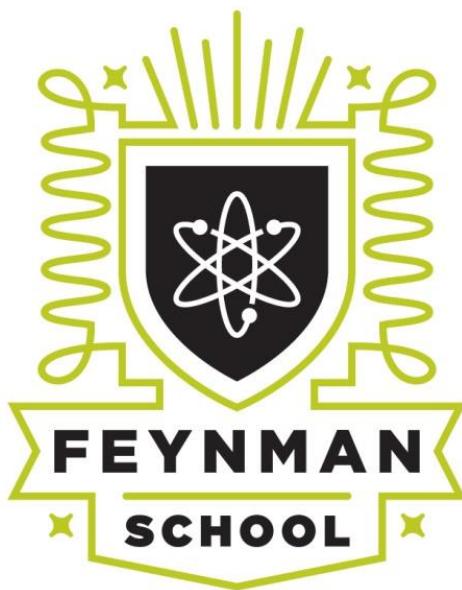


2019-
2020

Parent and Student Handbook



Feynman School
11810 Falls Road
Potomac, MD 20854
301-770-4370

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ABOUT FEYNMAN SCHOOL

OVERVIEW

Feynman School enrolls young gifted learners from the Washington, DC metropolitan area. Named for Dr. Richard Feynman, Feynman School offers a unique learning environment for inquisitive children who amaze and delight us every day with their talent, energy and sense of humor. At Feynman, kids think, question, explore and create in a fun, dynamic setting. Feynman School allows children to discover the wonder of hands-on science and promotes rich understanding, not rote learning.

MISSION STATEMENT

The mission of Feynman School is to assist in meeting the educational needs of high-ability learners by celebrating children's natural curiosity to explore the world around them. Feynman School believes that each child deserves the opportunity to maximize his or her unique learning potential, emotional intelligences, and contributions to society. Therefore, Feynman School seeks to provide educational opportunities, resources, and support to high-ability learners and their advocates.

ACADEMICS

Educational Philosophy

Feynman School employs developmentally-appropriate best practices to:

- Celebrate each student's intellectual curiosity and individualism;
- Promote enterprising as well as critical thinking; and
- Foster character development, sense of justice and sense of civic responsibility.

Feynman School's influences include: Richard Feynman, Carol Dweck, Howard Gardner, Daniel Goleman, Alison Mackey, Ann Robinson, Robert Sternberg, and Joyce Van Tassel-Baska. The school is not bound by any particular philosophy or method of instruction, but instead draws upon best practices from a variety of pedagogical sources that have proven most effective with gifted children.

Curriculum

Feynman School blends acceleration, higher-order thinking, critical reasoning, and interdisciplinary connections to enhance creativity and elevate deep understanding of the real world. Our students play an active role in defining the content of our curriculum through their curiosity-driven questions. Curriculum development at Feynman School is an ongoing and dynamic process, informed by the best practices in gifted education.

Curricula information is available at www.feynmanschool.org/Our-Program. Questions regarding the curriculum can be addressed to the Head of School. Detailed information regarding the curriculum for your child's grade will be provided on Back to School Night.

DEMOGRAPHICS

Students

Feynman School serves children ages three to fourteen. Students generally demonstrate linguistic and/or logical-mathematical ability two or more standard deviations above average, or achievement two or more grade levels ahead of their peer age group. The school is coed, nonsectarian, and seeks to identify, admit and enroll high-potential learners regardless of their ethnicity, race or socioeconomic background.

Staffing

We have teams of two highly-skilled teachers for each class of up to fourteen students in Preschool and Pre-Kindergarten, sixteen students in Kindergarten, and eighteen students in First through Eighth Grade. All lead teachers are working towards or hold a master's degrees and have significant experience teaching advanced young learners.

Non-Discrimination Policy

Feynman School seeks to enroll young gifted students who will grow in a learning environment where each student can celebrate his/her own intellectual curiosity and sense of self; be inquisitive and think creatively; and foster care and concern for others. Feynman School is committed to diversity in that the School does not discriminate in its administration of educational policies, admission policies, financial aid policies, personnel policies and other school administered programs on the basis of race, color, gender, age, sexual orientation, religion, national or ethnic origin, physical ability, or any other category to the extent protected by applicable laws.

ADMISSIONS

The admissions process at Feynman School focuses on matching the ability and maturity of each prospective student with the learning environment.

Applicants are considered according to formal and informal measures used to assess multiple criteria. These measures include: testing for high intellectual ability in students entering Pre-Kindergarten and up; the application and parent questionnaire; academic records and teacher evaluations; and written feedback provided by a Feynman School teacher following a student observation interview in a Feynman classroom. An admissions committee considers each candidate based on all these measures.

WHO WAS RICHARD FEYNMAN, OUR SCHOOL'S NAMESAKE?

Richard P. Feynman was a citizen-scientist and legendary teacher of physics.

Born in Brooklyn in 1918, Feynman earned his Ph. D. from Princeton in 1942. Despite his youth, he played an integral role in the Manhattan Project at Los Alamos during World War II. Dr. Feynman subsequently taught at Cornell and, for thirty-eight years, at the California Institute of Technology. In 1965 he shared the Nobel Prize in Physics for his work in quantum electrodynamics. Of his many awards and accolades, he was especially proud of his Oersted Medal for Teaching, which he won in 1972. A prodigiously innovative and effective teacher, Feynman created new and simpler computational techniques and notations for physics—most famously, the Feynman diagrams, which changed the way in which basic physical processes are conceptualized.

Dr. Feynman's work on the Space Shuttle Challenger commission is well known within the scientific community and to the public at large. In particular, he is remembered for demonstrating the susceptibility of the shuttle's O-rings to cold, by means of an experiment requiring only a glass of ice water. Less known are Feynman's 1960s efforts on the California State Curriculum Committee where he campaigned against the mediocrity of math and science textbooks then in use.

Richard Feynman died on February 15, 1988. Feynman School is both grateful and humbled that his surviving children, Michelle Feynman and Carl Feynman, have offered the school well wishes in establishing its program. Brilliant, unpretentious, eccentric, multifaceted, and dedicated to the pursuit of truth, Richard Feynman was, according to Freeman Dyson, “the most original mind of his generation.” We could not have chosen a more exemplary model.

