

## 1. THE SCHOOL PHILOSOPHY

### The Wilkes School Philosophy

*The Wilkes School at Grace and St. Peter's is an independent Episcopal school affiliated with Grace and St. Peter's Church, located in Mt. Vernon, the cultural heart of Baltimore.*

*The Wilkes School continues a legacy of bringing together families of diverse backgrounds, religions, and races. With concern for each child's intellectual, social, and spiritual needs, the School stresses academic growth, appreciation of the arts, and moral development. The school draws on the cultural resources of the Mt. Vernon area as an integral part of the curriculum.*

*The Wilkes School is committed to preparing each student to thrive socially and academically in secondary school. Supported by a caring faculty, children at The Wilkes School grow to welcome the challenges of learning as they approach young adulthood. They are encouraged to recognize and appreciate their own strengths and to respect the unique qualities of their fellow students. In this way they develop self-confidence and experience the value of shared successes.*

#### A. A Traditional Episcopal Church School

Our schedule of chapel services and special recognition of religious festivals is an integral part of our community life, involving all children. The weekly Eucharist (Mass) on Fridays is the main action of worship. Religious course work adds understanding and knowledge to the attitudes experienced in worship. Children are also taught to value and appreciate other religious traditions.

#### B. Academics

The Wilkes School at Grace and St. Peter's has a long standing reputation for providing a sound foundation for all learning through its emphasis on reading, writing, speaking, mathematics, and social studies. In addition to these core areas, student learning is extended through the study of science, language, music, and art. The staff works constantly to expand teaching strategies, materials, and experiences beyond the classroom and to address individual development and learning styles.

#### C. Cultural Resources Affiliations

We have developed exciting working relationships with the institutions surrounding us that give our children access to educational resources not readily available to other schools. Our school "facilities" are not merely the buildings and playgrounds at Park and Monument, but include the whole Mt. Vernon area and beyond.

## **2. GOVERNANCE**

The school's governing board (trustees) includes a diversity of talent whose collective judgment is responsible for developing school policy and overseeing its operations. The trustees employ the Head of the School who is responsible for its day-to-day operation and the implementation of board policies. The Board of Trustees includes representatives of the Vestry of Grace and St. Peter's Church, the Parish, and the community at large. Every effort is made to include current parents in this group. The Head of the School is a member of the Board. This group elects its own officers annually. The Rector of Grace and St. Peter's Church is the Chairman of the Board by virtue of his position.

## **3. SCHOOL ACCREDITATION**

Grace and St. Peter's School (The Wilkes School) is fully accredited by AIMS (The Association of Independent Maryland Schools). The Preschool Program is also licensed by the Maryland Department of Human Resources.

## **4. TUITION BILL PAYMENTS/PAST DUE BILLS**

To ensure the financial stability of the school, the Board of Trustees has adopted a firm policy to ensure that parents pay tuition bills on time. Our contract with a family is a legal business arrangement and our Board has voted to enforce penalties when families do not honor their contracts. In emergency situations parents are expected to take the initiative to work out an alternative payment plan with the Business Manager.

### **OUR POLICY**

Tuition payments are due on the first of the month in accordance with the payment plan selected by the family. Bills not paid by the 1<sup>st</sup> of the month are late and a \$15.00 late fee will be assessed for every 15 days or portion thereof that a payment is late. Students may not begin school in September until the August payment is made and may not attend school when a payment is more than 30 days overdue. Overdue bills may be pursued in court. All costs incurred in the collection of overdue accounts are the responsibility of the person(s) who has signed the enrollment contract. One letter of warning will be sent before such action is taken. All alternate payment plans must be submitted to the Business Manager in writing and signed. At the end of the year no diploma or transmittal of records to another school will be made until all financial obligations are settled. The final report card will also be withheld. AIMS requires members schools to notify each other of financial delinquency in case of transfers of students at any time.

## **5. FINANCIAL AID**

The school has limited financial aid which comes to us from the St. Peter's School and Asylum fund and the Wilkes Scholarship Fund. We seek to divide and award this aid in a fair way according to these policies and procedures.

- A. To be considered for financial aid, a completed contract and deposit for the coming year must have been submitted.
- B. Generally, financial aid is not awarded to students below kindergarten.
- C. Parents receiving financial aid for the current-year must re-apply each year, filling out a form which can be obtained from the Business Office.
- D. All forms must be submitted before the deadline on the current school calendar, for the following year.

- E. All families should complete the SSS (School Scholarship Service) form online by February 1.
- F. All families applying for financial aid must submit a signed copy of the Federal Income Tax Return (and all schedules) for the current year. If parents are divorced, we require both IRS returns.
- G. Our Financial Aid Committee meets in March and considers the information we have received. Its decisions are based on overall financial need with preference given to returning students in the upper grades and to families with more than one child in the school.

