

GRALAND COUNTRY DAY SCHOOL



STUDENT HANDBOOK

POLICIES AND PROCEDURES

&

STUDENT CONDUCT AND DISCIPLINE

SCHOOL POLICIES & PROCEDURES

BOARD OF TRUSTEES

The 21 members of the Graland Board of Trustees define and support the school's Mission, establish broad institutional policies, have fiduciary responsibility for the financial well-being of the school and select, evaluate and support the Head of School. In addition, the Board is responsible for strategic planning and for the development of resources which fund capital and endowment projects. Decisions made regarding day-to-day operation of the school including classroom curriculum, personnel and admission issues are the responsibility of the Head of School and the Administration.

EXPECTATIONS OF PARENTS

Nothing is more important to students' overall development than the environment they experience in the home. Parental guidance and close involvement by parents in school life are what helped build Graland's strong reputation for excellence, and they are more important than ever today.

As such, all Graland parents are expected to:

- Maintain regular contact with their child's teachers, coaches, and advisors
- Provide support, encouragement, and structure/discipline for their children. Parents should periodically assess the extent to which they are giving their children these three foundations
- Developing a learning environment at home, via the following:
 - Creating a schedule and structure that supports your child's study and completion of homework requirements
 - Limiting television watching
 - Engaging your child in other educational activities
 - Setting aside time each day at home for reading, including reading to and with younger readers
- Encourage integrity and civility in their children. Parents should listen to their children and support consequences for questionable behavior. They should also be role models, especially when it comes to behavior at the school (on the sidelines at athletic events, for example, and in conversations with and about the adults at school). Parents who fail to be civil and/or become disruptive in their relationships with the school place that relationship in jeopardy, including the possibility of the school insisting that they withdraw from the school. Parents should encourage their children's participation in events that promote high standards (e.g., service) and actively discourage participation in events that can lead to immoral, illegal, or unwise behavior.
- Support the school's mission of student learning as its central purpose by attending parent conferences, becoming involved in school activities, attending athletic and performing arts events, and responding to solicitations for your feedback through feedback surveys. Parents should participate in school activities and attend school events, especially those in which their child has a role to play. They are also encouraged to volunteer at school in other meaningful ways.
- Make timely tuition payments and help build a philanthropic community and a stronger school through donations. The school provides payment options for families to make timely tuition payments (e.g., credit card services, automatic withdrawal plans) so that the school can meet its financial obligations.
- Understand the school's governance structure, and use proper channels to voice concerns and complaints. As an independent school, Graland is governed by a self-perpetuating board of trustees, whose job it is to secure the future of the school. It does so by setting basic policies, hiring and supporting the Head of School, undertaking strategic planning, evaluating the performance of the school, and leading in financial support of the school. The Board entrusts the daily operations of the school to the Head of School, who supervises and evaluates all programs and personnel and is the final arbiter of any disputes that may arise, including those of parent issues or student disciplinary issues. The Board does not sit in review of administrative decisions, so the Head of School is the "court of last resort" for any problem.

- Use appropriate channels to raise issues or register complaints. Parents should generally go to the most direct level first: i.e., to the teacher, coach, or staff member most closely related to the issue and capable of addressing it. If not satisfied at that juncture, a parent should seek out the next level (department head, Division chair, or other administrator). If all else fails, one should then go to the Head of School. We also invite parents to email any staff member for quick responses to questions or needs. What you hear from your child at pick-up in the afternoon is not necessarily a complete or accurate account of any event.

ATTENDANCE

Regular school attendance is required by state law and is indirectly mandated by Graland’s mission statement—“Student learning is the central purpose of Graland”—and by its Guiding Principles. When children miss school, they miss learning. A Graland education depends on teacher instruction, class discussions, group projects, experiential learning and a variety of activities that cannot be made up. Therefore, it is expected that students arrive on time.

Graland Country Day School Hours

School begins for all students at 8:10 a.m. Being prompt helps children start the day on the right foot and alleviates anxiety. Dismissal times are as follows:

Grades K–5	3:10 p.m. (M-F)
Grades 6–8	3:10 p.m. (M-F)
Athletics	4:30 p.m. (M-Th)

Lower School buildings are locked at 4:00 p.m. and remain so until 7:55 a.m. the following school morning. The Gates Middle School Building and Gates Science Buildings are locked every day at 4:00 p.m. For reasons of security and safety, Graland personnel are not permitted to unlock doors after business hours or on weekends at the request of students and families.

ABSENCES AND TARDIES

Absences are considered “excused” if resulting from illness or injury, family emergencies, inclement weather, or school visits. In cases of repeated or extended absences, the school may require suitable proof, such as a note from a doctor.

Planned absences must be pre-approved. A parent must submit a request (letter or email) to the appropriate division head in a timely manner. The school strongly discourages students from leaving early before or returning late after school holidays and vacations. Absences for extended vacations and the like will be considered unexcused. Absences not acceptable to the school or properly reported (see **NOTICE OF ABSENCE OR LATE ARRIVAL**) are considered “unexcused.”

A “tardy” is a late arrival not excused by the school. Generally, the school will accept a note or email from the parent to excuse a late arrival. Unless properly excused, students arriving after the start of the day of school will be marked as tardy.

Absences and tardies are part of a student’s cumulative record and transcript.

The educational philosophy at Graland is to provide, as often as possible, experientially-based programs and class activities and lessons. Being present on school days is essential to students’ success. It is highly unlikely that teachers can duplicate the classroom experience, nor can teachers provide “travel packets” to supplement their program for students who have unexcused absences.

It is incumbent on Middle School students who do miss school to proactively communicate with teachers in order to help students, as best as possible, on their return. In the Lower School, parents should help in making arrangements with teachers to assist on the process of returning from unexcused absences. In both cases, however, missing school will create difficulties for students.

After multiple unexcused absences in a school year, parents may be required to meet with the Division Head to develop a

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plan to ensure that their child attends school. A further pattern of unexcused absences may result in the student's dismissal from Graland.

NOTICE OF ABSENCE OR LATE ARRIVAL

The school day begins at 8:10 a.m. and ends at 3:10 p.m. If a student will be absent or arriving to school more than 15 minutes after the start of the school day, a parent should notify the school before 9:00 a.m. by calling the appropriate division administrative assistant, Linda Solorio for the Lower School (303-336-3725), and Kay Hanson (303-336-3727) for the Middle School. Parents may also notify the school via the Graland website (www.graland.org) on the password-protected parent community page. There are direct email links to both administrative offices. If it is known the student will be out for more than one day, the expected duration should be noted at that time. The purpose of this notification is to confirm the student is safe and his or her whereabouts are known. Absences that are unreported by parents are considered unexcused.

In the event a student is absent from school or from assigned classes without prior notification from parents, school personnel will make a reasonable effort to notify parents, guardians, or legal custodians by phone as quickly as possible. If a student's academic progress is being compromised because of repeated absences, reasonable effort will be made to notify the parents, guardian, or legal custodian as early as possible so that remedial action can be taken.

EARLY DEPARTURES

When a student needs to be excused early from school for any reason, a parent must write a note or email to the Lower School or Middle School Administrative Assistant at the beginning of the school day. All notes or emails regarding attendance must include (legibly written) a Student Name, Parent Name, and Signature (if a note), Dates Absent, Parent Phone Number, and Reason for Absence.

When a Lower School student must leave early, a parent (or another adult clearly designated by a parent – see below) must come to school and personally sign the child out on the attendance sheet in the Lower School office. In the Middle School, a child may sign himself or herself out provided a parent has notified the Middle School Administrative Assistant in advance with a written note, phone call, or email.

If someone other than a parent will pick up a child from school (either during the day or at the end of the school day), a parent must notify the appropriate office by note, phone call, or email in advance – including the above information as well as the name of the individual picking up the child.

DOCTOR/ DENTIST/ ORTHODONTIST APPOINTMENTS

It is helpful to schedule children's doctor appointments after school whenever possible. If a student must leave school early for a doctor's appointment, the above guidelines for **EARLY DEPARTURE** should be followed. A Lower School student returning to campus must be accompanied by a parent (or designated adult) who must check in the student at the Lower School office and then accompany the student to his or her classroom to be sure that the classroom teacher knows that the student has arrived back at school. Middle School students may check themselves in with the appropriate person.

ABSENCE DUE TO ILLNESS

The decision to exclude students who have an infectious disease should be made in conjunction with the school, health care professionals, parents and/or the school nurse consultant. Students should be allowed to return to school once the exclusion period is met or a health care provider clears the student.

Generally, if any of the following conditions apply, exclusion from school should be considered:

- If the student does not feel well enough to participate comfortably in usual activities
- If the student requires more care than school personnel are able to provide
- If the student has a high fever, behavior changes, persistent crying, difficulty breathing, lack of energy, uncontrolled coughing or other signs suggesting a possibly severe illness
- If the student is ill with a potentially contagious illness and exclusion is recommended by a health care provider, state or local agency, or these guidelines**

Chicken pox	Exclude until all blisters have crusted over
Common Cold	No exclusion necessary unless symptoms are severe
Cough (significant)	Exclude, if medical attention is necessary (uncontrolled coughing, wheezing, rapid or difficulty breathing) Note: Students with stable asthma may be cared for with a written health care plan and authorization for treatment.
Diarrhea	Exclusion is recommended if the student has other symptoms (fever, vomiting, abdominal pain) with the diarrhea or the diarrhea cannot be contained in the toilet
Fever	Defined as oral temperature over 101F. Exclusion is recommended if the student has additional symptoms such as rash, sore throat, vomiting, diarrhea). Fever alone does not require exclusion.
Fifth's Disease	No exclusion necessary
Hand/Foot/ Mouth Disease	No exclusion necessary
Head Lice	Exclude until after first treatment
Hepatitis A	Exclude until one week after symptom onset or jaundice
Herpes(sores, fever blisters)	No exclusion necessary unless student is drooling
Impetigo	Exclude, until 24 hours after begins medical treatment
Influenza	Exclude until 24 hours after resolution of fever without use of fever-reducing medications
Pink Eye (Conjunctivitis)	Exclude (bacterial or viral), until approved for return by health care provider or until 24 hours after medical treatment started (pink or red color of white of eye and thick yellow/green discharge)
Rash with fever, behavior change	Exclusion is recommended if the student has other joint pain, oozing rash, etc., symptoms in addition to the rash
Ringworm	Exclude, from the end of the school day until after first treatment
Shingles	No exclusion necessary, as long as blisters are covered
Stomach ache/Abdominal pain	Exclude if pain is severe, if pain occurs after an injury or if the student has other symptoms in addition to the stomach ache/abdominal pain
Strep Throat	Exclude, until 24 hours after medical treatment
Vomiting	Exclusion is recommended if the student has vomited more than two times in 24 hours, if the student has had a recent head injury, or if the student has other symptoms in addition to vomiting
Whooping cough/ Pertussis	Exclude, until five days after medical treatment or three weeks after cough onset

If your child becomes ill at school and needs to return home, the administrative assistant or teacher will notify a parent. Due to the child being uncomfortable and to our limited space, we ask that you arrange to pick up your child right away. Under Graland's medication policy, the school cannot administer over-the-counter medications. Please refer to the Health and Illness Guidelines and the school's Medication policy.

***Based on: Colorado Department of Public Health and Environment: Communicable Disease Epidemiology Program. (2004). Infectious Disease in School Setting: Guidelines for School Nurses and Personnel. Denver, Colorado: Colorado Department of Public Health*

CAMPUS ACCESS

The Graland campus is accessible every school day beginning at 7:30 a.m. (Please note there is no supervision for students until 7:45 a.m.) Each gate on campus is unlocked at 7:30 a.m., and remains unlocked until after the morning drop off. For student safety, all perimeter gates except the Clermont Street gate are locked from outside access beginning at 8:30 a.m. Gates are unlocked again at 2:30 p.m. They are re-locked each evening at 4 p.m., and the campus is closed on nights and weekends. If your child is on campus after 4 p.m. or needs to leave campus during the day, he or she can exit through any gate on campus. Gates are designed to close and lock behind the person exiting campus. Our goal is to keep students safe while they are at school.