TUITION AND FEES

TUITION AND FEES FOR 2019-20 SCHOOL YEAR

Academic Day Tuition

| Grade | Time | Tuition | Additional Fees |
|------------------------------|-------------|----------|-------------------------------|
| Preschool Half Day | 8:45 –12:15 | \$14,330 | |
| Preschool Full Day | 8:45 – 2:30 | \$18,936 | |
| Pre-Kindergarten | 8:45 – 2:30 | \$23,273 | |
| Kindergarten | 8:45 – 3:30 | \$26,746 | |
| 1st Grade–2nd Grade | 8:45 – 3:30 | \$28,490 | |
| 3rd Grade – 4th Grade | 8:45 – 3:30 | \$29,965 | Tech/Materials Fee: \$500 |
| 5th Grade – 8th Grade | 8:30 – 3:30 | \$29,965 | Tech/Materials Fee: \$1000 |

Preschool and Pre-K Before and After Care Rates

| | Before Care 7:30-8:25 AM | After Care | | |
|------------------------|---|---------------------|-----------|---------------------|
| | | 2:30-4:30 PM | OR | 2:30-6:00 PM |
| One day/week | \$173/year | \$370/year | | \$631/year |
| Two days/week | \$346/year | \$740/year | | \$1262/year |
| Three days/week | \$519/year | \$1110/year | | \$1893/year |
| Four days/week | \$692/year | \$1480/year | | \$2524/year |
| Five days/week | \$865/year | \$1850/year | | \$3155/year |

Kindergarten - 8th Grade Before and After Care Rates

| | Before Care 7:30-8:25 AM | After Care | | |
|------------------------|---|---------------------|-----------|---------------------|
| | | 2:30-4:30 PM | OR | 2:30-6:00 PM |
| One day/week | \$173/year | \$370/year | | \$631/year |
| Two days/week | \$346/year | \$740/year | | \$1262/year |
| Three days/week | \$519/year | \$1110/year | | \$1893/year |
| Four days/week | \$692/year | \$1480/year | | \$2524/year |
| Five days/week | \$865/year | \$1850/year | | \$3155/year |

Drop In Before and After Care Rates

Drop In AM Extended Care

7:30 – 8:25: \$15/student per day

Drop In PM Extended Care for Preschool/Pre-K

2:30 – 3:30: \$15/student per day

2:30 – 4:30: \$30/student per day

2:30 – 6:00: \$45/student per day

Drop In PM Extended Care for K – 8

3:30 – 4:30: \$15/student per day

3:30 – 6:00: \$45/student per day

Payment Plans

The enrollment deposit is due at the time of admission or the re-enrollment due date. The remaining balance can be paid in one of the following options:

- The full amount can be paid to the school by June 1st. A 4% discount will be applied to the tuition amount.
- The balance may be divided into two equal payments of fifty percent (50%) payable by June 1st and December 1st, respectively (2% discount to the tuition applies); or
- A monthly payment plan beginning in July.

Students whose families have entered into a documented payment plan agreement who are keeping up with terms will remain in good standing.

Tuition Obligation

The School policy is not to admit children for the next school year if fees have not been fully paid by the above due dates. Enrollment contracts and financial aid awards for the upcoming year will not be issued if current school year tuition and fees are in arrears.

Reports and transcripts for students will not be sent unless all financial obligations are current.

As stated in the Enrollment Contract, in the event of exceptional, unforeseen circumstances (i.e. injury, illness, mental health, out-of-town military deployment), the Head of School will determine if the Parent has met the criteria for said exceptional, unforeseen circumstances and the Head at his/her discretion will authorize a pro-rated tuition refund in writing.

If the Head of School determines that the School can no longer adequately accommodate or provide for a student's special needs or disability, the Head of School can therefore decide to

terminate the student's attendance before the school year is over. This determination will include a review of documentation from the classroom teachers and administrators including but not limited to classroom work samples, observation notes as well as conference notes from conferences held with classroom teachers, administrators and Parent. The Head of School at his/her discretion will authorize a pro-rated tuition refund in writing.

Financial Aid

Assistance awards are determined by the school's Committee on Financial Aid. Awards are based on standardized calculations set by the School and Student Service for Financial Aid (SSS). Families requesting financial aid should begin the process by completing a Parent Financial Statement (PFS). Fee waivers for completing and submitting the PFS are available on a first-come, first-served basis; please call (301) 770-4370 to inquire.

Other Fees - Field Trips

Teachers plan field trips throughout the school year reflecting units of study within the class. The cost of field trips is not covered by tuition but we make every effort to keep the cost of field trips low. In general, students travel via parent carpools. Trips of longer duration may require the use of chartered buses. Parents receive prior notification of all field trips.

Enrichment Classes

Feynman School offers optional Enrichment Classes after the school day for an additional fee.

MAKING PAYMENTS

Payments may be turned in to the teachers on duty during Morning Drop-Off or dropped in the Main Office In-box in Room 209. We highly recommend that parents/guardians maintain responsibility for payment drop-off rather than sending payments in via the students.

All payments should be placed in an envelope labeled with the child's name, grade and purpose. If payments are made in cash, please write the total on the envelope or enclose a note with the total. **We cannot accept unlabeled payments.**

Classroom teachers are not responsible for receiving payments.

Tuition, Before Care, After Care

Tuition payments may be made online or by check.

Online payments are available through the school website. **Tuition Balance payments made via American Express, Discover, MasterCard or Visa are subject to a 2% processing fee. Please be sure to add in this processing fee when using the online payment option.**

Field Trips

Field trip payments may be made in cash or by check.

Enrichment Classes

Registration and payment for Enrichment Classes is available through the Feynman School Eventbrite website: <http://feynmanschool.eventbrite.com>.

SCHOOL POLICIES AND PROCEDURES

ANIMALS

Feynman School does not permit animals with fur in our classrooms. The building will from time to time host animals with fur in areas of the building not occupied by Feynman School. Occasionally, animals may come to the school for special occasions or in-school trips. Parents will be notified if animals will be in our classrooms. Parents wishing to bring an animal to the school must receive prior approval from the Administration.

ARRIVAL AND DEPARTURE

MORNING DROP-OFF

Lower School

Lower School drop-off takes place from 8:25 a.m. – 8:45 a.m.

Drop-off Procedure:

1. Drive to the Lower School drop-off line in front of the building and put your car in park.
2. Wait for a faculty member to remove your child from the car.
3. Sign the Attendance Sheet.
4. Slowly drive out of the school.

If you arrive later than 8:45 a.m., you must park your car in the Feynman School parking lot, walk your child into the office, and sign them in. Attendance sheets will be in the Main Office in Room 209. Once your child is signed in, ***office staff will escort your child to class to cut down on class disruption.***

Middle School

Middle School drop-off takes place from 8:10 a.m. - 8:30 a.m.

Elementary School students who have siblings in Middle School may come to Before Care for free during Middle School drop-off. Parents will need to park, walk in their Elementary School child, and sign them in at Before Care.

Drop-off Procedure:

1. Drive to the Middle School drop-off line in front of the building.
2. Your child may walk themselves into the school and head to their classroom.
3. Slowly drive out of the school.

AFTERNOON PICK-UP

Pick-ups will only be allowed to be made by authorized persons listed on the Student Pick Up Permission Form unless a Change in Temporary Pick-Up form has been received (see section Change in Pick-Up below).

| Activity | Pick-Up Time |
|------------------------------------|---|
| Preschool Half-Day | 12:30 p.m. |
| Preschool or Pre-K Full Day | 2:30 p.m. |
| Kindergarten-8 th Grade | 3:30 p.m. |
| After Care | By 4:30 p.m. or 6 p.m. |
| Enrichment Class | Refer to your registration confirmation or the website calendar for details on the different classes. |

Regular Pick-Up

For safety and accountability, please abide by the following procedure for Pick-Up.

