limited to, parental notification, counseling by the teacher or principal, conferences requiring parental presence, community service, financial restitution, suspension from school, and expulsion from school. In deciding how to handle a particular offense, we will consider the severity of the infraction, the causes of the infraction, and the student's own disciplinary history. For example, the normally polite student who disrupts class one day may have to talk to the teacher after class, while the frequently disruptive student who does the same, may be suspended.

### Expectations of Parents

When on school grounds or interacting with the school and its staff, parents are expected to follow the same general behavior patterns that we require of their children. The school will not tolerate parents who disrupt classes, interfere with children's learning or harass, threaten, or are disrespectful toward staff members. The school can and will expel children whose parents undermine the school's ability to perform its functions. Also, if a child is expelled for any reason, parents will remain liable for the entire year's tuition and no refund will be given.