ARRIVAL, DISMISSAL & EXTENDED DAY PROGRAM

ARRIVAL

School grounds are open at 7:45 a.m. There is supervision for students in grades K-3 on the Lower School playground from 7:45–8:05 a.m. All other students should report to their classrooms. In the interest of safety, do not bring students to school before 7:45 a.m. as there is no supervision available before that time. Faculty members are frequently in early morning meetings and are not in their classrooms until 8:00 a.m.

DISMISSAL

Parents are responsible for arranging transportation home for their children at the end of the school day, which is 3:10 p.m. There is no supervision for Lower School students after 3:10 p.m. unless enrolled in Extended Day Program. Students in Grades K-2 are dismissed to a parent or designated adult by their lead or support teacher at 3:10 p.m. K-2 students are not released until a parent or guardian has made face-to-face contact with the teacher. Written approval must be presented before a K-2 child may leave the campus with anyone other than a parent or guardian. Keep this in mind if your child is scheduled to play with a friend after school. This helps us ensure the safety of your child. On half-days, all Graland students are dismissed at 12:00 p.m.

At 3:25 p.m., Lower School students who have not yet been picked up will be taken to the lobby of the Georgia Nelson Building. Their parents will be contacted at that time. At 3:30 p.m., remaining students will be taken to Extended Day Program. Parents will be billed \$20.00 for supervision under that program. Lower School Buildings are locked at 4:00 p.m. The Gates Middle School Building and Gates Science Buildings are locked every day at 4:00 p.m.

DISMISSAL AFTER MIDDLE SCHOOL SPORTS PRACTICES AND GAMES

Graland coaches are not expected to wait with students after practices end. Students who are not picked up immediately at the end of practice will be escorted to Graland's after school program to wait to be picked up. Parents will be required to go to the After School Care room (JO80) to personally sign their child out. They must also complete an Extended Day Program form and pay the \$20 drop-in fee.

As game days are less predictable, coaches will be expected to stay on game days until the last child on his or her team is picked up.

DROP-OFF AND PICK-UP

For your convenience, Graland has a morning drive-through, drop-off line on the east side of the campus (the southbound lane of Clermont). Police officers direct traffic on the corner of 1st and Clermont at the drop-off location. Volunteers help your child out of the car and get him or her safely to the playground. The carpool line opens at 7:45 a.m. If you wish to walk your child onto campus, please use the short-term parking spots on either Ellsworth or 1st Ave.

Please remember:

- Do not park on the west side of Clermont St. until after 8:20 AM.
- Do not block any neighborhood driveways or crosswalks.
- Do not use driveways to turn around.
- Do not make U-turns.
- If you are not using the drop-off line, please park your car. Do not slow down in the street and have your child get into or out of the car while you are in a lane of traffic.
- School begins at 8:10 AM. Students may be on campus no earlier than 7:55 a.m. Students in grades K-3 must remain on the playground until they are dismissed to their classrooms. Students in grades 4-8 may go directly to their classrooms.
- In the afternoon, you may pick up your child by parking in any legal parking zone. Do not park in “no parking” zones, yellow curb areas, or in the surface parking lot. (If you do, you may be ticketed by Denver police.)

EXTENDED DAY PROGRAM

The Extended Day Program serves as a non-academic extension of the school day. This program provides a stimulating, safe and nurturing environment for students from the end of the school day until 6:00 p.m. Students are given the opportunity to participate in planned indoor and outdoor activities, to work independently or in small groups in activity centers, and to complete homework assignments.

On half-days, ALL STUDENTS, kindergarten through eighth grade, are dismissed at 12:00 noon. The Extended Day Program is not available on half-days.

Sign-up for the program is offered at the beginning of each year. Limited space is available for drop-in care. Pre-registration is necessary even for students requiring drop-in care. Registration materials must be completed and turned in to the school receptionist before attending the program. The daily charge for care is \$15. Drop-in care is \$20 per day and is only on a space-available basis. Forms may be downloaded from the Graland Website (www.graland.org). Contact Extended Day Program Director Laura Hartley at 303-336-3734 or lhartley@graland.org.

ANIMALS AND PETS ON CAMPUS

For safety and sanitary reasons, dogs or other animals are generally not allowed on campus. It is especially important that this rule be followed when dropping off or picking up students. Animals can become excited or uneasy in unfamiliar surroundings and even the tamest animal may act unpredictably. If an animal is part of classroom study, please discuss bringing the animal in with the classroom teacher ahead of time. If your child has any medical condition or allergies related to animals, please advise your classroom teacher, as some teachers will include animals in the classroom as part of the children’s learning experience.

COMMUNICATION POLICY

To be successful, Graland needs and expects the cooperation of its parents, who must understand and embrace the school’s mission, share its guiding principles and support its curriculum, faculty and staff. Graland’s communication policies embody the reasonable expectations we have of each other so that the partnership between the school and its parents is clarified to benefit our children.

THE SCHOOL-PARENT PARTNERSHIP

Graland depends upon a sound partnership between administrators, teachers and parents. The foundation of this partnership is based on trust, with a firm belief on the part of parents that the school is operating in the best interest of their children. As a result of the work of the Parent/Faculty Communications Committee, the school has adopted several guidelines that set the parameters for effective communication within the partnership.

- Graland recognizes that effective partnerships are characterized by open lines of communication, mutual respect, a

common vision of the goals to be reached, and clearly defined responsibilities (as detailed below).

- Graland clearly and fully presents its philosophy, programs and practices to parents during the admission process and encourages dialogue that clarifies the school's expectations and aspirations for students and parents.
- The school seeks and values the parents' perspective on the student. Faculty members invite parents to share their academic and behavioral expectations and to suggest annual goals for their child. Parents are invited to share any religious, cultural, medical, psychological, educational or personal information that the school may need to best serve the student.
- Teachers and administrators are available to parents for candid and open communication. Discussions may cease if a lack of respect is shown to the teacher or administrator.
- Graland keeps parents well informed through regular reports, conferences, publications and informal conversations.
- Graland clearly defines how it involves parents when considering decisions that affect the school and community.
- Graland is committed to helping parents understand the social, emotional and cognitive development of children.
- Graland suggests effective ways for parents to support their children's educational process.

When concerns arise, parents should trust that the school is acting in the best interest of their children and the school community. The school should not have to defend itself regarding its actions. If there is a situation on the playground, in class, or at an athletic event, parents can be confident that the school will contact them when appropriate. Parents should support the school faculty and administration by obtaining information directly from the teacher, advisor or Division Head when appropriate.

RAISING CONCERNS THROUGH APPROPRIATE CHANNELS

Based on these specific expectations, the Board of Trustees has established specific guidelines for communication:

- All communications concerning the school, especially those expressing disagreement or dissatisfaction with others, should be conducted with an underlying expectation of safety, respect, honesty and responsibility.
- The school will not respond to, or participate in, communications involving anonymous letters or information, second-hand information or rumors unless damaging to the school, its reputation, or members of its faculty and staff.
- When concerns arise, parents should seek information directly from the school, consulting with those best able to address the concerns.
- Parties involved in the problem will be involved in the solution. Do not draw people into the problem who are not part of the solution.
- While communications will be as open as possible, some issues, especially those involving other people's children and personnel matters, are confidential.

GRIEVANCE PROCEDURE

The Board has also established a specific procedure by which parents should express their complaints or concerns:

- Start with the person or people most directly involved. Express your concern and, if you can, propose a solution.
- If this doesn't resolve your concern, present it to a Division Head/supervisor. You may expect a response, either orally or in writing, as the case may warrant, within a week.
- If this doesn't resolve your concern, you may present it to the Head of School. Generally, an appeal beyond the Division Head/supervisor should be in writing. After receiving the complaint, the Head of School will consult with the parties involved and may include them in conversations with you in order to resolve the complaint. The Head of School will answer written complaints with a written response.

A violation by parents of this Communication Policy may be grounds for termination of the relationship with the school.

MODES OF COMMUNICATION

There are numerous ways that the school communicates with students and their families, including publications, progress reports, and electronic alerts.

The school Communications Office has a wide array of vehicles to communicate with the Graland community:

- **Graland website:** The Graland Website (www.graland.org) provides the most comprehensive and up-to-date source of information about Graland. Graland communicates with its parents electronically (by email) each Friday through the school newsletter, the *Friday Flyer*.
- **Directory and Handbook:** The Handbook describes many of the programs offered at Graland and sets forth the school's expectations of students and their families.
- **School Calendar:** The calendar details holidays, early dismissals, and major events throughout the school year.
- **Graland Magazine:** The Graland Magazine is published in three editions: the Annual Report in the fall; the summer graduation/alumni issue; and a third issue which is published at various times.

The *Friday Flyer* is also available on the password-protected area of the Graland website. Typical newsletter contents include upcoming events and notices, communications from the Head of School and Division Heads, Parent Association News, health alerts, calendar information and news features about Graland and its students. There is extensive information posted on Graland's website as well. To submit material for consideration for the *Friday Flyer*, email it to the Assistant Director of Communications at hburrall@graland.org by 12:00 p.m. Wednesday prior to publication. Graland maintains the right to select and edit appropriate material. The school website contains the most up-to-date information, and when possible, should be your single, most useful source of information about school events.

Each edition of *Friday Flyer* contains "classified" listings that are designed to support the needs of the Graland community. Classifieds may either be advertisements of individual needs of members of the Graland community, or listings of services offered to benefit members of the Graland community.

The following are examples of acceptable ads:

- A parent or staff member looking for childcare, carpooling, household help, etc.
- A parent or staff member offering childcare, tutoring or other services
- A parent, staff member, or student advertising an appropriate item for sale that is likely to be desirable to other members of the Graland community
- A parent, staff member, or student seeking an appropriate item for purchase that is likely to be available among members of the Graland community.

Outside advertising is not accepted. All published announcements must be in keeping with the school's philosophy and mission. Graland does not discriminate on the basis of race, religion, sexual orientation, national origin, or ancestry.

While Graland encourages its community to be involved in charitable activities, ads for fundraisers are generally not accepted, due to the heavy volume of such events.

Final decisions regarding *Friday Flyer* content will be made by the Graland Communications Office.

Note: Emergency communication may arrive by email, phone or mail. Parents must provide updated contact information as promptly as possible. Parents are responsible for staying informed about their children's education and about school events.

GRADING AND PARENT-TEACHER CONFERENCES

Teachers provide formal accounts of student academic progress through grade reports and parent-teacher conferences. For more detailed information about grading, see the section Monitoring Academic Progress and Performance.

In addition to the formal reporting of grades and comments each trimester, as well as notices regarding academic or disciplinary difficulty, the school welcomes “informal” communications between teachers and parents. Parents should feel free to call and leave voice mail or to email for any updates at any time. Graland faculty and staff will return phone calls and emails within 48 business hours.

In addition to individual communication about your child, your child’s teacher or advisor will communicate with you on a regular basis to providing information about units of study, project and report deadlines and classroom events and field trips.

CONTACTING YOUR CHILD ON CAMPUS

Call the appropriate division office to leave messages for a student only in cases of real emergency. After school visits with friends, appointments and known changes in after school plans must be arranged with your children before school.

CONTACTING YOUR CHILD’S TEACHER

Messages for individual teachers may be left at any time on their voice mail or email. Numbers and addresses are located in the Graland Directory, or on the Graland Website at www.graland.org. **Faculty and administrators endeavor to respond to all inquiries as soon as possible, and are required to respond to parent communications within 48 business hours.**

STUDENT TELEPHONE USE

Students who need to use a phone for an emergency or as part of a school-related project will need to go to the appropriate Division Head’s office to request permission to place the call. In the event that a child is not feeling well, a teacher or division administrative assistant will place the call to a parent or guardian after the student has checked in.

