



**Handbook for Students and Families
2009-2010 School Year**

2009—2010

Welcome to the Clark School!

You are part of a community that is dedicated to growth and lifelong learning. We strive to enlighten and strengthen each individual—parent and student. We hope that every child leaves our family with self-confidence and a sense of joy for learning.

Good communication between home and school creates the backbone for this rewarding learning experience. The Clark School's goal is to provide students with the tools for healthy social development, good study habits, time management, and ultimately a valuable education. Parents and guardians are also critical additions to that formula for academic wellness, particularly by helping students come to school prepared for daily assignments, projects and exams.

Please take the time to read this handbook, which is designed to illustrate the school's guidelines and policies.

We look forward to enriching your lives and having our lives enriched by your inclusion in this truly unique experience.

Sincerely,

Jeff

Jeff Clark
Head of School

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Daily Schedule

8 am	Arrival/Homeroom
8:30	First period
9:30	Second period
10:30	Snack
10:45	Third period
11:45	Morning meeting/All-school planning
Noon	Lunch/Recess
1:00	Afternoon classes
2:45	Cleanup, Group 1 and Group 2 dismissal
3:15	Dismissal of remaining groups

Curriculum

Mathematics
Science
Language Arts
Literature
Writing Workshop
History
Geography
Social Studies

Swimming
Foreign Language
Electives
Art
Drama
Chorus and Music
Community Service
Shakespeare
Physical Education
Skiing

NEWS AND INFORMATION

We send home a monthly email newsletter and calendar of upcoming events. Please read these carefully for trip and scheduling information. Also, check to see if your child has additional notices. Please refer to the announcement board that hangs outside school near the drop-off/pick-up area. Check your e-mail and refer to your child's assignment book for additional updates.

Arrival time is 8:00 am for all students. Unless other arrangements have been made, students should not arrive before 7:45 or after 8:15. Students in Group 1 and 2 only are dismissed at 2:45 unless in a car pool with older students. We expect all other students to be picked up at school between 3:15 and 3:30, after cleanup. No student will be left on school grounds unsupervised at the end of the day.

On **Thursdays**, the Lower School is dismissed at 2:00pm and High School is dismissed at 3:15. There is no Afterschool. Students attending the YMCA program at the Sterling Center in Beverly will be transported there by Clark School. **There is no return trip.** Students should be picked up at the Sterling Center on Essex Street, between 3:30 and 3:45. Students are not permitted to leave the YMCA until their ride has arrived.

(cont.)

AFTERSCHOOL PROGRAM

Clark School offers three after school options:

Late Pick-up : Mon., Tues., Wed. & Fri. 3:30-5:00pm

This is the same as last year's Afterschool. There is no academic component. Student may choose to use this time to do homework.

Academic Afterschool: Mon., Tues., Wed. & Fri. 3:30-5:00pm

Limit, five students per instructor. This is an academic program with the goal of homework completion and academic support.

Edge Tutoring: This is an individual tutoring service provided by Denise Moutafis, Pam Leete and Jodi Cirone. Contact information is available in the school office.

ILLNESS AND ABSENCE

Students should be well rested and in good health. If a student is ill, please keep him/her home and notify the school office as soon as possible by telephone or email: clarkschool@clarkschool.com If a student becomes ill during the day, the school will call the parent (s) or guardian. No medications—including Tylenol or cough drops—will be administered without written parental/guardian permission. Please keep the school aware of any changes in health or family circumstances.

A record of your child's health and immunizations must be completed, signed by your child's physician, and returned to school before your child attends.

"NO SCHOOL" ANNOUNCEMENTS

Listen to local broadcasts on WBZ (1030 AM) and channels 4, 5, or 7 in the event of inclement weather. Our information will be listed under Clark School, Danvers. We sometimes choose to close if driving in the area would be dangerous for parents coming from different communities.