Procedure:

1. Drive into the Feynman School lot, park your car, and walk to the front of the building.
2. Students will be waiting with their belongings under the front overhang. Your child will be sitting with his/her class in a designated class area. In inclement weather, students will sit inside the front doors with their respective classes.
3. Sign your child out with the staff member assigned to your child's class. In most cases, this will be your child's classroom teacher. If you have more than one child, you will need to pick up each one from their designated class area. Students are not permitted to leave their teacher until they have been signed out.
4. Please note that once your children are picked up, they are the responsibility of the parent/guardian who picked them up and that adults and children must adhere to all school rules of conduct while still on the school grounds. This is to ensure the safety of everyone. Please assist us in maintaining an efficient pick-up process by escorting your child off-campus in a timely fashion.

Classrooms will close at 3:30 p.m. as that is Teacher Planning Time. Please pick up your child from the designated areas only. Teachers will wait with students for 10 minutes past dismissal time then students will be brought to the Main Office. A late fee will incur after 3:40.

Pick-Up From After Care

Procedure:

1. Park your car and enter the school.
2. Proceed to your child's After Care room to pick up your child and sign them out.
3. Leave through the main doors of the building.

Pick-Up From Enrichment Classes

Procedure:

1. Park your car and enter the school.
2. Please wait in the front hall. When class has ended, students will be escorted to the front of the building. Please **do not** go directly to the enrichment rooms.
3. Sign out your child in the respective After Care room.
4. Leave through the main doors of the building.

Please note: *the pick-up window for enrichment classes is 5 minutes. After 5 minutes, your child will be considered a drop-in for After Care and you will be billed accordingly.* See the Late Pick Up Policy for further information. We welcome parents to arrive a few minutes before the end of class and wait in the front lobby.

Children who are signed up for After Care will be escorted to the After Care room directly following the end of class. Please follow normal After Care pick-up procedures.

CHANGE IN PICK-UP

If a student will be picked up by someone other than those on our lists, you must email Desiree Meggett (dmeggett@feynmanschool.org) as well as the classroom teachers. All pick-up changes must be submitted on the form **no later than 2:00 p.m.** Please note that phone calls will only be honored in emergencies.

If your child wishes to visit a friend after school for a playdate, please make arrangements *the previous evening.*

EARLY PICK-UP

If you need to pick up your child before the end of the regular school day, you must email the classroom teachers and Desiree Meggett at dmeggett@feynmanschool.org by 8:00 p.m. the night before.

Students will be sent/brought to the office with their belongings at the appropriate time.

LATE PICK-UP POLICY

If you will not arrive at your designated time, call the main office at (301) 770 – 4370 to let us know when to expect you.

If you are **more than 10 minutes** past the dismissal time, you may pick your child up from the Main Office and sign them out in their grade's After Care room.

If you are **more than half an hour** past dismissal time (after 3:00 p.m. for preschool and Pre-K students and 4:00 p.m. for students in Kindergarten through 8th Grade), your child will be considered a drop-in for After Care and you will be billed accordingly. In that case, parents/guardians must:

1. Pick up your child from the appropriate After Care room.
2. Sign your child out on the Sign-Out Sheet **and** fill out the Late Pick Up form and turn it into the After Care Lead teachers.
3. **You will be billed according to the following pay structure:**
 - a. First 15 minutes: \$30
 - b. Every 15 minutes after: \$10
4. If you are late more than 5 times, a meeting will be required with the Administration to identify solutions.

ATTENDANCE AND ABSENCE

We take attendance very seriously as each day presents many new enriching experiences for our students that build upon one another. That being said, we know that special events and vacations cannot always occur within our scheduled breaks. Your children will never be penalized for their absences but we expect make-up work to be completed in class upon return.

If your child is absent due to **illness**, please:

1. Email Desiree Meggett (dmeggett@feynmanschool.org), as well as the classroom teacher(s).
2. Specify the type of illness.
3. Consult our Medication Administration Policy to determine what steps should be taken regarding returning to school.

If your child will be absent for a **special event or vacation**:

1. Email Desiree Meggett (dmeggett@feynmanschool.org), as well as the classroom teacher(s) **at least one week in advance**.
2. Specify the number of days your child will be absent.

Classroom teachers are not responsible for sending work home with students over scheduled or unscheduled breaks.

Please try to make doctor's appointments before or after school hours. If it is necessary to leave school for an appointment, students must bring a note from a parent in advance.

Please note: The School will check in with parents if a student is absent and no parent or responsible party has called to report the absence.

Daily attendance is important for continued academic growth. Repeated unexcused absences will result in a conference with the classroom teachers and Administration. Continued offenses could lead to dismissal of the student.

Tardiness

Arriving to school on time sets your child up for success and teaches critical organizational skills. When children walk in late, they often feel disconnected to the day as the lessons have already started.

Continued tardiness adversely affects your child's progress and will result in a conference between the parents, teachers and Administration.

Parent Absence

When parents plan to be out of town, please notify the School so that we are able to provide the necessary support to your children. Please send a written note or email containing the names and contact information of those individuals in charge at the home as well as the telephone numbers where parents may be reached to the child's teachers **and** Head of School at sgold@feynmanschool.org.

If a parent/guardian is unable to attend all-school events such as the Winter and Spring Concerts and Luncheons, please notify the classroom teachers as they will then be responsible for your child.

BEFORE AND AFTER SCHOOL PROGRAMS

Before School Program

The Before School program operates each school day starting at 7:30 am until car-line begins. The program does NOT operate on days that Feynman School is officially closed, including vacation or conference days and professional in-service days or when the school is closed due to inclement weather. If there is a 2- hour delay, Before Care is also cancelled.

After School Program

The After School Program offers a variety of activities both indoor and outdoor. It operates each school day from the end of classes until 6:00 p.m. unless otherwise designated on the calendar, by email, or during an early weather closing. The program does NOT operate on days that Feynman School is officially closed, including vacation or conference days and professional in-service days or when the School is closed due to inclement weather.

Drop In Before and After Care

Drop-ins will only be allowed if staffing is available. If a need for drop-in before or after-care arises for your family, requests must be made via phone at the main number (301) 770 – 4370 and email to Desiree Meggett at dmeggett@feynmanschool.org.

We cannot guarantee space in before or after care for drop-ins. The earlier we are notified, the more likely we will be able to accommodate you. We recommend drop-in requests be made at least 24 hours in advance.

Enrichment Classes

Feynman School offers optional Enrichment Classes after the school day. Student clubs and activities are provided at an additional charge to parents. Registration and payment for Enrichment Classes is available through the Feynman School Eventbrite website: <http://feynmanschool.eventbrite.com>. Enrichment Class schedules are posted on the school calendar at www.feynmanschool.org/calendar.

Registration for Enrichment Classes is on a first come first served basis. Parents should sign up early to reserve a spot. Late registration will be open for the first two weeks of each session. After the first two classes, no new students may join the class until the next session begins.

No refunds will be given after the first two weeks of each session.