## **6. ASSESSMENT OF STUDENT PROGRESS**

Through informal and formal observations and instruments, teachers regularly assess student progress. All students receive written evaluations three times a year (**see calendar**). New students in grades 2-5 receive Interim Reports in the middle of the first reporting period. Others are sent as deemed necessary by the teacher. These reports are not report cards but serve to notify parents/guardians of the general level of progress prior to receiving formal report cards.

In the spring of each year the Stanford Achievement Test is administered to grades 1-5; the Otis-Lennon School Abilities Test (OLSAT) is also given to students in grades one and three. Parents may request copies of these test results as well as a conference with the Head of School to discuss this information.

Regularly scheduled parent/guardian conferences are held in the fall and spring. Every effort is made to keep parents informed about their child's achievement. The best communication comes through regular examination of the child's work and by experiencing frequent contact with his/her teachers. The school office will assist in arranging additional conferences upon parent/guardian request.

Parents are requested not to call teachers at their homes except in emergencies. If parents or guardians wish to have a teacher call them, messages to that effect may be left with the office staff. The phone in the lobby of the school is answered from 7:30 a.m. – 5:30 p.m. Monday through Friday.

## **7. REPORT CARD DESIGNATIONS**

At the elementary level, emphasis is placed on providing a strong foundation of academic and social skills; readiness plays a significant role for each student. Report cards should be viewed as feedback on the process of learning, not just the product.

A successful elementary school foundation will include a fervent commitment to learning that defies adequate description by a grade or test score. Many components of school success are difficult to articulate through quantifiable standards: an increased sensitivity toward others, a desire to help, a willingness to sublimate personal reward for the good of the group, and demonstrations of fair play and sportsmanship.

Though many assessment models are available, there is no consensus for a format that monitors individual progress, individual and group achievement, instructional and programmatic success, and, at the same time, can be broadly understood by multiple constituencies. Obviously, the

assessment vehicle must correspond to the skills and abilities that are the focus of instruction; however, articulating benchmarks for all desirable components of a successful school experience continues to be a “work in progress”.

### **Expanded explanation of report card designations “P” and “S”:**

***P: Progressing with Customary Support.*** Given the high level of motivation and the family support of GASP students, “P” is the designation expected of students who are **acquiring and mastering** skills and knowledge consistent with grade-level expectations.

***S: Secure.*** This designation means that the student has acquired competence/mastery in a concept/skill/performance and that the student can and does **independently apply** what has been mastered in both familiar and new contexts. It is very unusual for students to achieve a designation of “S” prior to the last grading period of the school year.

## **8. RE-ENROLLMENT**

Children do not automatically move from one grade to the next. Re-enrollment agreements for the following year are sent out only after all financial obligations are met. Additionally, acceptance into the next grade is contingent upon a child’s successful completion of academic and behavioral standards. In-house testing is done at the discretion of the school, and, in some cases, parents may be asked to obtain outside testing for a student.

Re-enrollment agreements are sent out by February 1 and must be returned by the deadline on the school calendar. Children whose re-enrollment agreements are not received by the deadline will be placed in a pool of applicants waiting for places (Wait-List).

## **9. PRIVACY POLICY**

Information about any student enrolled in our school, including details about their grades, conduct, health, financial status, re-enrollment contract, and relationships with staff, teachers or other students, shall only be discussed with that student's parents or legal guardians. Any parent or guardian who wishes this privilege to be extended to any other person, including extended family, counselors, teachers, or doctors, must provide the office with a written release form to that effect.

## **10. CALENDAR**

The school calendar provides information on special events and school closings. Any major changes or additions will be communicated by written notice. Obviously, every school activity which is related to the instructional program cannot be included here. As with other private schools, there are several evening or weekend events, such as the Spring Fair, Christmas Pageant and Maundy Thursday Service, which are integral parts of our school community life and are not to be considered as optional. Parents are asked to plan for them now with an attitude of support and foresight. This cooperation will help children develop a valuable sense of responsibility.

## **11. CHILD MALTREATMENT**

It is the law. All states require those working with children to report suspected child maltreatment. Important: Reasonable suspicion or reasonable cause to suspect is enough to require a report under the law. Reporting is anonymous and an investigation will take place. Failure to report can result in a criminal liability. MD Child Abuse Report: 800-332-6347

## GENERAL INFORMATION

- 1. ANNUAL FUND CAMPAIGN.** In the fall all families are asked to contribute to the Annual Fund which helps make up the difference between the tuition and the actual costs of educating each child. The goal of the campaign is 100% participation.
- 2. ASBESTOS.** The State has approved our long-range plan for asbestos abatement. Currently, there is no asbestos in areas of the buildings used by children. Anyone wishing to read our plan and related materials may do so in the office by contacting the Business Office.
- 3. ATTENDANCE AND LATENESS.** Regular attendance is essential to success in school. Parents are urged not to extend holidays by taking students out of school the day before or after a scheduled school holiday. Unique opportunities for educational trips, which fall outside the scheduled calendar breaks, may arise. However, please schedule family vacations to coincide with the school calendar. Teachers should not be expected to provide advance or make-up work if families choose to disregard this policy.