Students are permitted to carry cell phones. However, they must be turned off inside school buildings and may only be used outside after 3:10 p.m. They may not be used except to contact a parent or guardian in the event of an emergency.

MONITORING ACADEMIC PROGRESS AND PERFORMANCE

Parents can expect regular communications about their child’s academic progress several times each year and at parent/teacher conferences. In addition, when necessary, teachers may send notices home for students having academic or disciplinary problems.

Teachers assign grades as indicators of student progress towards mastery of specific skills and objectives and the ability to use those skills in real life performances. Because of our commitment to developing good citizens, teachers also comment on character development and each child’s strength of commitment to our community values.

GRADING IN LOWER SCHOOL

In the Lower School, parents of students receive progress reports three times a year. In addition, three parent conferences are held during the year.

GRADING IN MIDDLE SCHOOL

Middle School students receive traditional letter grades for academic performance, a checklist skills assessment, a numerical grade for effort and written narrative assessments at the end of each 12-week grading period (trimester). Interim progress reports are provided at the midpoint of each trimester.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences, an important link between home and school, occur three times each year. At the beginning of

each school year, a getting-to-know-you conference is scheduled for all students with their teacher in the Lower School or with their advisor in Middle School. The second conference is scheduled in late fall. The spring conference is scheduled during February.

Students are an integral part of their conferences at Graland and present what they have learned. Student demonstration of his or her work is a way to encourage self-reflection and to involve the child in the formation of strategies for areas that need improvement. Information about scheduling the parent/teacher conferences is distributed by the division offices. Additional conferences may be scheduled with individual teachers throughout the year as needed.

We expect our teachers to treat our parents as experts about their own children, and we expect our parents to treat our teachers as professionals with an equal amount of expertise about a child's learning.

SUPPORT FOR STUDENTS EXPERIENCING ACADEMIC DIFFICULTY/REQUIRING ADDITIONAL CHALLENGE

We believe in early identification of and intervention for ongoing problems that affect a child's learning or threaten a child's health and safety. Problems identified may include:

- Significant academic difficulties in specific subject areas
- Social/emotional problems involving interpersonal relationships
- Diminished involvement in the learning process
- Dramatic changes in observed behavior

Once a child has been identified as having persistent problems, the Student Services Team will likely be involved to help remediate the situation. Any teacher, administrator or parent can request a meeting at which the student's parents and teachers meet, and the school's academic leaders work together to determine causes for academic difficulties and to design an individualized learning plan to address them. Graland uses a comprehensive service program, called "Schools Attuned," to recognize and understand students with differences in learning. When the school exhausts its resources, outside assistance may be recommended.

Students may also seek additional challenges from their teachers. Teachers can meet with students before school, at recess, during academic coaching period (grades 7-8), or after school if students are not involved in sports. Graland is committed to working with each child and their parents for the best possible learning outcome.

EDUCATION NEEDS POLICY

Graland Country Day School believes that optimal learning occurs when there is collaborative effort between teachers, parents, students, and, in some cases, the Student Services Team. We also know that students learn in different ways and that sound teaching includes awareness of those differences when designing and delivering student learning experiences. When a student presents noteworthy learning differences, Graland is committed to making reasonable accommodations that are appropriate to and consistent with the parameters of Graland's programs, resources, and continuum of care. The success of the design and implementation of these accommodations depends on the family's acknowledgement of these noteworthy learning differences and their willingness to work openly with school and outside support. Our goal is to help all students thrive in our academically rigorous environment.

Tailoring a student's academic program to address specific needs requires the collaborative effort of the members of a child's educational team. The central goal of this collaboration is to serve each student as effectively as possible, and it includes the following actions and related purposes:

- Ensure that the school has accurate information. In some cases, the school may request to receive information directly from a diagnostician.
- Design and implant a strengths based plan to maximize the student's strengths while addressing areas of concern.
- Promote age-appropriate student self-advocacy to empower a student to be a self-aware and proactive participant in learning.

Graland is responsible for balancing the needs of individual students with those of its larger educational community. While Graland will attempt to meet the needs of every student enrolled, there are limits to the amount of resources

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Graland can allocate to an individual student. Those limits may not become known until after Graland has undertaken its accommodations. If the school determines that Graland is not an appropriate educational setting for a child, it may request that the family find a different school.

HOMEWORK

Homework is an integral part of Graland's academic program. Teachers use homework to reinforce material presented during the school day, to teach independent study habits, to prepare for or to follow up a lesson and to provide challenge for students beyond the school day. The amount and frequency of homework any student has are dependent upon many factors, including study habits, pace, comprehension of the material assigned, etc. As a general rule, the following guidelines apply:

Kindergarten	Occasional
Grade 1	1 assignment every week
Grade 2	30 minutes every night
Grade 3	30-45 minutes every night
Grade 4	45-60 minutes every night
Grade 5	1- 1 1/2 hours every night
Grade 6, 7	1-2 hours every night
Grade 8	2-3 hours every night

The school urges each child to observe her/his bedtime hour, regardless of whether or not he or she has completed the assigned work. Children who have worked conscientiously and have not completed the assignment by bedtime need to have adequate rest and be sent to bed. Please send a note explaining an uncompleted assignment under these circumstances. Under most circumstances, an extension of time to complete an assignment will be made. Occasionally, children may have difficulties with homework responsibilities (e.g., time management, volume of work, degree of difficulty). If that is the case, or the problem becomes a chronic one, please discuss the situation with the appropriate teacher, advisor or Division Head.

We strongly recommend that children have a single, quiet location for doing homework. Reference materials such as a dictionary, atlas and encyclopedia should be available for students to use. Children need to learn to concentrate while working, to take appropriate breaks and to budget their time. Time for recreational reading can be planned as an important part of the student's home activity. We urge all parents to set aside time to read to and work with their children on a regular basis. An active interest on the part of parents goes a long way towards establishing an effective work ethic in children. However, it is imperative that students' work reflects their efforts and not that of their parents! In that same vein, if a child forgets her homework, parents should not make a special trip to bring it to school. Likewise, if a child leaves his homework at school and it is after business hours, parents should not ask school personnel to open classrooms or school buildings so they can retrieve it. Children need to take responsibility for their work, which means realizing the consequences if they fail to bring their work home or to turn it in.

HOMEWORK IN CASE OF ABSENCES

In the event of an excused absence, it is the student's responsibility to make up missed assignments in a timely manner. Students should take the initiative and contact teachers to arrange a plan to complete any missed work. Students may call another classmate for assignments.

Students with repeated, unexcused absences are subject to academic sanctions.

DIVERSITY & MULTICULTURAL EDUCATION

Pluralism is defined as "a condition of society in which numerous distinct ethnic, religious or cultural groups coexist within one nation." At Graland, we support a broad interpretation of pluralism. We respect the diversity that exists in the

languages, colors of skin, gender, sexual orientation, age, physical capabilities, religious traditions and the socioeconomic backgrounds of people. We want our students to understand and respect diversity.

Graland's commitment to pluralism and multicultural curricula grows out of the school's longstanding commitment to academic excellence. We value critical thinking, cultural awareness and language proficiency as essential components of an educational program that prepares students for the global society they will encounter. Our goals include increasing respect and understanding of differences, teaching students that it is not acceptable to treat people unfairly, helping students identify and dispel stereotypes, developing a respect for a multiplicity of experiences and perspectives and enhancing students' appreciation of the richness of our society. Our students' abilities to be leaders in whatever professions they choose will be determined to a great extent by how easily and comfortably they are able to work closely with all people.

As part of our commitment to pluralism, we help our students connect to the greater community through our programs, daily interactions on campus and a variety of community-related projects. We believe that through involvement with a broader community, our children will learn to become responsible, thoughtful contributors to society, advocates for social justice and active problem solvers.

We actively recruit students, faculty, and staff members of color and ethnic diversity. We are committed to finding the requisite financial resources to support the continued growth of these efforts.

HEALTH & ILLNESS GUIDELINES

Graland contracts with The Children's Hospital School Health Program to provide health services for students on a consultative basis. The nurse consultant works with parents to develop health care plans for students with special health care needs at school. The school's contract with The Children's Hospital also provides a myriad of health services including health-related trainings for faculty and staff, immunization compliance, and the supervision of special functions such as the administration of medications by trained school staff.

Additionally, Graland employs an on-site health assistant six hours per day every day that school is in session to respond to day-to-day health needs including monitoring students with ongoing health concerns, responding to minor injuries, or helping sick children.

REQUIRED MEDICAL FORMS

The school keeps the following records to be on file for Graland students:

Immunization Certificate

This record is required by the State of Colorado to be on file by the first day of school. Students can be denied attendance if not in compliance. Before school starts or at any time during the school year, parents should bring the school registrar an official record of the required immunizations (including date(s) administered) so that records can be kept updated. Exemptions for medical, religious or personal reasons need to be signed on the official Colorado certificate of immunization (available from the Registrar or child's health care provider).

Physical and health form: This form, signed by an authorized health care provider, is required of all new students and annually for all students grades 5 – 8.

MEDICATION POLICY

The Children's Hospital nurse consultant will be responsible for delegating and supervising the task of medication administration to select staff who have successfully completed the state-approved Medication Administration Training.

To ensure safe and accurate administration of routine medications to children while at school or school-related activities, please use the school's "Authorization to Administer Medication" form. (These forms are available in Division Offices, or may be downloaded from the Graland website). This form includes the following: student's name, medication, dosage, route to be given, time(s) to be given, and signatures of parent/guardian and the prescribing health care provider. Bring the completed form and medication (prescription or over-the-counter) in the original labeled container to the appropriate

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division office. Please note: Staff are not authorized to administer medications unless all of these requirements have been met.

Students who are capable of self-administering an inhaler for asthma may keep the inhaler if the parent/guardian and the prescribing health care provider believe the child is responsible enough to do so. It is requested that the “Authorization to Administer Medication” form be completed, indicating that the child will carry his/her own inhaler. (The form should be given to the division office as outlined above.)

Over-the-counter medications are not available from the school. If your child is prone to needing over-the-counter medications (such as acetaminophen for headache or braces pain), please complete the “Authorization to Administer Medication” form, including prescribing health care provider signature.

Because the administration of medication involves safety considerations and requires extra staff time, parents should check with their health care provider to determine if a dosing schedule can be arranged that does not involve the hours the child is at school. Whenever possible, an initial dose of medication should be given at home, to allow parents to observe if the child has any type of adverse reaction.

5TH-8TH GRADE STUDENTS AND NON-PRESCRIPTION MEDICATIONS

Fifth through ninth grade students may self-carry and self-administer their own non-prescription or over-the-counter medications such as acetaminophen (Tylenol®) and ibuprofen. Students in this age group exhibit increased maturity and independence. They are also expected to become more reliable and responsible. Decreased time out of class and greater self-reliance are important. In addition, there is generally less variability in the recommended dosages of non-prescription medications for children twelve and older, thus making the decision to allow self-administration less dependent on body size, weight, etc. (as is frequently the case with younger children).

Graland allows students to self-carry and self-administer non-prescription medications if parents believe their Middle School student has the maturity and ability to abide by several simple guidelines. The student will:

- Carry only enough non-prescription medication, in its original packaging, for his/her own use
- Keep medications in a pocket, backpack, etc. and not left out or in a locker
- Not share or give medications with other students
- Lose the self-carry privilege due to lack of responsibility and possibly face disciplinary action as a result
- Take only those medications furnished by parent or guardian

Before determining whether or not to allow your child to self-carry non-prescription medication at school, please discuss the above guidelines with your child. To assure that parents are aware that their child is bringing medications to school, we request that written parental permission be submitted to the division office in order for your student to have a specific non-prescription medication in his/her possession while at school or on school-sponsored activities.