The administration welcomes parent suggestions for Enrichment Classes to add and will meet with parents who have a suggestion to discuss the feasibility and details of the class. Parents must obtain the approval from the Head of School in order to organize an Enrichment Class.

****Please note, if you are not in good standing with tuition, your child may not participate in any after-school activities.**

BIRTHDAY CELEBRATIONS

We welcome birthday celebrations at school. Please let us know at least three (3) days ahead of time if you would like to provide treats for the class. Keep in mind that we have students with nut allergies and food sensitivities; please follow our nut-free policy and inform the classroom teachers about the treat that will be provided so they can plan for alternatives when necessary. Please keep in-school celebrations to a twenty-minute maximum.

If you have a birthday party for your child, please invite all of the students in your son or daughter's class. Inevitably students will discuss birthday parties at school and we do not want any hurt feelings.

COMMUNICATION

ADDRESSING CLASSROOM OR ACADEMIC CONCERNS

Inevitably, questions and issues arise during the school year that parents will need to have answered and resolved. Your first and most important contact will be your child's teacher(s). These concerns should be addressed at appropriate times and **NOT** during field trips, pot lucks, other school events, or at pick-up times. Concerns should be addressed via email, phone call, or a conference.

Please Note: Dismissal is a busy time when teachers and administrators work to ensure that all students are safely accounted for. Therefore, it is **NOT** the appropriate time to engage your child's teacher(s) in conversations about the day or addressing concerns as it a safety hazard to the students under the teacher's care.

Emailing Teachers

Each member of the faculty and staff has his/her own email address. This email address is comprised of the first initial of the first name and the entire last name @feynmanschool.org.

Issues of significant concern are best left to a personal meeting which the use of email or phone can facilitate. Used too frequently, email from parent to teacher, absent an emergency, can interfere with a teacher's instructional duties and even create a sense of harassment.

Phone Calls to Teachers

Should parents wish to contact the teacher(s) by phone:

- Call the school directly at (301) 770 – 4370.
- The office will take a message and relay it to the teacher.
- Teachers will not be called away from their classroom duties or breaks to answer parent phone calls but will return all calls as soon as possible during the day.

Please Note: Parents may not call teachers on their cell phones.

Conference Requests

Parents are welcome to schedule conferences with teachers if and when needs arise. To schedule a meeting, parents should contact the teacher via email. Teachers will return emails within 24 hours during the week. If a teacher receives an email on a Friday, he/she will respond by the next business day.

Steps for Addressing Concerns about a Child with a Teacher or Parent

- 1) Contact will be made between the child's teacher(s) and parent(s) to set up a conference providing details as to the purpose and content of the meeting.

- a) During the conference between teacher(s) and parent(s), concerns will be identified and a course of action for the concern(s) will be determined. In this action plan, it will be stated when observations will take place, how concerns will be addressed and when the next conference will take place.
- 2) If after several weeks the issue has not been resolved and/or another conference has occurred between teacher(s) and parent(s) with no change, the administration will be invited to sit in on the next conference.
- 3) The administration will meet again later with the teacher(s) separate from the parents, observe the classroom behavior, and meet with the child individually if applicable.
- 4) All parties, including child where applicable, will meet after data has been collected and discuss how to further address the concerns.
- 5) If the student continues to violate school policies (i.e. technology, bullying), Code of Conduct, or school rules, it is in the sole discretion of the Head of School or his/her designee to remove, suspend, dismiss or otherwise discipline the student. The parent agrees, as stated in the enrollment contract, that removal of the student for any of the above reasons does not relieve the parents of any financial obligations to the school or entitle the parent to a refund.

Steps for Addressing Concerns about a Teacher or Parent

- 1) When an issue arises between a Parent and Teacher, both parties should respectfully try to resolve the conflict in person.
- 2) If Teacher/Parent has already tried to resolve it on their own, the Administration will be notified and asked to set up a meeting between both parties. At this time, Administration must be cc'd on emails between both parties and a document file will be created and kept by the Administration.
- 3) The Administration will work with both parties together as well as separately, to bring the conflict to resolution.
- 4) The Administration will periodically check in with both parties to ensure that the conflict does not reoccur and a positive working relationship with the child's best interest is fostered and strengthened.

STUDENT PROGRESS REPORTS AND PARENT-TEACHER CONFERENCES

Progress Reports

Written reports on student progress are sent out mid-year and at the end of the school year. In these reports, the academic and social/emotional progress of students will be written up in detail by their teachers.

Parent-Teacher Conferences

Parent-Teacher Conferences will be held in November and in April to discuss the progress of each individual student with the parents/guardians. **These meetings are mandatory for every family.** Students do attend classes on those days. A schedule will be sent out prior to

the dates to sign up for a slot. Fall conferences will focus on the adjustment to the school year, what parents see as their child's needs, goal setting for the child, and how both school and home can help generate a happy and productive year. The spring conference focuses on the student's progress to date and plans for the rest of the school year.

At any point during the school year, parents are encouraged to speak with individual teachers about setting up a meeting to discuss their child's progress. This can be done via email.

INTERACTION WITH TEACHERS OUTSIDE OF SCHOOL

Teachers and staff may not tutor or babysit for Feynman students outside of school sanctioned activities. Please refrain from contacting teachers or staff outside of school functions about topics not related to Feynman School.

COMMUNICATION WITH THE SCHOOL COMMUNITY

When sending out classroom or whole school emails, advance notice must first be given to the Administration, the Administration must be cc'd on all such emails, and you **must bcc all recipients out of respect of privacy**.

Expectations of civility in communication at Feynman School are the same for email and phone as for face-to-face communication. Respect for one another should be evident in tone and language as well as content. Unfortunately, email does not convey tone and affect and may cause the message to seem abrupt or confrontational when written in haste or anger. Moreover, email can be printed or re-circulated and does not ensure confidentiality.

SCHOOL PUBLICATIONS

Feynman School provides weekly class newsletters featuring stories of what was accomplished in the classroom that week along with reminders for the following one. Feynman School also publishes an annual Yearbook for purchase – The Feynman Fulcrum.

CONFIDENTIALITY

Medical

Feynman School Administration and Teachers keep all student medical information confidential. Every effort will be made that any disclosure will be on a need-to-know basis only. Food allergies may need to be shared without disclosing student names so that when there are school-wide events where food is served, our community can plan accordingly.

In the case where an injury has occurred on school property or during a school-sponsored event, medical information may need to be provided to a non-Feynman School staff member in order to provide appropriate care. In cases where parent chaperones support classroom

teachers, such as field trips, medical information will travel with the **teachers only** and will be disclosed only in the event of an emergency. It is important to note that every effort will be made to protect the right of privacy of each and every student.

Photography

Parents/Guardians authorize the School to use student photographs, writings, and statements in school publications, including the school website, and other public communications without restriction or compensation unless the parents/guardians provide the School with a written document notifying the School of their desire not to have the student's photograph, writings and statements in school publications, including the school website, and other public communications.

Such authorization survives the term of the Enrollment Contract and serves as authority to use such material both during and after the student is enrolled at the School. Names and/or personal information will never be used/shared without express permission of parents/guardians.