Attendance at special events of the school community is important to the individual student and to the school. This includes attendance at the **Christmas Program (Pre-K, K) Christmas Pageant (Grades 1-5), Maundy Thursday (Grade 2) when school is in session, Spring Fair (All students), and Graduation (Grades 1-5)**. Parents are asked to discuss unavoidable absences from these events with the Head of School.

Lateness to school can be a serious problem for students. Regular lateness can add up to hours of missed instruction by the end of the year. Class instruction begins at 8:30 a.m. The school maintains records of student absence and tardiness. Problems in these areas will be addressed through communication with parents and students which may include required parent conferences with the Head of School.

**School Visits and Shadow Days.** There are times during the school year when parents wish to schedule visits to other schools for their children, especially when our 5th grade students are applying for admission to middle schools. Though these visits are understandable, students who miss school for this reason are marked as "absent" from The Wilkes School. If a student misses class assignments or the introduction of new subject matter, it is the responsibility of the student and his or her parent to request copies of the material from the student's teacher. When new material and instructions are presented during the school day by either the teacher or through small-group interactive experiences, it is often impossible to repeat these lessons in their entirety. Teachers are not expected to prepare instructional and homework assignment packets ahead-of-time for students who anticipate missing a day of school because of a scheduled shadow day or visit to another school. Parents are encouraged to check with their child's teacher when scheduling such absences from school in order to plan around days when their child may miss extremely important lessons, small group activities, and testing.

- 4. BIRTHDAYS.** Parents may send a treat or cupcakes to school on the child's birthday. If birthdays fall during the weekends or vacations, parents may arrange with the homeroom teacher to have the celebration on a school day.

**Please do not send birthday party invitations to be distributed at school.**

**5. CHANGES IN PARENT/GUARDIAN INFORMATION-NOTIFICATION.** If there is any change in address, home or work phone numbers, “pick-up” alternatives, marital status, etc. it is imperative to **notify** the school office by phone or in writing as soon as possible. We need an updated card for each student on file for legal and emergency reasons as well as for practical day-to-day operations.

**6. CHAPEL AND CHRISTIAN EDUCATION.** In addition to regular religious instruction in the curriculum, participation in Chapel is an important part of our community life. All baptized children (Grades 2-5) who receive communion in their own parishes are welcome to receive the sacrament here.

**7. CLASS PARENTS.** Each year we need one parent/guardian from each homeroom to serve as “class representative”. The class representative is a liaison between the teacher and the rest of the families of that homeroom. Class representatives help the class with special events, the Spring Fair, and assist with Annual Giving.

**8. DAILY ARRIVALS.** The doors of our buildings are opened at 7:30 a.m. All children enter at 707 Park Avenue. Please do not walk or drive away from the curb before the child enters the building. **\*Please remember that students are not allowed to go to their classrooms before 8:25 a.m.**

**ALL CHILDREN MUST BE IN SCHOOL BY 8:25 a.m.** Children who are late should be brought to the receptionist’s desk in the 707 Lobby and signed in by the parent.

**9. DROP-OFF AND PICK-UP OF STUDENTS AND STREET PARKING.** Be street-wise and aware. During times students are being dropped off and picked up from school, do not leave your vehicle unlocked. If you double-park in order to escort your child into the school, turn your engine off, turn your hazard lights on, lock all doors, and do not leave personal belongings or valuables visible on seats. The School cannot assume responsibility for any losses or damages to your vehicle or personal belongings. Never leave a child of any age unattended in your vehicle, even for a few minutes. Observe posted time limits on signs and meters. City ticketing agents are aggressive and unwilling to negotiate in this neighborhood.

**10. DISMISSALS.** The academic day ends at 3:30 (Pre-K, K) and 3:45 (Grades 1-5) and all students are expected to be picked up by 5:30 p.m. Early dismissals are permitted for medical reasons or family emergencies only. **After 5:30, late charges are imposed at a rate of \$10.00 per 10 minutes or fraction thereof.** Late charges are paid directly to the after-school staff on duty, not to the school. If late pick-up becomes a chronic problem (three or more times), the late fee will increase to \$20.00 per 10 minutes or fraction thereof.