We have also implemented **Phonevite**, an automated telephone notification system. In the event of school closings or delays, you will receive an automated phone call with any pertinent information. You must make your own decisions about safety according to the driving conditions in your town.

DROP-OFF & PICK-UP PATTERN

Cars should drive around the driveway loop and let students off on the side closest to the building. If you choose to walk your child into class in the morning, please **do not park in the circle**. You may park in the lower lot and then escort your child to his/her classroom. Please drive **courteously and slowly** (10 mph) at all times and watch carefully for children in the driveway. When exiting, please bear right into the lower lot to make way for entering vehicles.

H.S. Student Parking: High School students may drive to school. They must park in the parking lot on the farm side of the driveway (right side). Students may not leave campus for lunch.

TRANSPORTATION

Most students arrive by carpools or with their own parents. The town of Danvers transports Danvers residents to and from the school. Requests for this service may be made through the Danvers School Superintendent's Office. 978-774-4800 x2219

SCHOOL RECORDS

Information in your child's Clark School record is confidential and may not be released without written consent from a parent or guardian. A written request must be made for the Clark School to transfer records to another school or person.

LUNCHES AND SNACKS

Lunches must be in lunch boxes or permanent containers. Brown bags or plastic bags are not allowed. Liquids must be in resealable containers. Caffeinated beverages are **not** permitted. Lunches that do not conform to these specifications may be held until after school. Students can use a microwave oven to heat their lunches. Ice packs should be used to keep lunches cool.

We discourage children from trading lunches and snacks at school. Only those students who have forgotten lunch can purchase a small lunch in the school office for \$2.

Gum is not permitted at school, on the grounds, in the school vehicles, on field trips, or at any time during school-sponsored events.

APPROPRIATE USE OF TECHNOLOGY

The Clark School makes every effort to incorporate relevant technology in students' lives. The following guidelines help ensure that the use of technology is educational, safe, responsible, respectable and positive.

Cell phones

Cell phones are not permitted in school for Groups 1-5. H.S. students may bring their cell phones and must abide by the guidelines determined by the H.S. teachers. Students who need to contact a parent or guardian during the day may call from the office. All students can be reached during school via the main office. If a parent determines that his or her child must have a phone for a particular reason, the phone must be kept in the office until the end of the school day. **Texting is prohibited.** Group 1-5 students who bring a cell phone to school may be subject to disciplinary action.

Laptop use

Students in Group 5 and High School are required to use a laptop at school. A leasing program is available. Contact the office for more information. Students in Groups 3 and 4 are invited to bring a laptop to school. The staff member in charge of technology must approve the laptop. Students are responsible for fulfilling any technical or software-related requirements as established by the school. Students are required to keep computers in good working order. Failure to use the laptop as a school tool only may result in the loss of laptop privileges. Failure of Group 5 and High School students to bring a computer to school may result in disciplinary action. Laptops should be brought to class in good working order and ready to be used. Replacement or temporary power cords will not be provided. It is recommended that students have a second, clearly labeled power cord at school.

Printing

Students may use a designed network computer to print occasional, supplementary items. Regular and routine printing must be done at home.

APPROPRIATE USE OF TECHNOLOGY (Cont'd)

Off-campus computer use

We ask all parents to review fair use and license agreements on the types of online services that have been implicated in cases of cyber bullying. Almost all of these programs and Web sites used for social networking, instant messaging and blogging (MySpace, Friendster, Twitter, Face Book, Skype, in-game chat areas, etc.) have terms of agreement that require users to be at least 18 years of age. Adults who purchase these Internet connections, cell phones, software and hardware are therefore liable for any misuse of these services. We ask that you discuss these issues with your child. We also ask that your child's computer and cell phone use at home be public and well monitored.

Additional technology

Copies of computer games brought from home must be approved. DVD movies, music CDs, Walkmans, portable electronics and Game Boys are not welcome. (High Schools students may bring portable music players to school.)

