



**FAMILY RESOURCE GUIDE  
2019-2020**

*Be Connected - Be Curious - Be Courageous*

Marin Primary & Middle School  
20 Magnolia Avenue, Larkspur, CA 94939  
(415) 924-2608 • [www.mpms.org](http://www.mpms.org)

*The Family Resource Guide is intended solely for the use of Marin Primary & Middle School families as a resource and convenience. Please honor the confidentiality of the MP&MS community and do not release our parent or student lists or use for business solicitations.*

Dear Families,

Welcome to the 2019-2020 school year at Marin Primary & Middle School! I am looking forward to welcoming you back to school in August.

The MP&MS Family Resource Guide is the handbook that supports all preschool through eighth grade students and their families. It is filled with information about our school policies and procedures, and it will serve as a resource for you during the school year. Your understanding of topics such as daily routines, the dress code, use of technology at school, communication between home and school, and procedures concerning health and safety, supports the strong partnership between home and school that contributes to a successful experience for our entire community. Please carefully review the relevant sections with your child and with any caregivers who may share responsibility for your children.

For your reference, the complete FRG can also be found on the MP&MS mobile app, as well as in the MY MP&MS section of our website under the Downloadable Documents menu. All families, faculty and staff are required to sign the FRG Acknowledgement Agreement prior to the first day of school.

We hope you will be involved in your child's school experience by participating in the many activities here at MP&MS, staying abreast of communication from the school, and letting us know if you have questions or concerns at any time. We value the caring sense of community that characterizes our school, and we know that this develops from the active participation and engagement of all.

Thank you for being part of Marin Primary & Middle School. We know the year ahead will hold many adventures and learning opportunities. We can't wait to begin!

Sincerely,

Andrew Slater  
Head of School

## ACCREDITATION

Marin Primary & Middle School (MP&MS) was incorporated in 1975 as a not-for-profit, independent school and is accredited by the California Association of Independent Schools (CAIS) and the Western Association of Schools and Colleges (WASC). We received our most recent six-year accreditation in Spring 2013 and are currently taking part in the re-accreditation process.

**Our Mission** At Marin Primary & Middle School we make education meaningful, while encouraging pride in self, respect for others, and enthusiasm for learning.

**We treasure childhood.** We honor and enjoy children's natural curiosity, competence, and exuberance.

**We teach to reach children.** Using teams of teachers and educational methods tailored to how children learn best, we connect with our students, build trusting relationships, and make learning relevant, memorable, and fun.

**We teach children to reach.** Asking not "how smart is the child?" but "how is the child smart?" we guide our students to see their full potential, and we equip them to pursue it with passion and purpose.

**We inspire children to make a difference.** We value academic excellence, personal integrity, and community action, and encourage our students to become informed, engaged, and ethical global citizens.

## Our Belief

At Marin Primary & Middle School, **we believe that it's deep connections—between each other, with teachers, and with ideas—that help kids know themselves and push through boundaries in school and in life. Every day, we strengthen these connections so that our students are able to tackle new challenges, pursue their goals with optimism and courage, and apply all they learn to the world they'll inherit.**

## **Philosophy of Education**

Marin Primary & Middle School is a preschool through eighth grade learning community that fosters ethical, confident, and compassionate individuals.

At Marin Primary & Middle School we believe childhood is a time to be treasured and that children respond best to kindness, encouragement, and mutual respect. We recognize that relationships, relevance, and high standards are critical to successful education. MP&MS students are challenged to develop a lifelong passion for learning that includes equal measures of wonder and rigorous inquiry. We teach our children to learn with and from each other, and we teach the group to respect the individual.

Our curriculum is built around teams of teachers. We believe education requires an integrated and interactive approach, inside the classroom and beyond – from physical education to science and technology, from the arts and languages to outdoor education. Using best practices in education, our teachers encourage children to trust their natural desire to question and explore. Our staff creates dynamic and collaborative environments where children can excel in the acquisition of both social and academic knowledge.

We are committed to diversity, community service, and global citizenship. Our school builds relationships that involve the family, creating a strong, intimate, and nurturing community. Our final measure of success is the enthusiasm of our students. We strive to create an environment in which joy, responsibility, and academic excellence can flourish, where children love to come to school each day. We know we are successful when our students graduate with a love of learning and an unshakable belief in themselves.