Parents should select a regular dismissal time for their children and indicate to the school who will be regularly picking up the child. **Please telephone the school (410-539-1395) before 3:00 p.m. to change the dismissal time or authorize another person to pick up the child.** Requests for permanent changes should be given to the office in writing.

For your child’s safety, when someone else is picking up your child from school, you **must send a note** stating this person has your permission to pick up your child. Your child will not be released to any unauthorized adult.

\* Please remember that students **are not allowed back into their classrooms after dismissal time**. This is for the students' safety. If a child forgets something in the classroom, the lesson learned will be more valuable if he/she is not allowed to return to retrieve the item. Please help us enforce this rule and do not ask the after-school staff to make exceptions. Remind your child that it is important to remember everything before leaving the classroom. Additionally, children who have been dismissed after school may not return to the building for a later dismissal. If the child is absent during the school day, he/she may be return for after school clubs or programs.

**PRESCHOOL/KINDERGARTEN** – All dismissals are from 711 Park Avenue unless a sign is posted at the door of 711 noting a change. There is no dismissal from this door prior to 3:30.

**GRADES 1-5**—All dismissals are from 707 Park Avenue Lobby.

**11. FIELD TRIP POLICY.** Field trips offered by The Wilkes School are planned for educational purposes to meet classroom objectives. These objectives might include curricular activities related to a specific subject or to social or recreational enrichment and development. Because these trips are an extra privilege, all students enrolled in The Wilkes School must have a Field Trip Permission Form on file before they may participate in school trips. Field trips are an appropriate privilege to grant to students who meet the school's expectations for good attendance, good behavior, and satisfactory academic performance. As a natural consequence, a student may lose his or her privilege to participate in any given field trip for making poor choices in any of the areas listed above. While on a field trip, each student shall accept full responsibility for his or her behavior and follow the same standards of conduct expected when regular classes are in session.

The Field Trip Consent Form is included in the summer mailing to all enrolled students. While the form is signed and on file in the school office, a parent/guardian may withhold permission for a child to attend a particular field trip by writing a note to the child's teacher prior to the day of the field trip. In the event parental permission to participate on a particular field trip is withheld, it is the responsibility of the parent/guardian to make other appropriate childcare arrangements for the child on the day of the field trip.

Extracurricular trips. Due to liability issues and insurance policy restrictions, there are some field trips that may not qualify as "school sponsored and approved field trips". Examples are: trips organized by parent groups or class parents without participation and/or approval by the Head of School and the respective classroom teachers; trips that are purely recreational in nature; or trips that are scheduled for weekends or hours that extend beyond the normal school day. Such trips, while not prohibited, will be clearly advertised as "extracurricular" in nature. They will require parental permission forms that are different from the school's Field Trip Consent Form and are clearly marked with the names of those who are accepting responsibility (safety and liability) for the trip and method of transportation.

**12. HOMEWORK.** Homework is given at the discretion of the subject teacher. As the education professional, the teacher directs the classroom, and the classroom setting is the primary learning environment. Homework (work assigned to be completed beyond the regular school day) is generally intended to be an independent student activity. It should reinforce and supplement the teacher's learning objectives and provide students with opportunities to assume responsibility and establish good work habits. Students are expected to use their class time

wisely; thus work that was not finished during the school day may be assigned as additional homework.

Students must take homework with them at dismissal time. They are not permitted to return to classrooms after school for forgotten items or assignments. Students are expected to complete their assignments carefully and neatly. Returning the completed work to class is the student's rather than the parent's responsibility. Students in grades 4 and 5 are responsible for copying assignments from the chalkboard. Teachers will make professional judgments regarding action for late, incomplete, or missing assignments. Parents are notified if a student consistently fails to complete assignments. It is the student's responsibility to make up any work not completed due to absence of any kind. Teachers will give specific instructions in this regard, and parents should ask their children what must be done and provide support.

Teachers, students, and parents share the responsibility for making homework a constructive experience. Parents can help by encouraging good study habits, establishing a regular schedule, providing a quiet space, and communicating and cooperating with your classroom teacher if the child is having difficulty or working longer than the prescribed time. It is important to ask questions, encourage the student to do his or her best, know when to stop an exhausted or struggling child, and resist doing the work for them.

The amount of time needed for children to complete homework will vary depending upon a number of factors, including but not limited to the child's age, attention span, type of assignment, prior academic experience and achievement, motivation, and parent support. As a general guideline, the maximum average daily time for short-term homework, typically assigned Monday through Thursday, is not expected to exceed the times listed below and may include assigned periods for recreational reading. Special projects may include interim progress checkpoints prior to the due date. Long-term assignments should be given with a timeline that does not require a student to do all or most of the assignment during a designated school vacation or holiday. Teachers try to coordinate assignments to prevent overlapping demands, but if a problem develops, students should contact the teacher as soon as possible before the due date. Usually, accommodations can be made.