We would like to be able to include your child(ren) in candid shots without having to ask them to continually step out of the picture.

Academic and Financial

Feynman School Administration and Teachers keep all student academic and financial information confidential.

DRESS CODE

Clothing Policy

- T-shirts and other garments with slogans, logos, trademarks, images, etc. should not relate to violence, discrimination, alcohol, drugs, or inappropriate language/images.
- Bodies should be covered from mid-thigh to the shoulders.
- Undergarments may not show during the school day. Students must be able to sit cross-legged without undergarments showing and must wear shorts under their skirts and dresses regardless of age.
- Undershirts may not be worn as clothing.
- Hats and other head coverings must only be worn outside. If your child wears a head covering for cultural or religious purposes, please let the Administration know.
- Children will not be permitted to wear outerwear once inside the building so coming to school in layers is suggested.

Shoe Policy

All students MUST have a pair of inside and outside shoes. Inside shoes should be closed-toed with backs and non-skid bottoms for safety purposes. No heels/platform shoes are permitted as indoor or outdoor shoes. Please refrain from using slippers as inside shoes.

For safety purposes the following foot attire is **prohibited** for all **playground and/or outdoor activity**:

- Crocs
- Open toed shoes
- Flip flops
- Backless shoes
- Dress shoes
- Sandals

Violations of Dress Code

Parents of children in violation of the dress code will be called and asked to bring proper clothing for their children.

FOOD

“Nut Aware” Policy

Please help us make all classrooms nut free. This includes lunches, snacks or food for special occasions made with nuts, nut oil or nut by-products. All parents need to exercise caution when bringing food to school, especially food to share among children during classroom celebrations.

If you bake for a class party, bake sale or bring in treats for a special occasion, make sure that all ingredients, including frostings, are nut-free and processed in a facility that does not also use nuts. **ALWAYS** read the label to see if the product contains any nuts or is manufactured in a facility where nuts are used.

Several commercial cake, brownie and cookie mixes are nut-free. Most labels now clearly state if the item contains any one of the nine most popular food allergens, including peanuts or tree nuts.

As we are sharing space this year, we will try our best to ensure a nut-free environment but cannot guarantee a 100% nut-free space. For students with nut allergies, we will employ best practices to clean all surfaces thoroughly.

Student Allergen Policy

Students may not receive any food or drink they have not brought from home unless approved by their teachers and/or parent/guardian. In cases of class parties or school events, teachers will contact parents of students with allergens to get approval of food and drink distribution. **Only classroom teachers** may distribute food brought into the classrooms.

At all-school events, parents/guardians are responsible for serving their own children food. If a parent/guardian is unable to attend an event, please notify the classroom teachers as they will be responsible for your child and making sure they are given appropriate food in your absence.

Snack/Lunch

A morning snack will be provided along with water or milk for Preschool and Pre-Kindergarten students only.

Students in grades K – 4th may bring a *non-messy dry* snack and a drink to school. All snacks should be labeled “snack.” Water will be provided in class on an as needed basis.

All students should bring labeled water bottles to school. For sanitary purposes, water bottles should be brought home on a daily basis. This is strongly encouraged as students tend to go through disposable cups quickly and we are trying to promote a philosophy of conservation.

Lunches must be provided in a lunchbox with an ice pack inside of it. All lunches will be stored inside the refrigerators. We do not heat any lunches. If you provide a thermos with something warm inside, we can leave it out on the counter but please make sure the thermos is labeled with your child’s name. Please include a drink with your child’s lunch.

HEALTH

HEALTH RECORDS

It is essential that parents bring the required *annual* health information to the school **no later than the Feynman School Sneak Peak in August** and notify the Head of School of any changes during the school year. Forms can be mailed during the summer or dropped off in the Main Office during the Sneak Peak.

Any chronic or serious health conditions *must* be conveyed to classroom teachers and the Head of School in person **at least two weeks prior** to the first day of school.

ALLERGIES AND ASTHMA

Upon enrollment, or upon diagnosis, parents must provide health information of all health issues unique to the child, including for allergens which are unlikely to be present at the school. Parents must provide accurate information about the child’s medical status at all times and

must advise the child care provider of any changes in health care treatment goals and medications.

Emergency medications for asthma or allergies will be administered by school staff. If your child has an intolerance, allergy, or asthma, the parent must:

1. Notify the school.
2. If the condition requires emergency medication, the parent/legal guardian must complete the appropriate written consent. The paperwork will need to be signed by the child's physician. Contact the school for the appropriate paperwork to avoid multiple trips to the pediatrician.
3. If your child requires emergency medications such as an Epi-Pen or inhaler, it is the parent's responsibility to provide the school with up-to-date medication. All medication must be clearly labeled with the child's name and corresponding prescription. The school may not use medication that has passed the expiration date. We will notify you if the medication is approaching the expiration date.
4. For medications taken at home, we ask for a three-day supply to be kept with our disaster kit in case there is a situation in which children are not able to return home for an extended time.

ILLNESS

Indications for Student to Stay Home

All educational institutions are required to inspect the health of each child each day for signs of illness. If a student is ill or expresses discomfort before leaving home in the morning, please do not send him/her to school. If your child is sick, we may send him or her home immediately.

The following are indicators that your child should stay home:

- Temperature over 101° F orally (or 102° F rectally)
- Chills
- Undiagnosed rash
- Vomiting
- Fresh cold or cough
- Pain
- Uncontrolled diarrhea
- Ear ache
- Communicable disease (pink eye ...)
- Notable change in behavior
- Head lice (we have a no nit policy)
- Unclear mucus produced from nose or coughing as this is a sign of illness/infection

If your child develops these symptoms while in our care, we may call you and ask you to pick up your child immediately. In case of illness, the responsible person is expected to make arrangements for the student to be taken home as quickly as possible. **If your child is sent home with a fever, he/she may NOT return the next day. You must wait until the child has been fever-free without medication for at least 24 hours.**

Clear to Return to School

Your child's temperature must be normal **without medication for 24 hours** before he/she may return to school. If your child is sent home sick, he/she may not return to the school for 24 hours.

If your child has head lice, he/she must be free of lice and completely free of nits in order to return to school.

Communicable diseases have variable exclusion periods; please consult the Head of School to find out how long your child must remain at home.

When your child is ill, it is very helpful for the staff to know the symptoms of the illness so that we may keep a watchful eye out for the other children in our care. **If your child has been diagnosed with a communicable disease, please let us know so we can inform other parents of the exposure.** Identities will remain confidential.

INJURIES AT SCHOOL

First aid for injuries incurred in school is provided by the teachers. In the event of an emergency, 911 will be called and parents will be informed.

If your child has a minor accident (small cut, scrape, insect bite) while at Feynman School, we will treat it and let you know about it at pick-up time. If a more serious accident occurs (large cut, sprain, allergic reaction), or injury to the face or head, you will be notified immediately by telephone and you will receive a written Incident Report.