The “Self-Carry and Self-Administration of Non-Prescription Medications Parent Permission” form is available on the school’s website. However if you would prefer that the office store, monitor and administer your child’s non-prescription medications, as with prescriptions, we are happy to do so with the proper written authorizations from parent and health care provider. Parents need to be aware that the school is not responsible for the proper or improper use of any medications stored in the school office not authorized in writing by a parent and the child’s health care provider.

This does NOT apply to prescription medications. Prescription medications require complete written authorizations from both a parent and a health care provider. The medication must still be kept in the division office.

Please note: if you want your child to carry his/her own inhaler and/or EpiPen®, these must also continue to have written authorization from the parent and health care provider—including a statement that the child is capable of and should be allowed to self-carry and self-administer such medication(s).

AIDS (ACQUIRED IMMUNODEFICIENCY SYNDROME)

It is appropriate for Graland to have a policy that addresses AIDS and that formulates a process to follow in the event that an individual with an AIDS-related illness is part of the school community. For the purpose of this policy, an individual with an AIDS-related illness is defined as anyone who tests positive for the presence of the antibody for the human immunodeficiency virus (HIV). This policy has been developed and approved by the Board of Trustees to guide Graland when an individual with an AIDS-related illness is part of the school community and to direct the school in providing appropriate educational programs.

An understanding of AIDS is essential to its prevention and to the appropriate response to an individual with AIDS. Graland will undertake an educational program that will extend, in some measure, to all parts of the school community—students, faculty, staff, parents and trustees. Information about the nature and symptoms of AIDS and HIV-related illnesses, their transmission, diagnosis, management, treatment and course, as well as the social, emotional and behavioral implications, will be presented in an age-appropriate fashion.

Any student or staff member with AIDS or an AIDS-related illness will be treated responsibly and supportively on an individual basis and will be referred to a panel consisting of the Head of School, the school nurse, and a physician. As a general rule, a child with AIDS shall be allowed to attend school in a regular classroom setting with the approval of the panel and shall be considered eligible for all rights, privileges and services provided by law and the policies of Graland. The panel will seek the advice of legal counsel as warranted. The school recognizes the importance of confidentiality. The physical, social and emotional well-being of the affected individual is of vital importance. The school will consider both the best interests of the individual as well as the best interests of the community. The panel will determine which individuals in the school community need to be informed. This policy pertains to every member of the school community and will be reviewed periodically.

STUDENTS WITH FOOD ALLERGIES

Graland Country Day School recognizes that there may be children enrolled at the school who have food allergies of varying degrees. In the event that Graland is notified that a student has a particular food allergy, the school will work with the student's family to implement established Guidelines with respect to that allergy. Graland is committed to providing a safe and caring environment for all children. Guidelines specifically provide for the responsibilities of the parent, the school, and, if age appropriate, the student.

CHILD ABUSE

Source: Preventing and Reporting Child Abuse and Neglect, Guidance for School Personnel, Colorado Department of Education, Prevention Initiatives Unit, Fall, 2002

Colorado law (Colorado Revised Statute Title 19 Article 3) requires that a public or private school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause a report to be made to the Denver County Department of Human Services or to the Denver County Police Department.

DRUG & ALCOHOL ABUSE - PARENT PLEDGE

Graland Country Day School works in partnership with families to foster the development of each student's mind, character and health. To that end, school guidelines have been developed regarding parents' participation in the prevention of drug and alcohol use.

Parents have a responsibility to become informed about the facts of alcohol, marijuana, and other drugs so they can have informative discussions about these substances with our children. They should also set a responsible example for their children, and encourage their children to resist peer pressure in situations where drugs and alcohol are present.

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Graland parents are also expected to abide by the following rules regarding drugs and alcohol:

- They may not serve alcohol to others' children or allow young people to bring alcohol and/or other drugs into their homes.
- They should support the educational drug and alcohol abuse prevention curricula which is part of Graland's comprehensive wellness program.
- They should refrain from serving alcohol to other adults in the presence of students at school-related events
- They should not sponsor or condone student activities outside school with limited or no adult supervision.

Graland parents are urged to sign the parent pledge which incorporates the principles set forth above.

EMERGENCY PROCEDURES

The safety and security of its students are top priorities at Graland. The school has in place clearly defined procedures for securing the safety of the students in the event of fire, lightning, other natural disaster, or threatening situation that would warrant a school lockdown.

Faculty, administrators, and staff are trained to follow Graland's Emergency Response & Crisis Management Classroom Guide. The Guide provides faculty and administrators with detailed instructions concerning emergency procedures.

In the event of an emergency on campus, no student will be allowed to leave campus until school administrators or law enforcement authorities deem it is safe to do so. The school will notify parents of any emergency situation as promptly as is practicable under the circumstances.

In the event of a school-wide emergency, room parents will initiate parent contact using the phone trees established for each classroom. In other situations, an administrator may notify parents or information will be posted on the school website. In order for administrators and room parents to be able to contact parents in emergency situations, parents must provide the school with current emergency contact telephone numbers and/or email addresses.

FIRE DRILLS

Fire drills occur at various times during the school year. Upon hearing the siren, students are to quietly follow their classroom teacher to Preisser Field. Students line up by grade and remain standing quietly until the verbal signal to return is given by the Head of School or their designee.

STAYING WITH ANOTHER FAMILY

If a student will be staying with another family during the short-term absence of her/his parent(s), the Division office should be notified with a note stating the dates the parent(s) will be away and the name and phone number of the designated responsible person. This information will be used in case of illness or an emergency.

GRALAND VOLUNTEERS

Graland Country Day School values the safety and security of its students. For parents volunteering with students, the school conducts a national sex offender check through the Dru Sjodin National Sex Offender Public Registry, www.nsopr.gov, and a driver's license check for those who drive on field trips.

Non-parent volunteers must complete a volunteer application granting permission for Graland to run a Federal

Background Check (including a Sex Offender Scan for any volunteers who will be spending time alone with students).

FIELD TRIPS, TRANSPORTATION GUIDELINES AND PARENT DRIVERS

All trip activities are conducted in accordance with the safety policies and program objectives of the school.

Graland has clearly-defined safety procedures that charge the Trip Leaders with the responsibility of providing support, guidance, supervision, and instruction to ensure that each student has a safe and valuable experience. Trip Leaders must file all required pre-and post-trip plans and reports.

All Trip Leaders must have accredited First Aid and/or CPR certification or comparable credentials such as emergency medical technician (EMT), Wilderness First Aid, or Wilderness First Responder credentials. Trip Leaders also have previous supervisory experience, safety awareness, and other necessary leadership skills.

Trip Chaperones work under the supervision of the Trip Leader while on trips. Chaperones support the Trip Leader in the teaching and supervision of the students. Trip Volunteers serve in the capacity of assistants to the teaching staff. Work with students performed by volunteers must be done under the supervision of a teacher.

The following rules apply during transportation during all trips:

- Students must wear seat belts at all times.
- Students must remain seated and in the same seat at all times.
- Students must keep hands and arms inside the vehicle.
- Students must use the emergency door only in a true emergency.
- Students must not roughhouse, push, or poke others.
- Students must respect the driver's authority at all times.
- Students must keep vehicles clean and should not deface or misuse vehicles.
- NO FOOD OR DRINKS ON BUS.

When students are traveling in private vehicles on a school field trip, all must wear seatbelts and available shoulder harnesses and follow the booster seat law: if a child is 4, 5 or 6 years old, and is less than 55-inches tall, he or she must be properly restrained in a child booster seat or with a child safety belt-positioning device.

Parents who volunteer to transport Graland students and/or personnel in their own vehicle on a school field trip must bring the following items to the Business Office (GN 215) at least two weeks prior to driving for the first time:

- A current driver's license (a driving record background check will be done by our insurance carrier to ensure that all drivers have an acceptable record).
- Automobile insurance coverage documentation for the vehicle that will be driven. The name of the driver and the coverage must appear on the document. Acceptable minimum insurance coverage levels are \$100,000 per person, \$300,000 per accident and \$50,000 for property damage. This information can be found on the declaration page of your auto insurance policy or on your insurance bill. An auto insurance card or evidence of insurance card is not acceptable. You can have your broker fax the information directly to the Business Office at 303-336-3700.
- In addition, an Adult Emergency Form must be completed and turned in to the appropriate Division Office.

Note: Parents' own automobile insurance will be primary whenever they volunteer to transport Graland students and/or personnel in their own vehicle on a school field trip.

Parent drivers who may be driving at any time during the school year are encouraged to bring their information to the

Business Office at the beginning of the year. If you have questions, please contact Juan Botello, Director of Finance and Operations, at 303-336-3711.

EVENTS GUIDELINES

Graland has developed a set of guidelines for all school events designed to ensure that all programs and special events align with and support our Mission. With busy schedules and a crowded calendar, we want to ensure that our events promote education and community rather than distraction and fragmentation.

All “external” events should be proposed in writing to the Head of School by March for the following year so that they can be placed on the calendar. On rare occasions when events are not proposed in time for the school calendar deadline, proposals must be received at least eight weeks in advance of the proposed event in order to be considered for approval. On those occasions, events should be coordinated through the Office of Institutional Advancement and the Director of Programs. All events should address current needs and anticipate future opportunities.

Events should address one or more of the following purposes:

- Education (introduction and exchange of ideas; presentation and culmination of learning)
- Cultivating relationships (building ties and support within the community)
- Recruitment of new students and faculty
- Dissemination of important information related to the school.

In addition, events should complement and not interfere with one another or with internal workings of the school. Benefits should warrant costs, and the tone of events should be welcoming, inclusive, modest, and appropriate to the mission and setting of a school.

Finally, there should be a formal mechanism for soliciting feedback for all events.

ALCOHOL ON CAMPUS

No alcohol will be served at campus events where minors are present. Permission to serve alcohol at campus events must be requested from the Head of School. The request must be submitted in writing at least 30 days in advance of the event.

FIELDHOUSE, FIELDS AND OTHER FACILITIES

Graland’s FieldHouse, fields and other campus facilities are to be used only for school or school-sponsored events. The school does not rent out or loan use of any of its facilities.

FACULTY WORK ROOMS

The faculty work rooms, located in the basement of the Georgia Nelson Building and in the Gates Middle School, are for the use of Graland faculty and staff. Use of the office machines is for Graland business only. Parents and students are not allowed in the faculty work rooms at any time.

DANCES AND SOCIAL EVENTS

Middle School students are invited to participate in periodic social events sponsored by the Student Council.

The following rules are in effect at all Graland dances and social events:

- Each student must have a signed contract on file in order for the student to attend an event. These are distributed at the beginning of the year.
- Students are expected to abide by the Student Honor Code.
- The use of alcohol, drugs and tobacco is strictly prohibited as set forth in the Student Conduct and Discipline section below.
- Students must abide by the standard Graland dress code.

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- Students arriving more than 15 minutes late or leaving more than 15 minutes early must be accompanied by a parent.
- Public displays of affection and sexually suggestive dancing are forbidden.
- Students are permitted to bring one guest to a dance. Guests must be introduced to all chaperones. The hosting student is responsible for the guest abiding by all Graland rules and guidelines and may be held responsible for actions taken by her/his guest.

Dances are held from 7-9:30 p.m. (Social events will be held from 3:30-5 p.m.) Note: It is very important that parents be prompt in picking up their children from these events. Students will not be allowed to leave an event unless accompanied by a responsible adult.

BIRTHDAYS

Teachers have discretion regarding the celebration of student birthday parties in the classroom in order to protect intrusions into learning time. In the lower grades, your child's birthday may be celebrated in his or her classroom, according to the guidelines set by the classroom teacher. Parents are encouraged to participate in birthday celebrations. We ask that parents do not bring food items into the classroom for these special occasions and that gifts of any kind are not to be brought to school.