Average amount of total homework per night. Times include recommendations for recreational and family reading activities as well as long-term assignments. These recommendations do not preclude a teacher from assigning to students at one time all homework that will be due within a given week or more.

- Grade 1, 10-20 minutes
- Grades 2 and 3, 20-40 minutes
- Grades 4 and 5, 40-75 minutes

**13. ILLNESS.** Regular attendance is important, but if your child has symptoms of an ongoing illness such as a fever, upset stomach, diarrhea, severe coughing or cold, he/she should be kept home. A child should be fever free for 24 hours before returning to school. Please notify us of any communicable disease so we may inform other parents. You will be notified and asked to pick up your child if these symptoms occur during the school day.

**14. INFORMATION FORM. Form due by August 15.** Each year a new family emergency information form will be included in the summer mailing to each enrolled student. Parents/Guardians are requested to complete the form with updated information and return it to the school by August 15. **It is mandatory to have the information in our central files prior to the opening day of school.**

**15. LABEL CLOTHING.** Please be sure to mark all articles of clothing with name tapes or permanent markers. Misplaced items, when found, will be returned to the child. Unmarked items will be kept in the main lobby of the school for a limited period of time, after which they will be donated to the St. Vincent de Paul Society.

**16. LIBRARY.** Each class spends one hour a week in the Enoch Pratt Free Library. Students are not allowed to lend their Pratt library card to another student, nor may they borrow one.

**All children in grades Kindergarten through Grade 5 are required to apply for a Pratt Library card before the first day of school.** For information on how to do this, you may call 410-396-5402 or visit a library branch near your home or office. The school will not assume responsibility for books checked out on a student's card. Payment of fines is the responsibility of the family and will not be handled by school personnel.

In the libraries, children are to whisper or speak quietly and to observe all rules of the library.

**17. LUNCH.** An escalating fee will be imposed if the school is required to provide a lunch for a student not enrolled in the school lunch program.

**18. MEDICAL FORMS. Due by August 15.** All students must have both form DHR/896 (Immunization) and a Maryland Department of Human Resources Child Care Administration Health Inventory on file with the school. These forms must be complete and up-to-date. Children will not be permitted to attend school if these forms are not completed in compliance with Baltimore City Health requirements. These forms must be completed by a doctor; therefore, please plan appointments early in the summer. You may contact the school office if you need copies of the required blank forms.

**19. MEDICATION.** The following policy reflects the State laws that govern the administration of medication in schools. Designated staff have completed a mandatory course on administering medications and are supervised by a member of the Maryland Board of Nurses. The school staff may administer **prescription** and/or **over-the-counter** medication only if:

- A. A Physician Order for Medication in School is signed by **both** the parent/guardian and a doctor or nurse practitioner before administering the medication;
- B. The medication is brought to school in its original container by a parent, guardian, or responsible adult, but not the child;
- C. Prescription medication is labeled by the pharmacy or physician with:
  - 1) The child's name, physician's name, medication name, dosage, route, conditions for storage, prescription date and expiration date; and
  - 2) At least one dose of a new prescription or over-the-counter medicine has been given to the child at home before school, in order for the parent to monitor any adverse reactions.

- D. A separate form must be completed for each medication.
- E. A **new form** must be completed and signed by both the parent/guardian and doctor for a medication that a student is currently taking in school **if the dosage or time of delivery changes**. School staff **may not** take verbal orders from a parent to administer extra or increased doses of medication to a child.
- F. Expired and discontinued medication and/or medication not picked up by the last day of school will be destroyed.

**20. OUTDOOR CLOTHING.** We ask that the children wear boots on rainy/snowy days. When boots must be worn, children change into school shoes as soon as they come indoors. We do not permit the children to go outdoors unless they are suitably dressed. Temperatures may fluctuate during the day, and teachers and/or after-school staff will determine when coats/jackets are required for outdoor play. **REMEMBER TO MARK NAMES ON SHOES, BOOTS, AND RAINCOATS.** For safety reasons, NO umbrellas are permitted.

**21. PARENT ASSOCIATION MEETINGS.** The Parents' Association has a vitally important role in fostering communication and mutual support between the school and home. Throughout the year, reminders of meetings with proposed topics and presentations will be sent home to parents/guardians. Individual student problems or questions should be handled directly with the appropriate teacher and/or Head of School and not during Association meetings.

**22. REQUIRED SUMMER READING.** Assignments given to our returning students in Grades 3-5 are due on the opening day of school and should be given to the reading teacher.

**23. SNACK BREAK.** Preschool children are provided with a mid-morning and afternoon snack. Children in Kindergarten- Grade 5 may bring a snack to be eaten at recess time and after school.