If we cannot reach you, we may elect to seek urgent care at an emergency room. Should your child require emergency medical care, we will call 911 and you, in that order.

The emergency room that we will utilize is:

Suburban Hospital located at 8600 Old Georgetown Rd, Bethesda, MD 20814 (301) 896-3100

MEDICATION ADMINISTRATION POLICY

Purpose

To ensure the safe and accurate administration of medications to children in school and/or Before and After Care, Feynman School Administrators will assign the task of medication

administration only to those care providers and staff members who have completed the approved Medication Administration Training.

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his or her education.

Policy

Feynman School reserves the right to refuse to administer any or all prescription and homeopathic medications.

Because the administration of medication requires extra staff time and safety considerations, parents/legal guardians should check with their health care providers to see if a dosage schedule can be arranged that does not involve the hours the child is in school or before and after care.

All medication will be kept at the temperature recommended for that type of medication, in a sturdy, child-resistant, closed container that is inaccessible to children and prevents spillage.

No medication will be used beyond the date of expiration on the container or beyond any expiration of the instruction provided by the physician or other person authorized to prescribe medication.

Procedures

It is the policy at Feynman School that even staff members who have the approved Medication Administration Training **will not administer short-term prescription and homeopathic medications** with the exception of prescription Epi-pens and inhalers in cases of allergic reactions.

Short-term prescription medication: Parents or legal guardians must come to the school to provide the child with the necessary dosage of the required medication(s).

- Health care providers who prescribed the medication(s) must fill out the Medication Administration Form and provide a copy of the prescription. Parents/legal guardians must sign the Medication Administration Form.
- Parents or legal guardians must fill out the Medication Administration Form at school every time a dose is given.
- **The first dose of medication must be given at home** to see if the child has any type of adverse reaction or side effect.

Long-term prescription medication: Contact the school to discuss responsibilities for administration of the medication. Decisions will be made on a case-by-case basis.

- Health care providers who prescribed the medication(s) must fill out the Medication Administration Form and provide a copy of the prescription. Parents/legal guardians must sign the Medication Administration Form.

- **The first dose of medication must be given at home** to see if the child has any type of adverse reaction or side effect.

Emergency medications for chronic conditions such as asthma or allergies: The school will administer these medications. See section on Allergies and Asthma for details.

Over-the-counter medications: Parents or legal guardians must come to the school to provide the child with the necessary dosage of the required medication(s).

- Health care providers and parents/legal guardians must fill out the Medication Administration Form.
- Parents or legal guardians must fill out the Medication Administration Form every time a dose is given.
- **The first dose of medication must be given at home** to see if the child has any type of adverse reaction or side effect.

Topical medications needed for treatment purposes: Contact the school to discuss responsibilities for administration of the medication. Decisions will be made on a case-by-case basis.

- Health care providers and parents/legal guardians must fill out the Medication Administration Form for all topical medications. If the medication is prescribed by a doctor, the school must also have a copy of the prescription.
- All over-the-counter topical medications must be steroid-free unless specifically prescribed by a health care provider.

Preventative topical medications: The school will administer the medications on the following list with consent from parents/legal guardians on the Preventative Medication Permissions form. A doctor's signature is not required. These medications are provided by the parent and labeled with the student's name. **Siblings may not share.** These over-the-counter topical medications may only be applied for prevention purposes, not for treatment purposes:

- Sunscreen (SPF 30+ recommended for children)
- Lip balm: only lip balm that is non-medicated and contains no additive (i.e. flavored, colored dyes) can be used such as Blistex, Chapstick, Carmex
- Hand sanitizer

TEMPORARY LEAVE OF ABSENCE

There are times when circumstances related to physical or mental health may result in frequent and/or prolonged periods of absence from school or classes. These may include but are not limited to long-term illness, long-term recovery from injuries, or mental health issues.

In such cases, Feynman School may require that the student take a temporary leave of absence until he/she is able to fully and consistently engage in classes. Parents may also request a temporary leave of absence. A Leave of Absence form must be filled out and turned into the Main Office. When a leave of absence is taken, the Feynman administrative team will require a plan for the student to be in place. Students will be required to submit documentation from their attending physician and/or mental health professional so that we can ensure appropriate forms of support are being rendered.

In all cases, the parents and students will be consulted before any final decisions have been made. Student and family confidentiality will be respected. Feynman reserves the right to select one or more of the following conditions for students in long-term absence situations:

- Reducing workload temporarily for one or more courses.
- Providing accommodations for completing work when appropriate.
- Reducing course load.
- Requiring summer work.
- Repeating an entire academic year.
- Adding additional steps or conditions.
- Requiring withdrawal from Feynman.

Feynman may require a student to take leave in order to access medical and/or mental assessment and/or treatment. In such cases the following will be required before re- entry to the school:

- A meeting with parents/guardians, Head of School, and other relevant faculty/staff.
- A written release from the hospital and/or attending physician/psychiatrist prior to re- entry. Release forms will only be accepted from licensed physicians and mental health professionals. Feynman School must have full disclosure of all information pertaining to the condition in question, events and pertinent details.
- The Feynman Head of School must have all necessary release forms signed to communicate with the treating health professionals.
- The student and parent/guardians must follow the treatment plan assigned by the attending physician and/or mental health professionals.
- Feynman School will determine whether or not a student may reenter school.

INCLEMENT WEATHER

We follow the weather closings and delay decisions made by the Julia Bindeman Suburban Center. When we have a delay, early closing or closing due to a weather-related event, families will be notified via Facebook and email. It will also be posted on the Calendar on the website as well as on FOX-5 TV and WTOP.

It is imperative that the school has each family's most up-to-date contact information for this reason.

Parents should ensure that all families involved in their carpools are notified of any schedule changes.

PARENT VOLUNTEERS

There are many opportunities for parents to volunteer at Feynman School and we welcome your participation. We encourage parents to help out in their child's classroom, on field trips, with fundraising for the School, and at special events. Parents are also encouraged to participate in committees formed by the Feynman Service League. Information on volunteer opportunities will be shared at Back to School Night and provided by the school as opportunities arise.

The Volunteer Code of Conduct has been added to the Parent Code of Conduct found at the end of this document.

SAFETY

FAMILY EMERGENCIES

If a family problem arises that may affect your child's performance or well-being in school, such as a death or illness in the family, parents on extended trips and parental separation or divorce, please notify the Head of School and Teacher(s). Confidentiality will be maintained at all times.

EMERGENCY NOTIFICATION

When you enroll your child, we ask you to provide us with addresses, email addresses and phone numbers where you can best be reached in case of an emergency or illness. It is extremely important that you keep this information **current**. If you move, switch jobs, or experience other changes to your schedule or personal information, please stop in the office and revise your Emergency Form.

EMERGENCY RESPONSE PLAN

Feynman School has plans to address several emergency situations. In case of a national or regional emergency, staff will listen to local emergency radio for announcements and will follow the directions of emergency management authorities.