When planning outside school celebrations, parents are asked to mail invitations to classmates' homes, instead of handing them out at school. Parents are asked to consider the feelings of other students who may not be included in a celebration and to be fair and sensitive when sending invitations. We encourage being as inclusive as possible. For more information about in-class celebrations, contact your child's teacher or Room Parent.

NON-SCHOOL EVENTS

Graland is not responsible for student behavior at events that are not school-related. The school cannot generally assume a disciplinary role when students are not in school. Parents are responsible for students' behavior at private events (and at school-related events such as the Graland Carnival and the Graland Gallop).

However, we do realize that when a group of Graland students get together for activities, Graland's values are on display and are potentially being scrutinized. The school has a genuine interest if there is an incident involving Graland students that seriously violates the values for which the school stands. The school reserves the right, but has no obligation, to consider and act upon conduct which occurs other than during school hours and off-campus if, in the school's sole discretion, it may bear upon its affairs or those of its students and faculty.

It is never the intent of the school to usurp legitimate parental authority. However, the school strives to impress upon families and students how strongly it believes in certain values. Families and schools need to work cooperatively to support each other in these efforts, since the social and behavioral pressures on our children are now greater and more complex.

FUNDRAISING

BY THE SCHOOL

Three different kinds of fundraising are conducted by the school at the direction of the Office of Institutional Advancement: The Annual Fund, capital campaign projects, and endowment programs. Each has its own goals and purposes; all are critical to the success of the school in achieving its mission.

Contributing to the Annual Fund is an independent school tradition and covers the difference between tuition and the total cost of a Graland education. While contributions to the Annual Fund are not mandatory, the Annual Fund helps maintain a margin of excellence that supports small class size, quality teachers, a vast array of special programming and updated

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grounds and facilities. From time to time, the school has a special campaign for buildings projects or endowments. During these efforts, parents are asked to make a “stretch” gift in addition to their regular Annual Fund support.

Widespread financial support for the school builds a stronger, more vibrant community. Graland’s continued strength is absolutely dependent upon the generosity of parents, alumni, and other donors. We ask that each family participate in a way that is personally significant. The school values donor participation in addition to donor generosity.

BY THE GRALAND PARENT ASSOCIATION

The Graland Parent Association (GPA) also conducts fundraising. These efforts include the sale of items at the Graland Store, the Sally Foster gift wrap sales program, and selling tickets to the spring fundraiser, carnival, or other events. In the recent past, GPA funding has supported such efforts as the library renovation, the purchase of laptop computer carts, campus sustainability efforts, the financial aid endowment, and the installation of artificial turf on the east side of the Georgia Nelson Building. The Graland Parent Association works in collaboration with the school to determine the greatest needs for GPA resources.

FUNDRAISING ON CAMPUS FOR OTHER GROUPS

Graland’s Guiding Principles of Education speak to students’ cooperative work on behalf of their community. Graland provides age-appropriate opportunities both through the school curriculum and through extra-curricular activities to be involved in service and fundraising work. While the school encourages students to become involved in service work on behalf of non-profit organizations, fundraising efforts for outside groups will:

- Be limited to one event per division at a time
- Require a faculty sponsor
- Be initiated and run by students and/or parents
- Guarantee that no monetary gain will accrue to individual members of a charity or organization
- Provide a benefit to students at Graland
- Be conducted in accordance with the Mission of the School and with the Event Guidelines
- Be conducted with a workable plan for monitoring cash exchange and disbursement of the proceeds
- Ensure that donations will be made payable directly to the nonprofit organization, and will not be processed through Graland’s Office of Institutional Advancement or Business Office
- Provide acknowledgement of the donation to the nonprofit
- Not violate any other Graland rules or guidelines, including the sale of or sponsorship by alcoholic beverage companies or distributors when students are present

Students or families interested in taking on additional fundraising efforts may download an Application for Fundraising from the Graland website, complete the form and submit it to the Head of School’s office for approval.

SERVICE LEARNING FUNDRAISING EFFORTS

When possible, the school’s Service Learning projects emphasize direct service to those in need instead of the donation of dollars. However, when funding is the best source of service, class-wide, grade-level, or school-wide efforts may involve fundraising. These may be set up on campus, and funds may be solicited on campus. Teachers planning classroom service learning projects should obtain prior approval from their Division Head. Parents or Parent Association groups should obtain approval from the Office of Institutional Advancement and consult the school’s Director of Programs for calendar clearance.

INDIVIDUAL FUNDRAISING OR CHARITABLE SOLICITATION

Graland Country Day School cannot endorse any single, individual fundraising effort. However, the school does support the notion of empowering students to make a difference by becoming involved in causes that touch their lives. Individuals involved in supporting causes may conduct person-to-person solicitation on campus only if the solicitations are not disruptive to student learning or the school day. Teachers may ask students to cease solicitations if disruptions occur. No solicitations may take place during class time.

COMMERCIAL ACTIVITY ON CAMPUS

Graland facilities may not be used for private or commercial purposes such as sales, advertising or promotional activities unless such activities are conducted by the school and serve the educational mission of the school. Student groups may not sell, distribute, market or advertise goods or services on behalf of any off-campus commercial entity or affiliate, with the exception of approved Service Council and Parent Association activities.

DONATIONS TO THE CLASSROOM

Donations of material items can be useful to teachers or other staff. Please coordinate any donations of material goods with the Institutional Advancement Office if you wish an acknowledgement for your donated items.

GIFTS TO TEACHERS

Parent gifts to teachers at holiday time or at the end of the year are not an expectation at Graland. However, Room Parents are permitted to coordinate a modest or inexpensive class gift. Participation is completely voluntary and is left to the discretion of each family.

BABY-SITTING/HOUSE-SITTING

Graland faculty and staff members are often asked by families to baby-sit and/or house-sit on an extended basis. Faculty members may not baby-sit or house-sit for families of children in their current classes.

ADMISSION AND FINANCIAL AID

Graland admits students who display strong academic potential and possess other personal, intellectual, artistic, and athletic qualities that will enrich the collective experience of the school.

Graland maintains a long tradition as a family school community of respectful and mutually supportive students, parents, and educators. This tradition creates a foundation for the success of each student and fosters a sense of loyalty and responsibility to the school community among its primary constituencies.

To further these goals, Graland may give favorable consideration to qualified applicants who are siblings of current students, children of faculty, or children of alumni/ae, or whose enrollment optimizes the composition of the student body in accordance with the Mission of the school. Graland maintains uniformly strong academic standards for all students.

ADMISSION

Requests for admission information should be directed to the Admission Office at 303-399-8361. Tours are offered on a regular basis. In order to be considered as a candidate, a prospective student's application must be received prior to the deadline listed on the application form. Applications received after that date may be considered on a space-available basis. More information, including application downloads, is available on the Graland Website at www.graland.org.

FINANCIAL AID

Requests for financial aid should be directed to the Admission Office, 303-399-8361. Applications and supporting materials must be received by February 15. Awards are based on demonstrated need and available funds.

Ten percent of all Graland tuition dollars are allocated to Financial Aid. Graland also has a \$3 million Financial Aid Endowment. This endowment is just part of Graland's long-term commitment to assisting the greatest number of students

possible through tuition assistance. Currently, 15% of Graland students receive some Financial Aid. For questions regarding financial aid, please contact the Admission Office at 303-399-8361.

REENROLLMENT

Reenrollment contracts are sent in January for the following school year. Families must comply with the reenrollment deadline (usually mid-February). Those who intend to withdraw must notify the Admission Office in writing. Once a contract has been signed, families are responsible for the amount due in full. Any family requesting an exception to this policy must do so in writing to the Director of Admission. The reenrollment contract is a legally-binding contract, creating a legal relationship between the school and the student's family. The contract sets forth the obligations of the school and of each family and incorporates the standards and expectations of conduct set forth in this Handbook.

STUDENT PLACEMENT AND CLASS SECTIONING

Many factors are considered when assigning students to classes. In general, teachers and Division Heads make decisions regarding placement of the current group of students for the following year. They consider such issues as an individual student's strengths and needs, learning styles, social relationships, developmental stages, and gender. Our goal is to accommodate individual student needs and to create groupings that achieve a workable balance for the class as a whole.

Determinations about student placement and class sectioning are made in the spring for the following year. Parental input must be communicated in writing to the appropriate Division Head by mid-spring. Your input is considered, but it does not guarantee your child will be placed in a particular class given the broad range of considerations that affect the decision.

LEAVES OF ABSENCE

Families may request a leave of absence from the Director of Admission. The school requires written notice of intention to take a leave of absence from the school prior to the reenrollment deadline (typically mid-February). The letter should be addressed to the Director of Admission, who will respond in writing within four weeks. Families intending to return to the school following a leave must supply accurate contact information for the duration of the leave.

Families must pay the full year of tuition and fees in order to guarantee their position(s) upon their return.

For those families taking leave and paying tuition and fees, the following can be expected:

- The school requires that families considering a leave meet with the appropriate Division Head to discuss the student's academic standing and establish a plan of support, if appropriate.
- The Division Head will coordinate and monitor each student's progress with the appropriate teacher.
- The school strongly recommends, and may require, that any student on a leave of absence be enrolled in an academic program.
- The school will publish the family information in the school directory.
- The school will send the Friday Flyer via EMail (if the address is provided).
- The school will send all reenrollment mailings.

If families choose not to pay tuition and fees, they lose their children's position at the school. They would then need to reapply for admission to the school and provide updated academic information. They are considered returning students (see below).

Leaves of absence (as outlined above) are granted for up to one year. The terms for subsequent and concurrent leaves are determined on an annual basis.

RETURNING STUDENTS

Students who were enrolled at Graland Country Day School for at least one year, but left the school for at least one full year must contact the Admission Office for information on the reapplication process. Depending on the situation, families may need to provide updated academic information, testing data, teacher recommendations and other information. Admission to the school is not guaranteed. Application and admission fees are waived for returning students.

TERMINATIONS, DISMISSALS AND WITHDRAWALS

Ideally, the admissions process leads to a perfect fit for students, their families and the school. When parents select Graland as the school for their child, they seek an optimal match between the needs of their child and the philosophy, vision and programs of the school. Within this framework, the school provides support for the needs of each student. However, when a working partnership ceases to exist, the school or the parents may determine that other educational options would better meet the needs of individual children.

The enrollment/reenrollment contract governs the legal relationship between the school and the student and his/her family. Under the contract, Graland agrees to provide educational services, and students and their families agree to make timely tuition and fees payments and to abide by the school's codes of conduct, including the Community Guidelines for Student Behavior (a/k/a "the Graland Guidelines"), The Guiding Principles of Education, the Student Honor Code and other rules and regulations, most of which are set forth in this Handbook. Students and their families also agree to reasonably cooperate with the school administration and faculty members.

Failure to pay tuition and fees in a timely manner; failure by students and their families to abide by the school's codes of conduct and other rules and regulations; and failure by students or their families to reasonably cooperate with school administrators and faculty may result in the dismissal of a student and termination of enrollment or in the declination to offer reenrollment. Graland may also terminate the current enrollment (or decline to offer reenrollment or cancel the reenrollment) of any student for failure to meet the academic requirements of the school. If a student withdraws or is dismissed by the school for any reason at any time after the contract has been entered into, the school will not refund tuition paid nor will it cancel any unpaid obligations. If a family's account has not been paid in full, the school will not release grades, reports, diplomas, or transcripts, nor will it forward such records to other schools or institutions for any student of that family.

WITHDRAWAL FROM THE SCHOOL

Families who choose to withdraw a student during the school year must notify the Director of Admission in writing. A student will be considered enrolled unless the family notifies the Director of Admission in writing or is released by the school for any reason. Families who withdraw a student will be held to the full terms of the contracts. No tuition refunds will be issued.