## **Non-Discrimination Policy**

Marin Primary & Middle School does not discriminate on the basis of age, ethnicity, gender, gender identity, learning style, physical ability, race, religion, sexual orientation, or socioeconomic class in administration of its educational policies, admission policies, scholarship and assistance programs, and athletic or other school programs.

## **SECTION I: ORGANIZATIONAL STRUCTURE**

### **Board of Trustees**

The Marin Primary & Middle School board of trustees sets policy that is implemented by the Head of School, together with the administration, faculty and staff. The board's responsibilities fall into four categories:

- The board is the guardian of the school's mission and philosophy and establishes institutional policy to ensure that the school is successful in fulfilling its mission.
- The board selects, evaluates, and supports the Head of School.
- The board is responsible for the financial stability and the financial future of the institution, including approving and monitoring the school's budget, setting tuition rates, and supporting fundraising for operational and capital needs.
- The board's primary work and focus are long-range and strategic.

The MP&MS board of trustees is comprised of up to twenty-five members, including parents and non-parents who have an interest in the school. This group of leaders reflects the specific expertise, resources, and perspectives needed to achieve and advance the mission and strategic objectives of the school. Trustees serve to support and advance the school and its leadership.

Regularly scheduled board meetings are held at school. Ad hoc committees supplement the three standing committees of the board: finance, trustees, and executive. In the MP&MS Family Directory, you will find a list of board officers and board members. Please contact the board president or one of the trustees if you have any questions.

### **Administration**

**Andrew Slater, Head of School.** The Head of School, the board's sole employee, is responsible for the implementation of the school's vision and mission and all aspects of the day-to-day operations. The head is accountable to the board for financial and facilities management, admission, curriculum and program, general policies, hiring and supervision of personnel, fundraising, and public relations. A team of administrators assists the head with these responsibilities.

### **Division Directors**

Amy Taylor, Preschool Director; Sheika Luc, Primary School Director; Dave DeMartini, Middle School Director.

The division directors supervise and support students and faculty in preschool, primary (junior kindergarten-fourth grade) and middle school (fifth-eighth grade). Their responsibilities include leadership of the faculty and students, curriculum development and implementation, scheduling, divisional budgets, and communication with families.

**Sarah Brewster, Associate Director of Administration & Special Projects.** The office of administration and special projects serves as a liaison between the faculty, staff, division directors, parents, and board of trustees. Special projects include marketing initiatives, branding, website development, special events, employee relations, and more.

**David Brown, Chief Financial Officer.** The finance and operations office manages the school's budget, tuition accounts, payment of expenses, the tuition assistance program and other business matters. In addition, the business office is responsible for human resources, employee benefits, and oversees the operations and maintenance of the school.

**Donna Fanfelle, Director of Admissions.** The Director of Admissions supervises the admission process, including preparing admission materials, organizing tours and other admission events for prospective families, evaluating applicants with the admission committee, and welcoming new families to the school.

**Ruth McDaniels, Associate Director of Marketing & Communications.** The communications office works closely across departments on messaging and publications. Internal and external communications, marketing, branding and website development, and other initiatives are part of this work.

**Ledlie Pastor, Associate Director of Development.** The development office manages fundraising, special events, alumni relations, communications and marketing. The development office is also the liaison between the Parents Association and the school.

**Angela Yokota, Enrollment Manager and Coordinator of Diversity Initiatives** The enrollment manager and coordinator of diversity initiatives works within the admissions office to support our current families while building connections beyond our school community.

## **Administrative Staff**

Carmen Crockett, Finance Associate  
Trisha Fontan, Development Associate  
Max Russell, Network Administrator  
David Munson, Facilities Manager  
Shannon Allen, School Nurse  
Lisa Ramezzano, Office Manager  
Sarah Westmoreland, Accounting Manager  
Angela Yokota, Enrollment Manager

## **Faculty**

The Marin Primary & Middle School faculty includes classroom and core content teachers and subject-area specialists who work with students in various grades. The specialists include instructors in the following programs: art, music, drama, physical education (PE), library, projects lab, technology, our garden, and the school counselor.