Lockdown

Should there be an emergency situation where children cannot leave the building; the following procedure will be used:

1. All windows and doors will immediately be closed. Doors will be locked.

2. Emergency water and light snacks will be dispensed as needed.
3. Children will not be allowed to leave the building until the Maryland State Department of Education, the police department, or the United States Government declares it is safe to exit the building.
4. Children will not be released to parents until appropriate governmental authorities indicate it is safe for students. Parents should not come to the school until informed by public news sources.
5. Teachers must remain with students until all are released to parents or their designees.

On-Site Evacuation

For examples of local emergencies, such as a fire, classes evacuate directly outside where staff take attendance and await further direction. Drills will be conducted throughout the year.

Local Off-Site Evacuation

In case of a local or building emergency that requires vacating the facility for more than a short time, staff will evacuate children to a designated emergency location for pick-up.

Transportation would include private vehicles and/or walking. Parents will be informed via phone/text and instructed when and how to retrieve their children.

Long Distance Evacuation

Upon direction from government authorities, we will evacuate all children without waiting for parents to pick up children.

- Children will be divided among the Administration and staff's private vehicles.
- The Head of School will create a list of children and staff assigned to vehicles.
- Person-in-Charge will take children's emergency cards, medication, and emergency kit complete with first aid supplies, water and food supplies, extra clothing, flashlights, as well as children's activities.
- We will go wherever directed by authorities.
- Parents will be contacted via phone/text and informed about procedures for retrieving their children.

SCHOOL TRIPS

Teachers plan field trips throughout the school year reflecting units of study within the class. Field trips may be off-campus or in-school. Parents receive prior notification of all field trips.

On any school-sponsored trip, school rules apply.

Students may not bring spending money on trips. Teachers will collect money from parents if necessary for purchases such as lunches.

In general, when field trips are off-campus students travel via parent carpools. The parent/guardian signature on the permission forms provide authorization for a student to participate and travel in these activities. Trips of longer duration may require the use of chartered buses. Parent chaperones are frequently desired on such trips and offer an excellent way for parents to volunteer within the class.

TECHNOLOGY

Personal Computers and/or Tablet Policy

Students in grades Kindergarten through Middle School will have access to desk top or laptop computers provided by Feynman School to be used for educational purposes only. All classroom computers will be equipped with firewall protection and are on a Feynman School server.

Personal computers, tablets, and e-readers are not allowed at school.

Cell Phones

Students **may not** bring cell phones to school. Confiscated phones may be picked up by parents/guardians from the Main Office at the end of the day.

If you need to reach your child, please call the office and a message will be passed along. Students will not be pulled from class time except in emergencies.

Screen Time Policy for Early Childhood

Feynman School cares deeply about the health and well-being of the children in our care and has instituted the following Screen Time Policy for students in Preschool and Pre-Kindergarten (as recommended by the American Academy of Pediatrics and the Maryland State Department of Education):

Children will view no more than 30 minutes of age-appropriate, educational passive technology per week. Passive technology is non-interactive television, videos, and streaming media which is not intended to facilitate active and creative use of technology or encourage social engagement with other children and adults.

An occasional exception to the weekly limit for passive technology may be made for a special event or project, including a birthday celebration, or for educational content that is related to the curriculum.

No child in Preschool or Pre-Kindergarten will be permitted to view any passive or interactive technology during a meal or snack.

Feynman Website

The School's website provides information both for the Feynman Community and for those interested in learning more about the school. The site is an important resource for parents, students, alumni, and the broader community. The Feynman website can be found at www.feynmanschool.org.

The Feynman website represents the School. No representation of Feynman or its views should be made on any website, newsgroup, bulletin board, through email, or through any other means without approval by the Feynman Administration.

Social Media

Parents and other members of the Feynman community can also join us online for updates. Friend us on Facebook www.facebook.com/feynmanschool and follow us on Twitter @FeynmanSchool.

TRANSPORTATION

Students MUST be dropped off/picked up by an authorized individual that is specified on the Student Pick Up Permission form as stated above. **Students will not be allowed to enter taxi cabs, Uber cars, or take the metro or bus, without approved adult supervision.**

Carpooling

Feynman School encourages families to carpool. Every effort will be made to connect families who live near each other and wish to find a carpool option. If you are interested in finding families with whom to carpool, please contact the Head of School.

VALUABLES/LOST AND FOUND

Valuables/Objects from Home

Students are discouraged from bringing any items from home to school other than specified "share" days. On "share" days, items should be handed to the teacher for safe keeping. Students in Preschool and Pre-K may bring ONE stuffed animal to use only at rest time along with a blanket that will be kept at school. No pillows or additional objects may come into the classroom.

Students in grades K – 8th should refrain from bringing in any objects from home unless they have direct permission from their classroom teachers.

Lost and Found

Please make sure a student's name is on all clothing and other valued possessions. We will send unidentified clothing to charitable organizations every three months to minimize the pile up.

The Lost and Found is located in the Main Office. We will make every effort to return clearly marked clothes to their owners. Money, jewelry and other valuables found around the school will be turned in to Mrs. Gold. Students are strongly encouraged not to bring large amounts of money or articles of value to school. The School does not insure personal items nor reimburse for lost items and discourages students from bringing items of significant sentimental or material value to school.

APPLYING TO OTHER SCHOOLS

While we are sad to see anyone leave, we understand that there are circumstances which may require a family to withdraw from Feynman School. Families wishing to apply to other schools should complete the following steps.

1. Contact the Head of School indicating your intent to withdraw/not re-enroll. The Head of School will provide you with the necessary paperwork.
2. Complete the Withdrawal Form in its entirety and return it to the Main Office.
3. If teacher referrals are needed which require mailing, print the forms and bring them to the Main Office with stamped and addressed envelopes. The forms will then be distributed to teachers to complete. **Please do not contact classroom teachers directly with paperwork to complete.** All teacher recommendations will be proofread by the Head of School before they are sent to the appropriate schools.

SCHOOL CODES OF CONDUCT

ANTI-BULLYING POLICY

Feynman School follows the Maryland State Bullying Laws and Policies which can be found at www.stopbullying.gov/laws/maryland.html

Teachers will review these policies with the students the first week of school and create a Class Constitution reflecting their understanding of these policies.

COMMUNITY STANDARDS AND BEHAVIOR POLICY

At Feynman School, we are committed to the well-being of each and every child. Our goal is to help all children develop a positive self-image. Behavior expectations are both realistic and developmentally appropriate and consequences are logical and natural.

The school provides a safe, nurturing and stimulating learning environment in which appropriate behaviors are positively recognized and continuously modeled.

Establishing strong partnerships between administrators, teachers and parents will help reinforce positive behavior expectations and will help children develop lifelong social skills that extend beyond the classroom.

Feynman School takes a proactive approach to inappropriate behavior. We strive to equip our students with the necessary problem-solving and communication skills that can be applied to resolve conflicts that arise. Children need to learn to identify and express their feelings and for children whose verbal skills are not as developed, teachers work directly with the children to develop the vocabulary needed to resolve problems.

Role-playing is a very effective strategy to help children visualize how to resolve conflicts. Class meetings are also a means of providing a safe forum for children to be able to share their concerns and practice problem solving techniques.