**24. CLOSINGS/INCLEMENT WEATHER.**

Announcements are made on **WBAL radio (1090 AM) or WJZ (Channel 13) television, and via automated phone message.** Listen for information about **Baltimore City Public Schools System (BCPSS).** When the **Baltimore City Public Schools** announce they are closed or delayed opening due to inclement weather, The Wilkes School will be closed/delayed.

**Exceptions.** In rare instances, our administration may make an independent decision to open or close The Wilkes School at **different times** than those posted by Baltimore City Public Schools. In this case, our school, **by name**, will post an announcement in the media *and* activate an automated message to your phone via *Parent Reach*. The system is voice activated; you must answer to get the message.

**Important clarifications:**

**1) BCPSS Professional Days, Holidays, etc.:** We do not follow Baltimore City Public School's calendar for days off, half-days off, staff professional days, holidays, etc., **only for inclement weather scheduling.**

**\* 2) Extreme Heat Condition.** In an effort to accommodate parents' schedules, the school **will not** close for extreme heat. If the **Baltimore City Public Schools** close because of heat, parents are encouraged to pick their children up early.

<b>DELAYED OPENINGS</b>	
<b>THERE IS <u>NO BEFORE SCHOOL CARE</u> WHEN THERE IS A DELAYED OPENING</b>	
<b>1 HOUR LATE</b>  <b>9:30 a.m.</b>	<b>Building opens at <u>9:30 a.m.</u> and children go directly to classrooms</b>
<b>2 HOURS LATE</b>  <b>10:30 a.m.</b>	<b>Building opens at <u>10:30 a.m.</u> and children go directly to classrooms</b>

<b>EARLY DISSMISAL</b>	
When BCPSS closes early due to inclement weather	<b>Our school will close at <u>1:00 p.m.</u> with no extended day care</b> <b>*See clarification *2 above for extreme heat policy.</b>

**Automated Telephone Message**

- 1) Please keep your telephone numbers updated. Please notify the office in writing if your number changes.
- 2) The automated system is voice activated.

The safety of our children and staff is a priority, and we know that conditions vary around the City. We respect parent/guardian discretion in making individual decisions based on good judgment and prevailing weather conditions.

**25. SUPPLIES.** The summer mailing to all school families includes the list of specific supplies that are needed for each grade level. Students should bring their materials in on opening day.

**26. TRANSCRIPTS AND TEACHER RECOMMENDATIONS.** All requests for copies of student records or recommendations from teachers shall be directed to the school's Administrative Assistant. Requests should be in written form if records are being sent to another institution. Please call the office if you need more specific information. Please also review other policies in this handbook regarding **TUITION BILL/ PAST DUE BILLS**, and **PRIVACY POLICY**.

**27. UNIFORMS** All children are expected to be in FULL uniform at all times including school trips and special occasions. If a student appears out of uniform, parents will be called to bring missing items to school.

Lands' End is the vendor for The Wilkes School Uniforms. You will be able to order online or at Sears. You will also be able to return items at Sears or via free return shipping to Lands' End.

For the 2011-2012 academic year, students may continue to wear the current uniform items or the new Lands' End uniform. Beginning in September 2012, only The Wilkes School uniform items will be permitted.

**To order online:**

Step 1: Go online to [landsend.com/school](http://landsend.com/school)

Step 2: Click on "Find your school's dress code" to look up the school and enter the school's online store.

Maryland, Baltimore  
The Wilkes School  
Preferred School Number: 900143363

**Girls:**

Regulation jumper (pleated side-buckle-navy)

Regulation navy mesh shorts (worn under jumper and for phys. ed.)

Regulation navy plain front chino pants

Regulation plain front navy Bermuda shorts (optional for warm weather)-No substitutions

Short-sleeve mesh or interlock plain white polo shirt (or Wilkes insignia only)

Long-sleeve mesh or interlock plain white polo shirt (or Wilkes insignia only)

Long-sleeve plain white turtleneck shirt (or Wilkes insignia only)

Regulation navy blue sweater, sweatshirt, or vest (Wilkes School insignia required)

- Fine gauge cardigan (Wilkes School insignia required)
- Drifter cardigan (Wilkes School insignia required)
- Crewneck sweatshirt (Wilkes School insignia required)
- Polar fleece vest (Wilkes School insignia required)
- Down vest (Wilkes School insignia required)

Socks: short white socks, navy blue knee-highs or navy tights (no white tights)

**Boys:**

Regulation navy plain front chino pants  
Regulation navy plain front chino shorts  
Short-sleeve mesh or interlock plain white polo shirt (or Wilkes insignia only)  
Long-sleeve mesh or interlock plain white polo shirt (or Wilkes insignia only)  
Long-sleeve plain white turtleneck shirt (or Wilkes insignia only)  
Regulation navy blue sweater, sweatshirt, or vest (Wilkes School insignia required)