## **Overview of Our Divisions**

### **Preschool**

The preschool program includes the Meadow and Forest classes for two-year-olds (two by September 1), Seashore and Jungle classes for the three-year-old age group (three by September 1), and the Barn and Zoo classes for our four- to five-year-old children (four by September 1). The program reflects our understanding of the importance of physical, cognitive, social, and emotional development in young children who learn best through exploration and play. The preschool teachers are nurturing, warm, flexible, and knowledgeable in the field of child development and early childhood education. Our students benefit from regularly scheduled time with specialist teachers in Spanish, garden, library, music, and PE (Barn and Zoo only), and develop a love of learning with the knowledge that we treasure each child as a creative and inquisitive learner.

The preschool program meets stringent state regulations designed to protect the health and safety of our students, including student-teacher ratios that must be maintained at all times in the preschool.

### **Primary School**

The primary school includes students in junior kindergarten, kindergarten, and first through fourth grades. The program builds on the foundation of our preschool with a broad and challenging curriculum focused on the overall growth of the developing child, including academic, physical, and social emotional learning. Primary students spend most of their day in classrooms led by two teachers. In addition to

Spanish as a core class, they also have classes with specialist teachers for art, drama, library, music, garden, PE, and projects lab.

## **Middle School**

Middle school includes grades five through eight, and builds on our primary school program with intentional focus on the academic and social and emotional needs of all students. Middle school teachers and specialists work diligently to ensure that all students feel supported as they navigate these years. Embracing the dynamic nature and wide range of physical, cognitive and social and emotional growth of students this age is fundamental to creating an inclusive and positively productive middle school community.

The primary and middle school schedules revolve on a ten-day cycle, alternating between blue and green weeks. Fifth grade is led by two teachers for core subjects (math, humanities and science), while sixth through eighth grade students have separate teachers for humanities (integrated language arts and social studies), math, science, Spanish, and physical education. Sixth through eighth grade students rotate through a trimester each of art, music and drama, meeting multiple times over the ten-day cycle. Media literacy and digital citizenship courses are integrated throughout the curriculum as part of our technology program.

Sixth through eighth grade students begin and end each day in advisory. Advisory is made up of small groups of students (12-13) and one advisor, with a focus on executive functioning, organizational and study skills, and social and emotional learning. Advisory also provides intentional time for students to self-advocate and receive academic support and guidance.

Community service is an important part of the middle school experience. Middle school students are encouraged to design and lead individual or group projects through our Make a Difference program, in which students propose ideas to committee leaders. Student Leadership is another opportunity for students to take an active role in the school community. Middle school students are encouraged to volunteer for these programs throughout the school year.

Our middle school After School program offers seasonal sports and a spring drama production. Also available to middle school students are homework room options (library and LRP) and other enrichment courses. Parents may also make arrangements with LRP staff for homework support before school between 7:30 a.m.-8:15 a.m.



Middle school classes take five-day trips during the spring. Fifth grade travels to Yosemite, sixth grade to Mendocino Woodlands Camp, seventh grade to El Capitan Canyon in Santa Barbara, and eighth grade celebrates the end of their time at MP&MS with NatureBridge in the Olympic Rainforest in Washington State. These trips are a wonderful culmination of our school year, and integrate class studies while fostering team-building, collaboration, and communication skills.

**The Learning Resource Program**

The Learning Resource Program (LRP) works closely with the division directors and teachers to monitor and support the academic progress of all students and to facilitate the integration of learning tools, strategies and accommodations in the classrooms. LRP learning specialists work directly with students who need remediation, support or enrichment in one-to-one, under specific circumstances, and small groups. In addition, the learning specialists coordinate assessments, including standardized testing, consult with parents and coordinate with any outside professionals who work with MP&MS students. The LRP takes a broad perspective on the school community and its resources as well as a long-term view of all students as they move through the grades from year to year. See Section XI for more information about the LRP.

**SECTION II: SCHEDULE, ATTENDANCE, BEFORE- AND AFTER SCHOOL CARE**

The safety and security of your children during their time at school is our highest priority. With more than 350 children on our campus ranging from two-year-olds to eighth graders, we have established important routines and procedures to make sure students arrive and depart safely or are appropriately accounted for if they do not arrive at school. The information below is provided to help you understand school routines and expectations and the ways in which we need your support and cooperation to ensure the safety of all students. School buildings open at 7:30 a.m. and the After School program remains open until 6:00 p.m.

**Daily Schedule**

Preschool*	8:45 a.m.-12:30 p.m./3:30 p.m.
Junior kindergarten and kindergarten:	8:30 a.m.-2:00 p.m.
First to fourth grades:	8:30 a.m.-3:00 p.m.
Fifth to eighth grades:	8:15 a.m.-3:15 p.m.