ACADEMIC PERFORMANCE

Lunch Study: In most cases, students are allowed to complete homework assignments during lunch study if they make arrangements with their teacher prior to the class for which the homework was due. Upon completion of the assignment, the students may join recess.

Lunch Bunch: Teachers have the option of assigning lunch bunch to a student for failure to complete assignments, consistent tardiness, or behavioral issues. Lunch bunch lasts for 20 to 40 minutes depending on the student's group. All lunch bunches are supervised by a staff member. Students are required to arrive at lunch bunch on time, complete any unfinished assignments, and then move on to assignments due. It is up to the teacher assigning lunch bunch or the staff member proctoring lunch bunch to determine what the student should be working on. Parents will be alerted to lunch bunches via email. Excessive lunch bunches may result in loss of merits.

(Cont.)

ACADEMIC PERFORMANCE (Cont.)

Clark School Merit System

The Merit System is designed to encourage and honor our students for exemplifying their greatest potential; it is not a punitive system but a recognition system.

Any teachers, administrators, or support personnel that come in contact with students may assign merits. A merit is given to any student who exhibits good behavior and who consistently meets expected standards. Students may also lose merits. For example, students may have merits deducted for violation of Clark School policies, failure to meet academic standards, or unacceptable behavior.

Students who accumulate enough merits will be eligible for two Merit Events each quarter. Those students with enough merits will participate in an intermediate activity (i.e. a trip to Roller Palace). At the end of each quarter qualifying students will participate in a larger event (i.e. a trip to Co-Co Key Water Resort). This merit system is a work in progress. Look for updates during the school year.

PARENT/GUARDIAN ACADEMIC RESPONSIBILITIES

Homework: Assignments can be found on the Homework page of the website by clicking on each teacher's blog. Students are required to maintain their student assignment books which are required in school on a daily basis. If a child is without his or her assignment book he or she will write any new assignments on a "yellow sheet." Information on the "yellow sheet" must be copied into the student assignment book. Parents will be informed via e-mail that a "yellow sheet" has been sent home. **It is the parents' responsibility to monitor and sign off on homework.** Teachers are responsible during school hours to ensure that students properly record their assignments in the student assignment books. Teachers are always available to discuss a problem in a particular area. Parents and teachers may need to meet to develop strategies to improve homework. When children fall behind or do not have the materials they need, their self-esteem and their work suffer.

E-mail: It is a parent's and/or guardian's responsibility to maintain a working e-mail account that is in good standing and that is checked regularly. The e-mail address must be on record with the school office. The school will notify parents/guardians if e-mails are undeliverable or bounce back.

EVALUATIONS AND CONFERENCES

All parents and guardians receive students' grades after every quarter plus **written evaluations/comments** from all teachers **during conferences** at the end of the semesters, in February and June.

Conferences are arranged for new students as needed, for all students in February, and again in June. Conferences may also be scheduled at any other time.

New students will receive monthly progress sheets from all of their teachers for the first three months they attend the school.

STUDENT BEHAVIOR

A student's behavior in class or on school grounds must be becoming of a Clark School student and must be acceptable to the teacher in charge. The consequences for inappropriate student behavior include work assignments, lunch bunch, detention, suspension and expulsion. (For more information, see Academic Performance) Disruptive behavior, pranks, or cruel teasing are not acceptable. The school may send a student home if behavior is inappropriate. A parent or guardian may be asked to come to school to observe a student's behavior and to help correct it. If a child cannot behave properly on a field trip, future field trips for that child may be canceled. Whether a student is asked to return to school the following year depends to a large degree on the student's behavior and on the willingness of parents and guardians to work with the school to solve problems.