Note: The school reserves the right to consider a student withdrawn after an inordinate number of absences and a lack of communication or response from the parents after consistent attempts by the school. If the school initiates the withdrawal, a letter will be sent to notify the family.

REQUESTS FOR RECORDS

If current parents need copies of their child's records, requests must be made through the division offices. The school will not release a student's records to another individual or institution without the parents' written permission, nor can it release a child's records with an account outstanding or library materials unaccounted for. The school will not release records of students whose accounts have not been paid in full. Current student records are accessed through Division Offices.

Alumni records are accessed through the Admission Office. Please allow two weeks for processing.

VISITOR POLICY

Parents and family members of students are welcome to visit the school. We ask, however, that they visit only between October 1 and May 1 in order to allow smooth transitions at the beginning and end of the school year. Please call in advance to make arrangements with the appropriate division office. When you arrive, please check in with the appropriate division Administrative Assistant to get a nametag. Separate appointments need to be made for individual teacher conferences and may be arranged with the teacher.

Student visitors who are prospective applicants should make arrangements with the Admission Office. Other student visitors are discouraged at school. For alumni visits and other visitor requests, please contact the appropriate Division Head.

WEATHER ALERTS AND SCHOOL CLOSINGS

Severe weather may necessitate the closing of school. When such closings can be foreseen, an announcement will be made as early as possible. In most cases we will piggyback on Denver Public School closures.

During unusual weather conditions, parents and faculty/staff are encouraged to use their best judgment, leave home early, and drive safely. The school will be flexible in accommodating unavoidable late arrivals. Parents may elect to pick up their own children early if they believe weather conditions pose a danger.

Tune to the following television channels, radio stations, or Internet sites for information regarding school closings:

TELEVISION

KWGN Channel 2 www.wb2.trb.com
KCNC Channel 4 www.cbs4denver.com
KMGH Channel 7 www.thedenverchannel.com
KUSA Channel 9 www.9news.com
KDVR Channel 31 www.fox31news.com

RADIO

KOA 850 AM www.850koa.com

STUDENT CONDUCT & DISCIPLINE

Graland holds the development of character as important as academic achievement. Expectations of student conduct and an outline for discipline are stated in this Handbook. If a need for disciplinary action arises, school authorities will fully investigate the matter and inform parents at the earliest appropriate time about any violation and its consequences. Parents teach students important lessons by modeling respect for the school in its handling of student conduct and discipline.

CODES OF CONDUCT AND GENERAL EXPECTATIONS

Graland Country Day School expects its students to grow to accept responsibility and to learn to appreciate the rights of others. The school adheres to the guidelines set forth in two documents, the Community Guidelines for Student Behavior (a/k/a “the Graland Guidelines”) and the Guiding Principles of Education. Both documents were written collectively by Graland faculty, staff, and trustees and guide daily life at the school. Students and parents sign contracts with the school regarding student behavior, adherence to school technology guidelines, and (for MS students) behavior at school social functions including dances, sports and trips.

Graland expects students to grow toward self-discipline and to display appropriate behavior. Our Guiding Principles outline the educational values that support the school’s central purpose of student which include striving for excellence, learning through enriching experiences, valuing individuality, building community, increasingly taking responsibility, appreciating differences, and learning with joy and enthusiasm. The Graland Guidelines comprise four core values for student conduct: honesty, respect, responsibility and safety. Graland students wrote and adopted a Student Honor Code based on these principles:

Honesty: Telling the truth and taking responsibility for, and accepting consequences of our actions.

Respect: Showing respect for teachers, one another, each other’s property, privacy, ideals, opinions, and differences.

Responsibility: Learning and completing schoolwork, presenting and comporting themselves in a kind and thoughtful manner, helping to maintain a safe, healthy and inclusive school.

Safety: All members of the community need and deserve to feel safe. This is true for one’s physical well-being as well as for one’s emotional peace of mind. A safe community is one that both appreciates and encourages all members to take appropriate social and intellectual risks in order to learn and broaden their perspectives.

The rationale for the Graland Guidelines is to maintain a safe learning environment for all students and to promote students’ personal responsibility for their actions. Students are responsible for focusing on their learning and avoiding behavior that distracts them from this priority. Behaviors which inhibit or are detrimental to the learning environment are prohibited.

Students are expected to conduct themselves in keeping with their level of maturity, acting with due regard for faculty, staff and others acting in a supervisory role, and the educational purposes underlying all school activities; the widely shared use of school property; and the rights and welfare of other students. Conduct that disrupts or threatens to disrupt the operation of the school, which interferes in any way with the public or private rights of other students or adults, which threatens or endangers the health or safety of any person, or which damages property will not be tolerated and will result in disciplinary action.

Students are entitled to the proper recognition and preservation of their rights including freedom of expression, due

process, and the right to be involved in school affairs. These rights are not unlimited, and must be balanced against the rights of others and the overarching mission of the school.

ALCOHOL AND DRUG USE

Student possession, use, distribution, or sale of alcohol and illegal or prescription drugs (except when taken with written authorization and under the guidance of a school administrator) is strictly prohibited on school grounds, at any school-sanctioned activities, when students are being transported in school-sponsored vehicles, on off-campus lunch, or at any time or in relation to any school event. Illicit drug and alcohol use interferes with and obstructs the educational programs and operations of Graland and jeopardizes the health, safety, and welfare of its students and employees.

Illicit drug use is the use of alcohol and illegal drugs and other unauthorized drugs, including anabolic steroids and prescription medications. Illegal drugs include, but are not limited to, opiates, narcotics, marijuana, intoxicants of any kind, counterfeit drugs, and drug paraphernalia. A violation of this policy will subject a student to appropriate disciplinary action, up to and including dismissal, and referral for prosecution. Termination of enrollment will be mandatory for any distribution, trade, exchange, or sale of a drug or other controlled substance in a school building, in or on school property, or while participating in a school-sanctioned activity such as a class trip or school dance.

If it is determined by the Division Head that a student is under the influence of alcohol and or other illegal drugs, the appropriate law enforcement agency will be called. In addition, the student will be subject to the following guidelines:

First Offense. The student will be suspended according to the school policy regarding suspensions and terminations. The Division Head will develop, with the student and her/his parent(s) or guardian(s), a procedure that outlines their respective responsibilities in preventing a recurrence. Information on available drug or alcohol counseling and rehabilitation programs and recommendations for chemical dependency assessment, diagnosis, and possible treatment will be given to the student and her/his parent(s) or guardian(s). When appropriate, the student and her/his parent(s) or guardian(s) will be required to follow up with assessment, diagnosis, or treatment as a condition for readmission to school. The expenses associated with these programs will be borne by the family.

Second Offense. The student's enrollment may be terminated. Factors determining whether a student will be readmitted to Graland may include appropriate rehabilitation and treatment.

BICYCLE RIDING

Bicycles must be parked and locked in the designated areas and may not be ridden on campus. Students are not permitted to ride their bicycles or scooters in the parking lot or on the school grounds. Students are expected to wear a helmet whenever riding a bicycle.

CELL PHONES

Cell phones may not be used between 8:10 a.m. and 3:10 p.m. without faculty or staff permission. Use of cell phone cameras in a manner determined inappropriate by Division Heads is against school policy and may be a federal offense under the Video Voyeurism Prevention Act of 2004. Cell phones may not be used during the class time except to contact a parent or guardian in the case of illness, or in the event of an emergency. Teachers may grant exceptions to this rule if use is for educational purposes. Failure to comply with this rule will result in confiscation of the cell phone.

CLASSROOM RULES

Teachers are free to establish their own classroom rules, often in collaboration with their colleagues, students, and/or administration. The fundamental, school-wide expectations reflect those outlined in the Graland Guidelines as well as those outlined in the school's Guiding Principles of Education:

- Graland students accept responsibility for their work and for their actions.
- Graland students practice moral behavior and uphold the core values of honesty, respect, responsibility and safety.
- Graland students work cooperatively and also display self-reliant performance.

CIGARETTE AND TOBACCO USE

Graland provides its students, faculty, administrators, and staff with a smoke-free environment. Violations of the school's policy against tobacco use will range from detention to suspension or dismissal.

DISRUPTIVE BEHAVIOR

When a student's behavior is disruptive (in the classroom, anywhere on school property, or while participating in a school-sanctioned activity such as a class trip or athletic event), Graland faculty, staff, or administration may involve the school's Student Support Team. Graland's Student Support Team identifies, tracks, and manages disruptive behavior, and in particular, habitually disruptive students.

Any student's behavior that interferes with student learning and with a teacher's ability to deliver a lesson and safely manage and control his or her class either on school property or in relation to a school-sponsored activity is disruptive. If deemed necessary, the Division Head of the school counselor, or student's advisor (Grades 6-8) will contact the student's parent, guardian, or legal custodian by telephone, in person, or in writing to discuss the nature of the incident. The student, parent, guardian, or legal custodian is entitled to a copy of written documentation of disruptive behavior and may submit a written response to the documentation. This response will be attached to the documentation in the student's discipline or cumulative file.

Students with three or more incidents of disruptive behavior, based on behavioral referrals on file, will be required to participate in an individual management plan, as developed by the appropriate Division Head or her/his designee. A behavior management plan may, at the discretion of the Division Head, be developed prior to the third referral.

In developing a behavior management plan, the Division Head will arrange for a meeting with the student; the student's parent, guardian, or legal custodian; and appropriate members of the school faculty and staff. The purpose of the meeting will be to address the reasons for the student's disruptive behavior and to cooperatively establish goals, objectives, expectations, and a timeline for modifications such behavior. From this meeting, a written plan that establishes behavior goals, objectives, consequences for violation of the plan, and any other necessary information will be developed. The parent, guardian, or legal custodian will be provided a copy of the management plan and it will be placed in the student's cumulative file.

Alternatively, a disruptive student may be suspended or his/her enrollment terminated. A habitually disruptive student is one who has been suspended three times during the course of the school year for willful behavior causing a substantial disruption in the classroom, on school grounds, in school-sponsored activities or events, or vehicles.

DRESS CODE

The responsibility for the dress and appearance of students generally rests with individual students and their parents. Students are encouraged to dress appropriately for all school activities. Inappropriate dress may prohibit student participation at school. General dress code standards at Graland are described below:

The School expects students to wear clothing that:

- is neat and in good repair. Reasonable cleanliness is expected as a matter of general health and welfare. Cut-offs and clothing with holes are not permitted.
- does not obscure the student's face
- avoids messages or images that promote illegal or unhealthy activities.
- is not sexually suggestive or revealing. Shorts and skirts that are too short, too tight, or expose cleavage or midriff are not appropriate for school wear. Shorts and skirts must be at least mid-thigh in length. Spaghetti straps, tank tops and halter tops are not permitted.
- is not specifically designed as athletic wear, eg. Mesh Field or Athletic shorts
- completely covers undergarments. Tshirts or other clothing designed as underwear or sleepwear are not acceptable. Beach or swimwear is not allowed at school, unless specifically authorized for a special activity.

The School expects students to wear footwear at all times that:

- is appropriate for the activity, eg. Athletic shoes should be worn for Physical Education classes and sports.
- is secure on the foot. Students may wear shoes, sneakers or sandals but, for safety reasons, may not wear flip-flops or other footwear that could come off while running or walking rapidly.

Regarding accessories, the School expects students to:

- remove dark glasses when entering buildings (unless required to do so for medical reasons).
- remove hats, hoods, caps and outer wear when entering the buildings.

As a general practice, students should not wear apparel that interferes with or endangers them while participating in classroom activities. The decision as to safety or unsuitability of the clothing rests with the faculty and administration. Students violating the dress code will be provided with alternate apparel to wear during school hours, or will be sent home to change.