\*Signing in and out by an authorized adult is required for all preschool students.

### **School Schedule**

Marin Primary & Middle School runs on a ten-day rotating schedule, alternating between blue and green weeks. Preschool through fifth grade begin the morning in their homeroom, while sixth through eighth grade uses advisory time to organize themselves. Each middle school student receives a planner with the blue and green weeks identified. The weeks are notated on our school calendar online.

### **Morning Arrival Procedures and Before-School Care**

**Preschool:** Before-school care is available for all preschool students from 7:30 a.m.-8:45 a.m. in their classrooms, at no extra charge.

**JK-eighth grades:** Students are supervised in designated classrooms from 7:30 a.m.- 8:00 a.m. and by school staff on the playground, in the library, or in the middle school courtyard until the start of the school day. Middle school students who arrive prior to 8:00 a.m. must check in with supervising staff in the middle school building. Students may report to their Advisory group classrooms beginning at 8:00 a.m. Middle school classes and Advisory begins promptly at 8:15 a.m.

### **Arrival and Drop-Off**

Families who enter school with their children may park in the unmarked areas on Magnolia Avenue or in the parking lot north of the preschool building. Adults and children must use the crosswalk on Magnolia if arriving from a parked car on the opposite side of the street. A crossing guard provided by Marin County is present during arrival and dismissal times. We strongly encourage families to carpool in an effort to decrease traffic congestion and environmental impact.

Please exercise caution in the parking lot at all times by stopping at the stop sign, using the crosswalk to enter the preschool building or playground, and supervising your children closely. Please respect the designated handicapped spaces, the fire access lane – which must be kept clear at all times - and any other reserved parking.

**Two drop-off areas are provided for JK through eighth grade families: the white zone on Magnolia Avenue, and the drop-off lane in the parking lot. These areas are not for parking! Drivers must not abandon their car while in a drop-off zone.** School staff supervise both

areas during the morning arrival time. Drivers may not double-park on Magnolia Avenue or stop in a manner that blocks traffic or our neighbors' driveways. Never leave a child unattended in your vehicle at any time, for any reason. U-turns on Magnolia during drop-off and pick-up are dangerous for pedestrians and add to the congestion.

In keeping with our commitment to sustainability and conservation, please do not idle gasoline-powered vehicles when waiting in the parking areas to pick up your child(ren).

Middle school students may wait to be picked up in the drop-off area of the parking lot or on the bench outside of the preschool door.

### **Bus Service**

Daily bus transportation services are provided for our San Francisco students by Michael's Transportation. Enrollment forms and schedules can be found in the Downloadable Documents section of the website. Please contact David Brown with any questions at [dbrown@mpms.org](mailto:dbrown@mpms.org).

### **Dismissal**

Preschool and primary school students are released to their parents or other designated adults at the end of the school day. Primary school students can be picked up from their classrooms by 3:10, and after 3:10 can be picked up and signed out of the after-school program. Children who are in third or fourth grade may leave school with written permission from parents and the approval of the division head. The appropriate form can be found in the main office. Middle school parents may wait in cars in the drop-off zone for students, or park in the parking lot and walk into the school. For safety reasons, students may not wait outside the middle school gate or in the main parking lot unless a school staff member is present. Students who leave campus are not allowed to return without checking in with the After School program manager.

Students will be released only to their parents or persons named as authorized to pick up. Should an emergency arise that requires someone other than the person(s) authorized to pick up your child, you must alert the office in advance with an explanation of the alternate plan. The office will then notify the teachers and/or afterschool staff]. The person picking up your child must first check in at the front office to provide a driver's license (or other government photo ID). Preschool families may contact their teachers or the preschool director by phone or email. Teachers will ask to see ID in the classroom before releasing your child to anyone unfamiliar to them.

## **Attendance Procedures**

Attendance is taken daily. Late arriving JK through eighth grade students must go to the main office to receive a tardy slip before joining their classes. The tardy slip must be given to the child's homeroom or advisory teacher.

If your child is absent for any reason, please notify the school nurse before 8:30 a.m. on the morning of the absence. Preschool families may notify teachers directly. We will call or email parents to check on any child who has been noted by a teacher as being absent if we have received no explanation for said absence.

Students will be excused from school and homework for observance of religious holidays. Please notify your child's teacher in advance of any such absences.