The following behavior will not be tolerated:

1. Smoking, alcohol, or drug use on or off campus
2. Possession of any weapon or unsafe object
3. Disruptive activity or rudeness that impedes the learning and social processes of the school
4. Any activity that threatens the safety of another person or a part of the building or school property
5. Use of inappropriate language, swearing, insults, or derogatory remarks
6. Public displays of affection
7. Possession of adult or age-inappropriate materials
8. Cyber bullying or misuse of technology at home or in school

All rules are supplemental to the broad discretionary authority of the Clark School staff and administrators.

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STUDENT BEHAVIOR (Cont.)

Respect for Others: We expect Clark School students to be sensitive to the feelings of others; we will not tolerate behavior that makes fun of anyone's personal issues. Older children need to be aware of the needs of younger children and to offer help if needed. We pride ourselves on being a caring and integrated community.

Respect for Property: We expect students to treat the school building, furniture, grounds, and vehicles with respect. Students are also expected to help willingly with the afternoon cleanup, and are not dismissed until they have done their share. Students must treat the possessions of others with respect. They are also expected to keep their belongings in their lockers, cubbies, or other assigned areas.

Outside Boundaries: Students must stay on the school property unless accompanied by a teacher or have a staff member's permission to leave. The yard next door, the pond, the farm and the the road are considered off limits. Students must move off the driveway when a car is approaching.

DRESS CODE

Students should arrive at school in clothing that is becoming to a Clark School student and that conforms to the guidelines set forth below. All clothing should fit properly and be neat, without rips or holes. Failure to adhere to the dress code may result in a child being sent home or loss of merits.

Dress requirements take into account (1) health & safety, (2) student comfort, (3) respectability, and (4) academic environment. Should compliance issues arise, the Head of School has ultimate decision-making authority.

Shirts: Students must wear collared shirts to school. Turtle-necks are allowed. Appropriate T-shirts are permitted on gym days only. Blouses and shirts must cover the midriff and be buttoned modestly. No transparent fabrics or revealing necklines are permitted. Students may not wear clothing with offensive or inappropriate graphics.

If a child does not wear a collared shirt to school, the parent will be called to bring an appropriate shirt. If the parent cannot be reached or is unable to come to school, the school store will provide an collared shirt for the child to wear and own . The parent will be billed.

DRESS CODE (Cont.)

Pants: Pants should be hemmed and properly fitted at the waist so as not to drag on the ground. Clean, un-torn denim is permitted. Pants with writing across the rear-end are not allowed. Sweatpants may be worn only on gym days and on ski days (for students who go skiing).

Skirts/Shorts/Dresses: Skirts, shorts, and dresses should fit comfortably . The acceptable length may be determined by placing your hand above your knee with the pinky finger just above the kneecap. The hem of the clothing should not be above your index finger and should not ride up when seated.

Footwear: Open-toed shoes may not be worn to school. Shoes with laces must be tied. All footwear should fit securely. Heels and soles must be appropriate for walking without injury. Socks should be worn with sneakers. "Heelies" are not allowed on campus.

On gym days, students must wear proper athletic sneakers. Dress shoes, hiking boots, Crocs and UGGS are not permitted.

Outerwear: Boots may be worn in school, but caps, overcoats, outerwear, and hats may not.

Hair: Hair should be neatly trimmed, combed, and tastefully styled. Students are not permitted to have facial hair.

Jewelry: Students may have pierced ears. Other exposed piercings are not permitted.

Special Occasions: Students are expected to dress appropriately for field trips, performances, or professional visitors. We do not allow sweatpants, sweatshirts, T-shirts, and denim clothing for special occasions. Jackets and ties are generally not required, though they may be requested for graduation.

Winter Clothing: Students are encouraged to have an extra bag of winter clothing at the school. Consider packing snow pants, extra gloves, hats, and socks. Students will not be allowed outside to play in the snow without proper attire.

PLEASE LABEL ALL CLOTHING TO EXPEDITE THE RETURN OF LOST ITEMS

TUITION AND FEES

Payment options are available, including payment by credit card for tuition only, **Salem Five 10-month tuition loans and Your Tuition Solution (www.yourtutionsolution.com) 18 – 84 month tuition loans**. Bills are sent out after the 15th of each month, and payments are due by the 1st of the following month. A late charge will be assessed when payments are late. There are extra charges for materials, swimming, skiing, elective local field trips and our 3-5 day, out-of-state spring trips.