ELECTRONIC EQUIPMENT

Personal headphones, portable music players, and electronic games may be used during the school day only with teacher permission.

FIGHTING

Fighting is prohibited on the Graland campus, on school trips, and at school-sponsored events. Fighting violates the Graland Guidelines and the safety norms of the community. Consequences may include detention, suspension, probation.

FOOD INDOORS

Food is permitted as part of a classroom function, but otherwise will be restricted to the cafeteria or outdoors. Student requiring frequent food intake for medical reasons may make arrangements with school nurse and appropriate division head.

GOOD SPORTSMANSHIP

Good sportsmanship is expected of students at all times in PE classes, in after-school athletics, and on the playground. Good sportsmanship means being gracious in both victory and defeat. Good sports support all other participants and include schoolmates of all ability levels. Good sports do not criticize officials, coaches, or opposing team members. Any behavior that does not reflect these expectations will be addressed by team coaches and may result in disciplinary action.

HALLWAY RULES

The Graland Guidelines are the basis for behavior in hallways. In addition, the following specific rules apply in hallways:

- Students should walk and be in control of their bodies at all times, keeping their hands and feet to themselves.
- Hallways should be kept clear and uncluttered, normal traffic and locker use being the exceptions.
- Displays and projects must be treated with respect.
- Hallways are off-limits during recess and lunchtime without the permission of a supervisor.
- Sports equipment, including balls and sticks, may not be used in the hallways.
- QUIET prevails in hallways. Students working in hallways must be respectful of those working in classrooms.

HAZING, BULLYING, HARASSMENT & DISCRIMINATION

Graland affirms the rights of all students and school employees, regardless of race, color, religion, national origin, gender, sexual orientation, age, or disability, or other protected class to be treated with respect and to be protected from intimidation, humiliation, hazing, bullying and cyberbullying (bullying through the use of the internet, interactive and digital technologies, or mobile phones), discrimination, physical harm, and/or harassment. Individuals or groups are in violation of this policy if, on school grounds, in vehicles sponsored by the school, at any school-related activity, or while involved in any type of activity that has impact on the Graland community, they:

- Make demeaning or insulting remarks (directly or indirectly) such as name-calling; racial, ethnic, religiously- or sexually-charged slurs; or inappropriate, offensive “jokes”
- Threaten or physically harm an individual for any reason, including on the basis of race, color, religion, gender, sexual orientation, national origin, age or disability;
- Harass any other Graland student or employee on the basis of their race, color, religion, gender, sexual orientation, national origin, age or disability or for any other reason. Title VII of the Civil Rights Act of 1964 defines sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.”
- Participate in any hazing activity. Graland defines hazing (in the context of any school activity) as any act that is degrading, humiliating, or intimidating to another person and which compromises the inherent dignity of that person;
- Engage in bullying, which is defined as, **“A conscious, willful and deliberate hostile activity intended to harm, induce fear through the threat of further aggression and create terror. It always includes these elements: imbalance of power, intent to harm, threat of further aggression.”**

(Barbara Coloroso)

- Display visual or written material or deface school property or materials to demean the race, color, religion, gender, sexual orientation, national origin, age, or disability of an individual or group;
- Damage, deface, or destroy the private property of any person for any reason, including because of that person’s race, color, religion, gender, sexual orientation, national origin, age, or disability.

The school reserves the right, but has no obligation, to consider and act upon conduct which occurs other than during school hours and off-campus if, in the school's sole discretion, it may bear upon its affairs or those of its students, faculty, or staff.

Students who believe that they or any other student or member of the Graland community have been the subject of harassment, hazing, bullying, or discriminatory behavior should report the incident immediately to any member of the faculty, staff or administration. Complaints about harassment, hazing, bullying, and discriminatory behavior are taken very seriously and investigated immediately.

Any student who violates this policy by engaging in conduct that directly or indirectly causes intimidation, harassment, or physical harm to another student or staff member will be subject to disciplinary action. The student and her/his parent or guardian will be required to meet with the appropriate Division Head. Information on available relevant counseling programs will be given to the student and the parent or guardian.

The student will be suspended and if necessary, the incident will be reported to the appropriate law enforcement authorities in those instances of misconduct directed toward a school employee or employee's property, pursuant to Colorado statute and school policy. Repeated infractions may lead to dismissal.

THREATS OF VIOLENCE

Graland seeks to educate students about the importance and implications of their words and actions. The school considers vulgar, discriminatory, hostile, inflammatory words, or figures of speech of a threatening or harassing nature inappropriate in any context. Such language will be taken as a threat whether or not it was intended. The school reserves the right to respond to any such inappropriate language and actions and will impose appropriate discipline. Parents will be asked to partner with the school in any necessary disciplinary action in these cases.

LOCKER/MATERIAL MISUSE

Graland students are expected to respect all school property, including school lockers and materials. If damaged, students and their families will be required to pay restitution to restore damaged materials to their original condition or to replace them.

OUTDOOR RULES

No litter should be left on the grounds of the school. Recycling and trash cans are placed around the campus for disposal of litter. Students are expected to respect school property at all times, and to be stewards of the school environment.

PERSONAL PROPERTY/ STUDENT RESPONSIBILITY

Graland does not assume responsibility for students' personal property. All property brought to school is brought at the owner's risk. Any personal property being used in a distracting, dangerous, or inappropriate way will be confiscated and, under most circumstances, returned at the end of the day. Repeated violations will require a parent conference and may ultimately result in permanent confiscation of the property.

PLAGIARISM

Graland strictly prohibits cheating and plagiarism. Plagiarism is the act of taking someone's words or ideas and presenting

them as if they were your one's own. Plagiarism and cheating violate the Graland Guidelines. Any work produced involving cheating or plagiarism will not be graded and will receive no credit. The work will have to be resubmitted and will not receive credit. Faculty and administration have access to plagiarism-detecting software to check student work against thousands of sources. If a student's work is found to contain words or ideas of another and does not contain proper reference or notation, the consequence may be probation, suspension, or dismissal.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection, including but not limited to kissing, are not allowed on school property or on school trips or activities.

ROLLER SKATES, IN-LINE SKATES, SKATEBOARDS, SCOOTERS, SPORTS EQUIPMENT

For reasons of safety, roller skates, in-line skates, and skateboards may not be used on school property, unless they are part of a classroom activity. They must be removed at the school boundary and stored in a safe place during the school day. If used on school property, skates and skateboards will be confiscated on the first offense. Hard lacrosse or baseballs are not allowed on campus at any time, except under the supervision of the physical education department and coaching staff.

SAFETY

The Graland Guidelines direct students to take responsibility for safety. This is a broad mandate that prohibits any action that causes, intentionally or negligently, harm to any person or thing, and that bans the use of anything that endangers the safety of any person or thing. This includes the ban of weapons, fireworks, matches, slingshots, snowballs, etc. Any act that violates the school's safety guideline likely will result in suspension.

STEALING

Stealing is strictly prohibited and violates the Graland Guideline of Honesty. Students will be expected to return or replace stolen items. Further consequences may include detention, suspension, probation or dismissal.

TRIP/ACTIVITY RULES

On school trips or at other school activities, students are considered to be attending school. All school rules apply. Students are considered representatives of Graland and are expected to behave appropriately.

WEAPONS

The possession and/or use of any weapon by students at school is detrimental to the welfare and safety of those students and others in the school community. Possession of any dangerous weapon in school buildings, on school grounds, at any school-sanctioned activity or event, or while being transported in a school-approved vehicle is strictly prohibited. Dangerous weapons include firearms, pellet, or BB guns; knives; or any device, instrument, or substance intended to inflict bodily injury. Any student who acts in violation of this policy will be placed on immediate suspension and will, in all likelihood, be asked to permanently leave the school.

TECHNOLOGY STANDARDS AND POLICIES

Graland has an Information Technology program to provide individual users with the understanding and necessary skills for using the Internet and other information technologies in ways appropriate to their individual educational needs. Students are taught appropriate use of these technologies in computer and library classes as well as in other classes that employ computers for projects.

Access and use of the school's information technologies are privileges and are dependent on the standards and policies outlined below. If these are violated, the system administrators or the Division Head may indefinitely suspend a student's rights to use of school information technologies. Depending on the nature of the violation, additional consequences may be imposed. The school reserves sole discretion to refuse or cancel service to any student.

Students whose accounts are denied, suspended, or revoked will be required to submit a written explanation and request for reinstatement of information technology privileges to the appropriate administrator before further access will be permitted. Those students have the right to request (in writing) from their Division Head, a statement justifying the action. The student may also submit a written appeal to the Division Head and/or request a meeting with the Division Head and other involved parties.

The following is a list of acceptable and appropriate information technology use standards for Graland students:

- Be responsible and safe regarding personal information. Do not provide your name, address, phone number, or other personal information to anyone on the Internet.
- Be polite at all times when using the school's information technologies. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Respect the privacy of others. Do not attempt to gain others' password or access code of anyone else. Do not delete or change others' data or applications.
- Abide by copyright laws -- do not pirate software. Do not download or use files from the Internet for which permission has not been granted (e.g. image files, MP3s, etc.)
- Do not use Graland technologies to access, transmit, or create sexually-oriented, abusive, violent, defamatory, racially offensive, or illegal materials.
- All services must be used for lawful purposes only. Transmission, storage, or presentation of any information, data, or material in violation of Federal, State or City law is prohibited. The subscriber agrees to indemnify and hold Graland Country Day School harmless from any claims resulting from the use of the service that damages the subscriber or any other party. The school will be the sole arbiter as to what constitutes a violation of this provision.
- Do not use Graland information technologies for individual or commercial financial gain.
- Do not commit any act that damages hardware or software. This includes overt vandalism as well as damage caused by disregarding lab or classroom rules. Any attempts to undermine or cause harm to a server or workstation will result in fines to fix the servers or individual workstation(s). Graland Country Day School will determine when our servers are being abused, and will determine the appropriate costs for repair, if required. The school also reserves the right to determine if other punishments are appropriate.
- Be aware that viruses and other harmful software may be stored on web pages or attached to email messages. Do not download files or open email attachments from unknown persons. Report these immediately to the system administrator.
- Use common sense. If something is unclear, ask your teacher, or a member of the Technology or Library Staff.

Note: Pornography and sex-related merchandising are prohibited on all Graland servers. This includes email that may infer sexual content or link to adult content elsewhere. Email that promotes any illegal activity or content that may be damaging to our servers or any other server on the Internet is also prohibited.. Links to such materials are also prohibited.

Students also should be aware of the following policies specific to the use of email and data files:

- Users should be aware that system backups may capture and retain email messages and data files even though users may subsequently delete them on their individual personal/public workstations. Users are responsible for all email and data residing in their account and should delete unneeded messages regularly.
- Graland will not release student email addresses to anyone outside the school.
- Users should become knowledgeable of email etiquette, using caution when sending messages, to ensure they go only to the intended recipient(s) and are not broadcast inappropriately.
- Graland reserves the right to limit the amount of storage used to store data files, email messages and the size of attachments to email messages.

- Due to the unique resource characteristics and traffic patterns associated with forwarded email, students should use restraint in forwarding email. We currently allow email from other servers. Please do not forward large or extraneous files. In addition, by providing other people with your email address, you agree that you take responsibility for the content of their email messages.
- Email messages transmitted on our servers are not guaranteed to be safe. No confidential information should be transmitted through our servers. You agree that you will not use other users' accounts, nor allow others to use yours. We are not responsible for any loss as a result of hackers reading email or data files and/or modifying them. Graland reserves the right, at all times, to review email and data files to make sure all policies are being followed.
- Student email accounts and network data are available only while students are enrolled at Graland. Accounts are disabled each summer but data are not lost.
- Graland's servers may not be the source, intermediary, or destination address involved in the transmission of spam, flames, or mail bombs. Your email address may not be referenced as the originator, intermediary, or reply-to address in any of the above. We consider spam any mass, unsolicited message in the newsgroups and email. If you are found to have initiated spam, we will immediately, without warning, disable your email account. We reserve the right to refuse or cancel service to any known spammers. Lastly, we reserve the right to determine what violates this policy. As such, any violation will result in immediate deactivation of services and review of the infraction by the school discipline system. Students are responsible for all email on their accounts and are strongly discouraged from sharing their passwords.
- Instant messaging is not allowed on campus. Instant messaging can easily lead to miscommunication due to the lack of face-to-face contact and the ability to hear tone and read body language. We urge parents to exercise caution if they allow use of instant messaging at home.