Children leaving school during the day should bring a note from home, or parents must email the teachers and the office manager, Lisa Ramezzano. Students (first through eighth grade) must sign out and be picked up in the main office. Preschool, JK, and kindergarten children may be signed in/out by their classroom teachers.

## **Late Pick-Up for Students**

Students are expected to be picked up at dismissal time unless they are participating in one of the After School programs. Remaining primary and middle school students will be sent to the After School program. Charges will apply beginning at 3:30 p.m.

In preschool, we ask that you make every effort to adhere to your contracted hours. We cannot always accommodate additional students in the After School program due to staffing and state licensing requirements. If you would like to extend your child's schedule, a revised contract may be possible if staffing and scheduling allows. In the event of a late pick-up, preschool students will stay in a classroom with a teacher until the pick-up plan and timing is confirmed. Additional fees may be charged.

## **Punctuality and Avoiding Absences**

Punctuality is an important life skill. Students who arrive after class begins miss the important opening of the day. While we understand the occasional circumstances over which we have little or no control, we expect all students to be at school on time.

Absences unrelated to illness, family emergencies, or religious holidays make it difficult for students to participate fully in the learning experience. Missing important presentations, discussions, and classroom activities puts students at a disadvantage. Please plan trips and special events during breaks and holidays. Make every effort to schedule dental and medical appointments during non-school hours when possible.

If a family must take a student out of school, the student's advisor and teachers must be notified at least one week prior to the absence. While teachers may assign work to be completed during the absence, they are not expected to take on additional work as a result of such absences. It is the responsibility of the student and parents to discuss and arrange make-up work with teachers.

Absences and tardies are noted on report cards, which are permanent records in a student's cumulative file. Parents of students in primary and middle school with excessive absences and tardies will be contacted by the division director and their teachers.

### **After School Programs**

**Preschool:** The preschool After School program is available from 3:30 p.m. to 6:00 p.m. Parents may choose this option as part of their regular tuition schedule. Drop-in services are not available. The children are provided with a variety of experiences including playground time, outdoor and indoor activities, and snack.

**Junior Kindergarten to Eighth Grade:** The MP&MS After School program is available from 2:00 p.m. to 6:00 p.m. for junior kindergarten and kindergarten, and from 3:00 p.m. to 6:00 p.m. for grades one through eight. The After School program provides childcare, classes and activities during the year, and on parent conference days and teacher professional development days when school is not in session.

Registration and payment is required for each After School session. Students may drop an activity without financial penalty during the first week of the session. For more information visit our website (under After School program) or contact Matt Penwell, After School program manager, for more information.

**Onsite After School Homework Options:** Available on a drop-in or scheduled basis, second through fourth grade students may do their homework in the library. Middle school students may do their homework

either in the library or the LRP Homework Club Mondays through Thursdays until 5:00 p.m. This is fee for this supervised option is \$10/hour.

**After School Sports:** The After School sports program for students in grades five through eight includes basketball, flag football, and cross-country. Third, fourth, and fifth grade students may participate in cross-country and track and field. Exceptions are also made for second graders who are interested in participating in cross-country and track and field. Students practice and compete against other independent and public schools in the area. Students who sign up for the program are expected to attend scheduled practices.

**After School Drama:** The After School drama productions take place in late fall (primary school) and spring (middle school). Rehearsals are two or three afternoons per week, with some rehearsals on weekends and an intensive tech week the week of the production. Parent volunteers support the productions. Students who choose to participate in this program are expected to be present at all practices and rehearsals unless specific arrangements are made with drama teacher Charlie Queary.

MP&MS closes promptly at 6:00 p.m. The After School programs charge a fee of \$15.00 for every 15 minutes or part thereof that your child is left at school after 6:00 p.m. If we are unable to contact you we will contact those listed on your child's emergency form. If an emergency prevents you from picking up your child on time, please let the school know immediately by calling the main office (415-924-2608), the After School program manager's cell phone (415-336-4611), or the preschool After School program cell phone (415-886-8051).

### **SECTION III: COMMUNICATION BETWEEN HOME AND SCHOOL**

Regular communication between school and family is a critical component of our students' school experience. MP&MS strives to develop and sustain a partnership with our families through active, respectful communication that assumes goodwill and a shared commitment to working together on behalf of our students. As stated in the National Association of Independent Schools Principles of Good Practice, "we recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of

the goals to be reached.”