The classroom environment is set up to reduce the incidence of conflicts in regards to traffic patterns and quantities of supplies and materials. Emphasis in the classroom is placed on both respecting each other's personal space as well as learning the importance of cooperation and compromise.

Children who are actively engaged in their learning environment exhibit more positive behaviors in school; therefore, Feynman School will provide a fun, dynamic and engaging learning environment that will motivate children to be the best they can be.

We expect that each student will:

- Treat one another with respect and dignity.
 - Be a friendly and caring individual toward others.
 - Listen to others when they are speaking and respect their opinions.

- NOT engage in any behavior that demeans another, including physical, verbal, written or electronic abuse and/or bullying or harassment.
- NOT engage in any behavior online that goes against school policy. Please see the Technology Policy for more information.
- Be truthful in all matters.
- Submit classwork or home assignments as the product of **individual** efforts, unless the work is designed to be done cooperatively.
- Be in class **on time**.
- Not disrupt the learning of others or themselves, as the School is first and foremost a place of learning.
- Not use electronic equipment (including cell phones, iPods, hand-held devices, etc.) for nonacademic purposes at school, during school hours.

Respect and Protect the Safety of Oneself and Others. Students will:

- Wear their shoes while in school.
- Keep their hands and feet to themselves.
- Not run or roughhouse in the hallways or bathrooms while in the school building.
- Not walk through the parking lot without adult supervision.
- Not partake in alcohol, tobacco, or any other drug use or bring these items to school.
- Not bring knives, firearms, matches, lighters, or any other objects with the potential to injure or start a fire to school.

Respect the property of the school and of others. Students will:

- Keep the building neat and clean.
- Eat food only in designated rooms and at established times.
- Not chew gum or consume other candies without permission from a teacher.
- Respect school property.
 - Parents are financially responsible for and will be billed for student damage to school property as well as for lost books or equipment.
- Not use other people's belongings without permission.
- Not use sources of information such as books, notes, another person's work, etc. as their own.
- Use athletic equipment only at designated times and in designated places and return all equipment to its proper place.
- Not throw, bounce etc. balls or other objects in the building, except as approved by the faculty.

Violations of these behavior expectations result in the consequences outlined in the Student Code of Conduct.

Students are always encouraged and are given ample opportunities to turn their behavior around for the better.

COMMUNICATION EXPECTATIONS OF PARENTS

Communication plays an important role in the type and quality of parent/school community involvement and is the foundation of effective partnerships.

Parents are active partners in their children's education at Feynman School. Therefore, they should make every effort to be responsive to school communications and to notify the school of any changes which may be pertinent to their child's education, including but not limited to changes in: medical status; contact information; attendance. Parents are encouraged to contact the school regarding any suggestions or concerns they may have.

Parents are expected to support the school's vision, mission, philosophy, policies and procedures, and to display an attitude of respect toward the school administration, staff, faculty, and the education process. Expectations of civility in communication at Feynman School are the same for email and phone as for face-to-face communication. Respect for one another should be evident in tone and language as well as content. Unfortunately, email does not convey tone and affect and may cause the message to seem abrupt or confrontational when written in haste or anger. Moreover, email can be printed or re-circulated and does not ensure confidentiality.

USE OF SCHOOL NAME, WEBSITE, LOGO AND LIKENESS

Parents agree that neither parent nor student is authorized to use the school's name or any likeness of the school's name, crest or logo to describe any event, outing, club, sports team, group or other activity that the parent or students may organize, lead or participate in without the express written permission of the Head of School.

The Feynman website represents the School. No representation of Feynman or its views should be made on any website, newsgroup, bulletin board, through email, or through any other means without approval by the Feynman Administration.

TECHNOLOGY CODE OF CONDUCT

As the line between the actual world and the virtual world of the Internet grows increasingly blurry, students must conduct themselves in both realms in accordance with the School's policy.

The guidelines below apply to students in Kindergarten and up.

Acceptable-Use Responsibilities

As a student at Feynman School, I understand the following:

As a student of Feynman School, I will NOT

(Students will go over this code with their teachers at the beginning of the year. A copy of this document will be provided at that point for signing and kept in each student's confidential file.)

Student Name (please print)

Student Signature

PARENT CODE OF CONDUCT

I understand that all members of the school community must behave in a way that supports the essence, character and mission of Feynman School. Thus as a parent of a child enrolled at Feynman School:

- I will abide by school rules and policies and will support the vision, mission and philosophy of the school.
- I will actively communicate with other members of the school community openly, directly yet respectfully, promptly, and constructively, without resorting to slander, defamation, libel, and/or rumor at school related events, off-site events, or social media outlets.
- I will treat Feynman faculty and staff members with professional respect.
- I will model appropriate ethical behavior for my children and others and will exemplify integrity, inclusion, compassion and respect for all.
- I will commit to reading and responding respectfully to oral and written communication from the school.

Parents may help out in their child's classroom, on field trips, with fundraising for the School, at special events, or on committees formed by the Feynman Service League.

Volunteers agree and commit to do the following:

- Follow all school policies and procedures
- At all times support the mission and philosophy of the school
- Comply with all directives of school administrators and staff
- Engage in positive and supportive relationships with students
- Be respectful of teachers' time constraints and authority
- Respect culture, religion and lifestyle diversity
- Respect student dignity
- Be positive role models
- Be good listeners, patient, flexible and nurturing
- Be non-judgmental and allow students to make mistakes
- Respect the confidentiality of students and staff
- Remain calm, cool and collected in frustrating and stressful situations
- Be reliable, prompt and dependable
- Ask for help when needed
- Conform to federal and state laws prohibiting discrimination on the basis of race, color, national origin, gender or disability

Volunteers will NOT engage in any of the following:

- Share information about students except with appropriate school personnel
- Express, promote or share personal agendas during their volunteer experience
- Use cell phones to take photos or make videos without express permission from classroom teachers or the Administration
- Violate school policies, procedures or directives of school employees
- Engage in illegal activity while volunteering
- Miss scheduled meetings/appointments unless impossible to keep and then will give as much notice as possible

I understand that my signature on this document indicates that I have read the Parent Handbook and will adhere to the items listed in the Handbook and in this Code of Conduct. Additionally, I understand that as a parent at Feynman School I am an ambassador for the school, its mission and philosophy. Failure to sign or acknowledge the Parent Code of Conduct does not constitute a lack of accountability.

Volunteers understand that volunteering is a privilege and not a right and the Administration may in its sole discretion decide to discontinue any volunteer's participation at any time and for any reason.

Please sign and return the copy to the Office by the Friday, September 6, 2019.

If a parent is in violation of any part of the Code of Conduct, a conference will be requested by the Administration to discuss the issue. The Administration will act fairly to determine what course of action, if any, needs to be taken to resolve the issue.

It is to be noted that all steps listed above are null and void if any local, state or federal laws are broken. Legal action may be taken.

Parent Name (Printed)

Parent Signature

Date

Parent Name (Printed)

Parent Signature

Date