- Drifter cardigan (Wilkes School insignia required)
- Crewneck sweatshirt (Wilkes School insignia required)
- Polar fleece vest (Wilkes School insignia required)
- Down vest (Wilkes School insignia required)

Socks: Plain navy short socks

**Shoes for boys and girls:** Low top brown shoes.

**Preschool** (PreK and K) children may wear low top tennis shoes in plain white or blue

### **Physical Education Uniform**

**This uniform may be worn to school on Thursdays**

Plain navy mesh shorts (or Wilkes insignia only)

Plain navy sweatpants (or Wilkes insignia only)

Plain white tee shirt (or Wilkes insignia only)

Low top tennis shoes

When school shoes need repair, appropriate dress shoes may be worn. With the exception of preschoolers (PreK, K) tennis shoes are allowed for physical education and after school playground wear only. Children may keep an extra pair of tennis shoes in a space to be designated by the teacher. These may be worn during after school recess. The child's name should be written in the tongue of the shoe.

### **Seasonal Guidelines**

#### **Fall and Spring**

Regulation navy blue shorts (**no substitutions**) and regulation short sleeved polo shirts (**no substitutions**) may be worn during warm weather.

#### **Winter**

Regulation navy pants or regulation jumper with navy tights or knee-highs (girls)

Regulation sweaters, vests, or sweatshirts (**no substitutions**) (boys and girls)

Regulation long sleeved polo shirts or turtlenecks (boys and girls)

No leggings or sweatpants (except Thursday) may be worn indoors.

Hats are not allowed to be worn indoors.

**28. CHARITABLE CAMPAIGNS.** The Wilkes School is still listed under the name Grace and St. Peter's School for the following charitable campaigns, scheduled to be conducted in the fall. If you are a City, State, or Federal employee, please consider designating all or part of your donation to The Wilkes School Annual Fund. Thank you so much!

- **Maryland Charity Campaign/Combined Charity Campaign (4055)**
- **Combined Federal Campaign (12663)**
- **Private Sector Campaign (7860)**

Our **Agency Code** for each of the above campaigns is noted in parentheses. Please enter the appropriate Agency Code on the pledge form next to the name of our school.

**29. VISITORS.** All visitors (including family) going beyond the lobby must sign in. Parents are invited to visit the school and their child's classroom from October through May. Extended visits to the classroom should be scheduled in advance in order to avoid times when students are on trips, taking tests, or when other visitors are scheduled. Such visits can be arranged by calling the school office.

Conferences. Parents who wish to speak with a teacher or staff member should make such requests through the office. A conference will be arranged if the teacher or staff person is not immediately available. This avoids disruption of classroom routine and ensures that adequate time is available for the conference.

Messages and materials for students. If a parent comes to school with a message or a forgotten item for a child, it is to be left with the receptionist for delivery to the classroom in order to avoid interruptions of instruction in the classrooms.

**30. WEDNESDAY NOTICES.** Wednesday is the regular day for notices and other important written material to be sent home with the children. Information is placed in a large white envelope for each student, labeled with that child's name. The contents of the envelope should be inspected by the parent/guardian, selectively reviewed with the student, and the envelope returned empty to school the next day. The envelope is for school communication only and should not be used for communications from other groups, individuals, or organizations. Please do not put tuition payments or any other correspondence in these envelopes. One envelope is issued to each student for the academic year. If the envelope is lost or becomes too damaged to use, a \$1.00 replacement fee will be charged.

**31.** Individual notes from teachers should be signed and returned.

## **STUDENT RESPONSIBILITIES**

At each grade, students are expected to cooperate with staff members and other students at a standard level which is appropriate for the grade. It is the responsibility of the staff and parents to help students understand the importance of rules, especially in a community setting.

The following rules are common to all students at all times of the day:

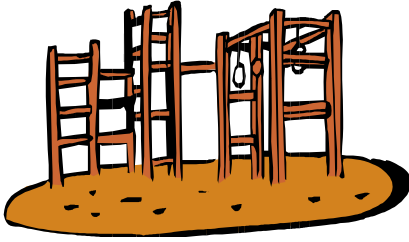
1. Students must dress according to the dress code.
2. Students must walk quietly through the halls and stairways.
3. Students must use safe and appropriate behavior on the playground. Playground rules will be discussed early in the year.
4. Students must ask and receive permission to use the personal property of others.
5. Students must not destroy or deface the property of others or the school.
6. Students must exercise good manners and use proper language at all times, including assemblies, lunch or other gatherings for meals and refreshments, playground, chapel, and on field trips.
7. Students must refrain from any action that has the potential for hurting others in any way. This includes both verbal and physical actions.
8. Students must not bring anything from home that is distracting in the classroom. This includes items such as lollipops and other candy/gum, toys, sports equipment, and personal valuables unless approved by the teacher.
9. Students may not at any time bring play or real weapons to school.
10. When walking with the class, in or outside of the school buildings, students must follow the safety instructions of the staff.
11. Students must follow class and school rules on school outings and field trips.
12. For safety reasons, lollipops are not permitted.