Teachers communicate with parents and guardians through class websites, newsletters, telephone calls, email, and parent-teacher conferences. Parents and guardians should always feel free to reach out to faculty and staff with any concerns. For questions regarding your child’s daily life at school, please contact your child’s classroom or subject area teacher, or advisor (grades six through eight). Our preference is to deal with any complex or emotional issue via phone or in-person meeting, rather than email. Impromptu meetings at drop-off or pick up are difficult for teachers. For curriculum questions or student issues beyond the classroom, please contact the appropriate division director. Questions regarding overall school policy should be addressed to the Head of School.

Lisa Ramezzano, office manager, answers the phone every day from 8:00 a.m. to 4:00 p.m. All emergency calls should be directed to Lisa at 415-924-2608, as well as urgent messages to be delivered to the classrooms. For non-emergency calls, every classroom and administrator has a direct dial number. All school email addresses follow the pattern of the first letter of the first name plus full last name of the teacher or staff member@mpms.org. Staff phone numbers and emails are listed in the school directory and on the website.

When contacting teachers, please remember that they are working with students during the day and may not be able to respond to email or voicemail until after school. We try to answer messages as promptly as possible. If you contact a teacher by voicemail or email, you should receive a response within twenty-four hours.

If you need to bring something to your primary or middle school child during the day, please leave the item with Lisa in the office to be delivered. While it may seem easier for you to walk into the classroom, this can be disruptive to the flow of daily life at school for your child and others in the class.

### **MP&MS Family Access Module (FAM)**

Through a unique password for each MP&MS household, MP&MS’ Family Access Module (FAM) provides access to the most current directory of families. To login to FAM, click the “MY MP&MS” link at the top right-hand corner of our home page.

Please remember to update your contact information and emergency

pick up name(s) in FAM with any changes. Not only does this ensure we have current information in an emergency; it allows us to keep school records current.

### **Communication and Publications**

MP&MS has a number of publications designed to share the latest news of current events in our classrooms and our community. During the school year you will receive the *MP&MS Weekly Dispatch*, emailed Thursdays to all families, and *Footsteps* magazine (published twice per year), as well as other information concerning events and educational topics. Our website master calendar is always the best resource for accurate information on school events. There are also numerous on-campus display areas that highlight events and activities, including the screens in primary school and preschool hallways. Contact our communications office ([communications@mpms.org](mailto:communications@mpms.org)) if you would like to submit something for promotion or publication.

### **The MP&MS Weekly Dispatch**

The *MP&MS Weekly Dispatch*, sent electronically, serves as the school's primary communication tool for important upcoming events and activities.

### **Yearbook**

The school yearbook, published every spring, includes individual photos of all students. The cost of the yearbook is included in tuition.

**Student Photos in Publications.** As part of the school's communication and public relations program, we use photographs of students in our publications, videos, and other media, as well as the press. Students are not identified by full name. In your enrollment or re-enrollment contract, you are given the opportunity to opt-out of the media release for social media use and that information remains on file with our communications office. You may also withdraw your consent for all external media use of a student's image by submitting a written statement by email, mail, or in person to the School's communication office. If you have questions about your media release, you may contact Andrew Slater, head of school, at [aslater@mpms.org](mailto:aslater@mpms.org).

### **Report Cards**

The academic year is divided into two semesters. At the end of each semester, JK through eighth grade parents receive written reports on student progress. These reports describe students' development and effort in academic, social, and emotional areas, and include comments from specialist teachers.



Teachers in all preschool classes use a system of ongoing observation and documentation combined with a more intentional developmental skills assessment process once during the second half of the year. This process culminates in parents receiving a written progress report prior to conference days. In Zoo and Barn, parents receive reports at the end of January. All other preschool classes receive them in April.

### **Conference Days**

Conferences scheduled twice yearly provide time for parents and teachers to discuss the child's progress and share information. These conferences are important opportunities for the exchange of information and partnership between school and home. Division directors and/or Learning Resource Program staff may be included in a conference when appropriate. Please check the school calendar for the dates of conferences. Scheduling information will be made available as each conference day approaches.

Sixth through eighth grade students participate in Student-Led conferences, and take the lead in communicating academic progress and overall school experience to parents on these days. Advisors are present and support each advisee, sharing information with parents gathered from all core and specialist teachers prior to conference day.