Graland makes no warranties of any kind, whether expressed or implied, for the service it is providing. Graland will not be responsible for any inconveniences you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its or others' negligence, or your errors or omissions.

STUDENT DISCIPLINE

Student discipline is a prerequisite for sound and productive student learning. In keeping with its Community Guidelines for Student Behavior, the Student Honor Code, and the Guiding Principles of Education, the school is committed to maintaining a learning environment for students that is safe – physically, mentally, and emotionally.

GROUNDS FOR DISCIPLINARY ACTION

Engaging in any of the the following behaviors (not an exclusive list) while in a school building, in or on school property, or while participating in school-sanctioned activities such as class trips, sports or social functions, will subject a student to

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appropriate disciplinary action, up to and including suspension, dismissal/termination of enrollment, and possibly, referral for prosecution.

- Breaking school rules or violating any school policy set forth in this Handbook or issued separately by the school administration or Board of Trustees
- Intentionally causing or attempting to cause damage to school or private property;
- Stealing or attempting to steal school or private property
- Intentionally causing or attempting to cause physical injury to another person
- Engaging in behavior on or off school property which is detrimental to the health, welfare, or safety of the student, other students or school personnel, including, without limitation, behavior that creates a threat of physical harm to the student or other students

- Committing a violation of the school's policy against hazing, bullying, discrimination, and harassment of students, faculty and staff
- Engaging in academic dishonesty that includes, but is not limited to, cheating on a test, plagiarism, presenting another person's work as one's own, or preparing written work for another student
- Engaging in disruptive or disorderly conduct or otherwise interfering with the school's ability to provide educational opportunities to other students
- Willfully disobeying or defying faculty, staff or others in supervisory roles
- Committing a violation of the school's rules on dangerous weapons in school
- Committing a violation of the school's policy on alcohol and drug use
- Committing a violation of the smoking and tobacco policy
- Committing an act which, if committed by an adult, would constitute robbery or assault, as defined by state law
- Intentionally disrupting the school program by causing a false fire alarm or bomb threat
- Throwing objects (except in the context of supervised school activities) that cause bodily injury or property damage
- Directing profanity, vulgar language, or obscene gestures toward other students, school personnel, or visitors to the school
- Engaging in threats of violence; in vulgar, discriminatory, hostile, or inflammatory words or figures of speech; in verbal abuse, such as name calling; making ethnic, sexually charged or racial slurs, or derogatory statements that cause (whether or not intended) offense, precipitate disruption of the school program, or incite violence;
- Lying or giving false information, either verbally or in writing, to a school employee;
- Committing any criminal act.

DISCIPLINARY PROCESS: GUIDELINES AND STANDARD OF PROOF

Due process in a school setting, particularly an independent school, is different than in a criminal context. Students are not afforded the full array of constitutional rights that criminal defendants receive, nor are they entitled to the due process rights of public school students. Because no student has a state-sponsored right to attend an independent school, termination of enrollment does not require formal due process protections.

Nevertheless, Graland students accused of wrongdoing are entitled to several rights under school policy. In the case of infractions the administration deems serious, students are entitled to receive written or email notice of their alleged misconduct. They are also entitled to present their version of the facts at a fair, formal hearing before a school administrator or his/her designee. Those present at the meeting may include the student, his/her parents and a school administrator or his/her designee.

Not all student misconduct will require formal due process-type protections. Violations of the Graland Guidelines or the policies and rules in this Handbook that are deemed minor, in the discretion of a faculty member or administrator, may be addressed informally. In such cases of minor infractions, a student may receive a stern lecture, an oral or written warning or admonition, or lose a privilege. Indeed, most occurrences of minor misbehavior that occur on a daily basis will be treated thusly.

The procedures detailed below apply to more serious infractions, to violations with aggravated circumstances, or to students with a disciplinary history.

These guidelines for progressive discipline do not preclude a school administrator or designee from eliminating any of the steps in the process if, in his/her judgment, the misconduct by the student warrants more severe and immediate action.

INVESTIGATION

When a student is alleged to have violated a school policy, the student's teacher and/or an administrator will conduct a thorough and fair investigation. This investigation may include interviewing witnesses to the alleged event, searching for, seizing and examining physical evidence, and interviewing the accused wrongdoer and his/her parents. The school fully expects students and their families to cooperate with any school official conducting an investigation. A student who fails to provide truthful information or refuses to cooperate in an investigation may be subject to disciplinary action.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the health, safety and welfare of all students and school personnel, there are times that searches may be deemed necessary. Division Heads or their designees may search a student's person and/or personal effects, including backpacks, purses or pocketbooks, whenever school personnel have reasonable cause to suspect that the search of a particular person, place, or thing would lead to the discovery of prohibited items or other evidence of prohibited activity (e.g., firearms, knives, drugs, alcohol, explosives, etc.).

Student desks and lockers are school property, and students should be advised that they have no privacy interest in these areas.

Anything found in the course of a search may be used as evidence against the student. The evidence may be seized and admitted as evidence in any disciplinary action, destroyed or turned over to law enforcement authorities.

A student's failure to permit searches and seizures will be considered grounds for further disciplinary action.

NOTICE AND RIGHT TO RESPOND

Upon an allegation of misconduct, either during the course of the investigation of the matter or after it is completed, the appropriate Division Head or her/his designee will contact the student's parent, guardian, or legal custodian by telephone, in person, electronic notification (email), or in writing to discuss the nature of the incident. In addition, in cases of serious misconduct, the accused student and his/her parents or legal guardian will receive written notice of the alleged violation of school policy and of the discipline to be imposed. The student, parent, or legal guardian is entitled to submit a written response to the notice. This response will be attached to the notice of incident in the student's discipline or cumulative file. The student may also receive copies of other written documentation concerning the offending behavior unless privacy or confidentiality concerns outweigh the need for disclosure.

The disciplinary measures that the school considers are left to the sound discretion of the administration. Appropriate disciplinary action will depend on the nature of the violation, the seriousness of the offense, the extent of injury or harm (if any) to another student or Graland employee or to private or school property, the past disciplinary record of the student involved, the context of the violation, whether this was a first-time or repeated offense, and other relevant factors.

If a school administrator becomes involved in a disciplinary matter, he or she will fill out a Student Conduct Report form. These forms are used to electronically track student behavioral problems over time.

The standard of proof in determining whether student conduct constitutes a violation of the Graland Guidelines or any other school rule or regulation is a preponderance of evidence.

DISCIPLINARY ACTION

The most typical disciplinary actions are imposition of a management plan, suspension, or dismissal/termination of enrollment.

MANAGEMENT PLAN*

In some instances, the Division Head or her/his designee may develop an individual management plan and require the student's compliance with it. In developing such a plan, the Division Head will arrange for a meeting with the student, the student's parent(s) or guardian, and appropriate members of the school faculty and staff. The purpose of the meeting will be to address the reasons for the student's behavior and to establish goals, objectives, expectations, and a timeline for modifications of such behavior. After this meeting, the school will develop a written plan that establishes behavioral goals, objectives, and consequences for violation of the plan. The parent, guardian, or legal custodian will be provided a copy of the remedial management plan, and it will be placed in the student's cumulative file.

**Management Plans may also be referred to as Behavior Plans, Behavior Management Plans, Discipline Plans or Support Plans.*

GROUNDS FOR SUSPENSION AND TERMINATION OF ENROLLMENT

In other cases, more severe punishment may be warranted in addition to or in lieu of a behavior management plan. The school may suspend or terminate the enrollment of a student who has been found, after a full and fair investigation, to have committed any of the following:

- Continued willful disobedience or open and persistent defiance of proper authority including, but not limited to, repeated violations of school policy, and repeated instances of misconduct, no single occurrence of which might otherwise constitute a ground for suspension or recommendation for dismissal
- Repeated interference with the school's ability to provide educational opportunities to other students
- Repeated disruptive conduct resulting in the student being declared a habitually disruptive student, as defined by school policy.
- Willful destruction of or defacing of school property
- Behavior, on or off school property, that is detrimental to the welfare, health, or safety of that student, other students, or of school personnel
- Incidents of assault upon, disorderly conduct toward, harassment of, making of a knowingly false allegation of child abuse against, or any criminal act directed toward a teacher or school employee, or instances of causing damage to the personal property of a member of the school faculty or staff
- Harassment or discriminatory behavior that denies civil rights or access for equal educational opportunities, including intentionally humiliating or degrading another student or Graland employee
- Sexual misconduct including, but not limited to, public displays of affection or other inappropriate sexual conduct
- Misuse of school computers and technology, including but not limited to copyright violations, attempts to harm or destroy data, improper use of the internet or electronic mail, vandalism, solicitation, uploading, downloading or creation of computer viruses, and tampering with operating systems or data
- Threats of serious bodily injury or death to one or more Graland employees or students.
- Threats to damage or destroy school property or the property of one or more school employees or students, and/or threats to disrupt school operations.

SUSPENSION PROCEDURES

If suspension is warranted, the school shall immediately notify the student's parent or guardian. The school will explain: 1) that the student has been suspended, 2) the grounds for the suspension, and 3) the period of the suspension. A school administrator will also coordinate a time for the student's parent or guardian to meet with the school regarding the suspension prior to the student's return. A parent or guardian's unavailability to meet during the period of suspension will not extend the suspension period. In most cases, the suspension is effective immediately or as soon as the student's parent or guardian takes physical custody of the child.

In those instances when a student is suspended for three-days or more, the student or his/her parent(s) or guardian may seek a meeting with the Head of School prior to the student's removal or return, if practicable.

DISMISSAL/TERMINATION OF ENROLLMENT PROCEDURES

In those cases where a student's conduct has been egregious or when the school has exhausted all other disciplinary options, the school may terminate the student's enrollment. Before dismissing the student, the school will consider the following criteria:

- Is the child benefiting from a Graland education?
- Is the child disrupting the learning environment?
- Is the child posing a safety threat?
- Are the parents working with the school to resolve issues?
- Are the parents doing their part to follow the management plan?

Before terminating enrollment, the student and his/her parent(s) or guardian will receive written notice of the student's misconduct and of the action the school intends to take. The student and his/her guardian may also request an opportunity to be heard before the Head of School.

CORPORAL PUNISHMENT & PHYSICAL RESTRAINT

“Corporal punishment” is defined as action taken by school employees to spank or otherwise physically handle a student in any way to purposely inflict punishment. Corporal punishment is prohibited at Graland.

“Physical restraint” is defined as reasonable and appropriate physical intervention or force as necessary for the following purposes:

- To restrain a student from an act of wrong-doing
- To quell a disturbance threatening physical injury to others
- To obtain possession of weapons or other dangerous objects upon a student or within the control of a student
- To provide self-defense
- To protect persons or property
- To preserve order.

Any such acts of physical restraint are not in conflict with the legal definition of child abuse and do not constitute corporal punishment within the meaning and intention of this policy.

VICTIMS' RIGHTS

Any student or school employee who is a victim of another's misconduct is entitled to be treated respectfully and considerately. A victim's right to privacy and confidentiality will be protected by the school to the extent required by state and federal law and to the extent possible under the circumstances.

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