The above rules will be translated and explained at each grade level by the staff. Parents are requested to go over these rules with their student(s).

### **CONSEQUENCES OF INAPPROPRIATE BEHAVIOR**

The school expects students to obey the previously stated rules and others that may be explained and/or posted. Teachers and other staff members will work with students to develop in them an increasing sense of cooperation. When students repeatedly fail to meet behavioral expectations, physically harm or threaten the safety of others or continually disrupt class despite faculty efforts to alleviate the behavior, the student will be referred to the administration. Such students will be counseled, and may have privileges restricted, be placed on probation, be suspended, or be expelled from the school. Obviously, parents will be involved when appropriate, especially in matters of gross misconduct. *(See Playground Rules for further explanation of cause for suspension.)*

## PLAYGROUND RULES



### SAFETY FIRST

Think of others. Remember the following:

1. Sit down while going down the slide.
2. Go down the slide one at a time; do not climb up the slide.
3. Do not push, shove, or grab. (*See page 18 for explanation of “red warning.”*)
4. One at a time on the gym bars. Direction of movement on the bars: start at the end closest to the building. One person at a time on the bars.
5. Walk in the wood chip area. Do not run or chase each other.
6. Hands off the chips! They are to protect you, and are not for rolling in or throwing. (*See page 18*)
7. You must be seated if eating or drinking outside.
8. Stay off the brick walls.
9. Use the steps by the railing to retrieve balls.
10. Do not kick balls. Church and school walls are NOT to be used for ball play.
11. Ropes are for use as jump ropes only.
12. Do not crawl on the top of the tunnel in the play equipment area.
13. No Tag Playing

### COURTESY RULES

1. Share the equipment – balls, ropes, gym bars, etc.
2. We have neighbors; do not scream.
3. Be kind, thoughtful and respectful.
4. Throw wrappers from snacks and containers in the trash can.
5. Return equipment to storage bin.

### MISCELLANEOUS

1. If you must re-enter the building to use the bathroom, ask permission. Tell the same teacher when you return.
2. Bushes, steps, areas near the fences and walls are out of bounds.
3. Trees are for shade and decoration, not climbing, digging or pulling.
4. Teachers settle squabbles during games.
5. You may change clothes before dismissal **ONLY** if you have a note regarding an after-school activity.

### RAINY DAYS

1. Sit quietly at tables talking, reading or playing games.
2. Walk...do not run around the room.
3. The stage and steps in the cafeteria are out of bounds.



# Safety First



**A detailed explanation of two safety rules:  
Please review them carefully with your child.**

## HANDLING OF WOOD CHIPS.

Wood chips have been used as a protective cover on the playground since it was refurbished in 1991. Since that time, a playground rule has been in effect which prohibits picking up and throwing wood chips. Playground rules are introduced and reinforced throughout the year. After a very serious injury occurred, students were, once again, spoken to about the dangers of handling the chips. This has been reviewed regularly in each classroom. **Picking up wood chips will result in a suspension from school. Children know that, due to the potential danger, there is no warning or second chance if they violate the rule.**

## RED WARNING FOR PHYSICALLY AGGRESSIVE BEHAVIOR.

Physically aggressive behavior (wrestling, grabbing clothing, hitting, kicking, and play fighting) is not permitted. It is not safe, and it is not consistent with the mission of the school or the attitudes of our families. To ensure the safety and well being of all students, a “red warning” system has been implemented.

- If a student engages in physically aggressive behavior or play fighting, the adult (faculty, staff, after-school personnel) who observes the behavior will issue a red slip of paper labeled “warning”. *Documentation of such incidents will be maintained in a notebook in the office.*
- If a student has received a warning and **repeats the behavior** during the school day, the student will be suspended from a regularly scheduled recess period. If the repeat behavior occurs during the after-school program, the student will be sent to the lobby and suspended from the after school program for the following day. **Parents/guardians will be notified. The student must be picked up at 3:45 on the following regular school day.**

If after the second warning a student continues to engage in inappropriate behavior, a meeting with parents will be requested and appropriate consequences, including a possible suspension from school, will be determined.

*Parents and guardians are invited to contact the office with any questions they may have about the guidelines included in The Wilkes School Handbook.*