Childcare is available for JK through eighth grade students on conference days through the After School program. Childcare is available for preschool students during the time of the conference *only*.

### **Other Communications**

Faculty mailboxes are located in the staff room, and staff and administrators have boxes in the main office. Most schoolwide communication is sent electronically.

Relevant advertisements for businesses or events outside school may be posted on the community bulletin boards by the entrance to the primary school or given to the main office to be made available to families who wish to take them. Please check with the front office if you have any questions.

### **Non-Custodial Parents**

All communications generated by the school will be distributed to the custodial parent/s, non-custodial parents, and step-parents. Similarly, parents (as well as grandparents) are permitted to visit their student on

school grounds. The school will make exceptions to this policy to meet the unique legal situation of each family. It is essential that parents inform division directors of custody arrangements during the enrollment process. Please contact Lisa Ramezzano in the main office and the appropriate division director if your family has specific requirements.

### **Bulletin Boards**

Bulletin boards throughout campus include information about upcoming events, special topics of interest, and exhibits of children's work. Requests for bulletin board space should be directed to the development office.

### **Website/Email/Internet Access**

In addition to information about school events and our curriculum, our website provides access to the school calendar, class websites, FAM, family directory, and important documents.

Most communication between school and home is handled through email and website posts. The email addresses of school staff are listed in the MP&MS directory and App. Access to these lists is provided only for use related to life at school and all group messages are screened by staff. Advertisements for businesses, services, or other such purposes are not appropriate for these lists.

Students in kindergarten through eighth grade have internet access through the school if both the student and parent/guardian have signed and returned the Acceptable Use of Technology Agreement. Please contact your division director with any questions.

## **SECTION IV: GENERAL INFORMATION**

### **Back-to-School Information and Activities**

In August you will receive a welcome letter from your child's teachers for orientation into the new school year.

New students/families and all kindergarten and preschool students/families will receive an invitation to our Open House. You are also welcome to visit the campus before school starts to take a look around to help your child become comfortable with the layout of the school. Please check in with the office if you would like to visit.

All families are invited to the Welcome Coffee on the morning of the first

day of school. This is a great opportunity to meet new families, reconnect, and to learn about the many volunteer opportunities at MP&MS.

During the first month of school, Back-to-School Nights provide an important opportunity for parents to learn more about the overall school and classroom programs. Your child's teachers will provide a general outline of the curriculum and grade level activities, as well as information on classroom routines and expectations for the school year. This is an adult only evening.

### **Restrooms**

Student restrooms are located in the preschool, downstairs in the primary buildings, in middle school, and near the multipurpose room. Single use, all gender, accessible restrooms are located in the preschool building, main office, middle school, and near the finance office.

### **Community Meeting**

Gathering students and faculty together is an important part of building our school culture and community. The primary school gathers regularly for Community Meeting to strengthen our community, focus on important topics for students, and to provide opportunities for student leadership. Middle school students meet every Friday morning for assemblies that are organized and managed by student leaders. Students present learning experiences from the classroom, important announcements are shared, and preparation for upcoming week is explored. Preschool classes have their own gatherings with presentations such as puppet shows, musicians, and storytellers.

Periodically the JK through eighth grade students join together for SPARK and other assemblies that support our school values and enrich our social and academic programs, often including outside speakers and presentations. Preschool students join these gatherings when developmentally appropriate.

### **Curriculum**

Curriculum information is available on the school's website at [www.mpms.org](http://www.mpms.org). Viewable upon login, each class has its own class webpage which may include recent newsletters, schedules, homework, special event information, and current photographs. If you have questions about how to get information about your specific class, please contact your teacher directly.

## **Homework**

Homework is intended to extend and reinforce meaningful classroom learning and to encourage the development of personal responsibility and good study habits. Marin Primary & Middle School teachers strive to focus on the quality of homework assignments, the connections to the broader curriculum, and the extent to which these assignments engage students in learning.

Parents can partner with the school by providing a predictable space for homework and by communicating with teachers if a student has difficulty completing assignments. Primary school homework may include bringing an object or materials from home; extension of an activity for family discussion; or math, reading, or writing assignments. Reading aloud with family or alone is a daily requirement for primary school students. Middle school students are assigned homework daily. Systems for managing the flow of assignments and homework during the school week will be shared with students and parents by their teachers, who will work with their students throughout the year to stay organized and current with their assignments using these systems.