No student will be permitted to return to the school following any vacation period unless all outstanding or overdue tuition and other charges have been paid. No student will be allowed to take examinations, nor will grades and transcripts be released, unless the student's account has been paid in full.

A \$25 fee will be assessed on all returned checks.

No portion of the annual tuition and fees will be refunded or canceled if the student voluntarily leaves Clark School during the academic year or if the School dismisses the student for reasonable cause, unless the separation occurs during the three-month probationary period for first-time students.

Probationary Period: During the three months after the first day a child enters school, either the child's parents or the school may terminate the child's relationship with the school for any reason. If termination occurs, tuition and fees will be refunded on a pro-rated basis. Notification of termination must be made in writing. The probationary period applies only to first-time students.

NONDISCRIMINATION POLICY

The Clark School does not discriminate on the basis of race, color, creed, religion, cultural heritage, political beliefs, disability, national origin, or sexual orientation.

CHAPERONE POLICY

Chaperoning is not always an easy job, but it is rewarding. You learn about your own and other children and get to see how your child relates with others. Chaperoning is a wonderful way for a whole family to participate in a new learning experience and accept new responsibilities. Siblings are generally welcome but should participate in all age-appropriate activities. School trips, however, should not be thought of as family vacations. Chaperoning is tough and challenging, exciting and exhilarating. We welcome you, if you are up to the challenge.

The following policy regarding the role of chaperones applies to all school trips: day trips, the weeklong Hulbert Outdoor Center trip to Vermont in October and the spring trips.

Chaperones are expected to:

1. Act in a responsible capacity.
2. Step in when something is amiss.
3. Help handle situations and communicate information to the teachers in charge.
4. Be responsible for several children in addition to their own.
5. Stay with the group and follow the itinerary .
6. Help supervise their groups during the days and be responsible for the students in their rooms at night.
7. Help with living situations, emotional needs, handling money and in general acting in the role of substitute parent. This especially applies to overnight trips. At a minimum, Group 1 and Group 2 students must have one of their own parents or guardians along for overnight trips. We reserve the right to ask that any student have a parent or guardian present.

Per state law, all chaperones must have a Criminal Offender Record Information (CORI) form on file. Call the school office if you have not filled out a CORI form within the last three years.

PAC

PAC Mission Statement

The Parent Advisory Committee (PAC) is a group of parents dedicated to supporting the Clark school community (parents, students, teachers, administration). PAC will work to facilitate communication between parents and the teachers and administration. PAC will strive to be a valuable resource for Clark school families by welcoming new families, answering their on-going questions, developing and implementing activities that help build community, and by providing information regarding resources that families may find helpful. PAC will support the efforts of the teachers and administration in their mission to nurture and educate the children of Clark. PAC will work to enrich the social and educational lives of all Clark students. Fundraising events will be organized to support PAC's efforts.

The members of PAC are always looking for your thoughts on how we can best meet the needs of the Clark school community. As always, feel free to contact us with any questions or ideas that you may have. We can be reached at pac@clarkshool.com.

Revisions to 2009-2010 Handbook

The Clark School Handbook is revised yearly and should be reread each year to ensure that you and your child(ren) are familiar with all school policies. In addition, the following sections were extensively re-written for the 2009-2010 school year:

News & Information

Afterschool

No School Announcements

Drop-Off & Pick-Up Pattern

Academic Performance

Dress Code

Tuition & Fees

Chaperone Policy

PAC Information

487 Locust Street • Danvers, MA 01923
Phone: 978-777-4699 • Fax: 978-777-7116

E-mail: clarkschool@clarkschool.com
Web site: www.clarkschool.com