## **Lost and Found**

Lost articles are kept in the downstairs area between the kindergarten and fourth grade classrooms. Preschool items may be found on the shelves in the preschool hallway. Valuable items will be kept in the main office. Because lost items accumulate and storage is limited, the school donates unclaimed items to charity every three months. Please label your child's belongings so we can make every effort to return them.

## **Lunch and Snacks**

For your convenience, daily lunches are available for purchase from an independent student lunch service provider. When school is closed due to conferences or teacher workdays, lunches will not be available for students in childcare. For more information on our lunch program, visit the parent portal on our school website.

We provide a snack for all students during morning recess, for preschool students in the afternoon and for all students in the After School program. Snack usually includes such items as crackers, cheese, and fresh fruit.

The school is committed to teaching children the value of good nutrition and environmental sustainability. We ask that you send healthy lunches

for your children and healthy treats for special events. Candy and sodas are not allowed at school and will be sent home if found in lunches. Our “low to no-waste lunch” effort helps our students understand the impact of the waste while developing a sense of shared responsibility for the world. For safety reasons, glass containers may not be brought to school. Students are not allowed to order food from outside vendors during the school day without approval from their homeroom teachers or the division director.

### **No-Nut Policy**

**Nuts, foods containing nut products, trace nuts, or manufactured in a facility that processes nuts are not allowed on campus** or on class field trips at any time, for the protection of a number of students who have life-threatening nut allergies. This includes food in students’ snacks and lunches brought from home, for parties, and food served during adult meetings on campus. If any item is discovered to be in violation of our policy, it will immediately be removed from school. Shannon Allen, our school nurse, is available to suggest alternatives to foods containing nuts, such as sunflower seed butter in place of peanut butter. A great list of nut-free options can be found at [www.snacksafely.com](http://www.snacksafely.com).

Parents should understand that this No-Nut Policy does not necessarily mean that there will never be food with nuts in the school setting, given that the school does not control all food items coming into school settings. Despite the No-Nut Policy, the school makes no guarantee that school settings will be completely nut-free, and the school disclaims any liability for violations of the No-Nut Policy. Due to the risk of inadvertent exposure, it is important that parents of students with allergies complete the FARE Emergency Care Plan Form and return it to Shannon Allen, our school nurse.

### **Parties and Special Occasions**

Special occasions such as birthdays are important events, and we believe in celebrating them in ways that are festive, inclusive, developmentally appropriate, and healthy. Please consider snacks with limited (if any) sugar.

#### In Preschool

Your child’s classroom teachers will provide information on how birthdays are celebrated in their classroom. Birthdays are generally celebrated with special projects or classroom activities. In classrooms that welcome birthday snacks, we ask parents to send healthy snacks with limited sugar. Any items that do not comply with our No-Nut Policy will be sent

home. We also encourage you to consider non-edible treats such as stickers or pencils.

### In Primary School

Each classroom in the primary school will celebrate birthdays seasonally or monthly. Signups to bring treats to these celebrations will be provided by the teachers and will specify the healthy foods requested. Parents may bring a non-edible treat (pencils, stickers, etc.) on the child's actual birthday.

### In Middle School

Each middle school advisory group will celebrate birthdays as they occur, or as close to the celebratory day as possible. Student half-birthdays will be acknowledged for students who have birthdays during summer break days. Student birthdays will also be acknowledged during middle school Friday morning assemblies. Middle school students are not allowed to bring food treats to school.

As part of our effort to build an inclusive community, we ask that parents be sensitive to the impact of birthday parties and social gatherings outside of school. While these are outside-of-school events, the impact on life at school can be considerable. Invitations to parties may not be distributed at school, and children should not discuss the event at school if everyone is not invited. Because MP&MS is a small school, being one of the few left out of a celebratory experience can create a perception of exclusion and have a negative effect on the learning environment.

### **Alcohol Policy**

Use of alcohol is not permitted at any school function, on or off campus, where students are present. Limited use of alcohol is allowed during school-sponsored events for adults with the approval of the Head of School.

### **Pet Policy**

Dogs and other pets are not allowed on campus during school hours (7:30 a.m.-6:00 p.m.). This policy respects the needs of individuals within our community and the safety and well-being of both pets and the community. Bringing a pet to school during the day or during pick-up and drop-off times can be disruptive, frightening for some children, and the potential for biting, allergies, and flea bites is always present. If a specific occasion is warranted, approval must be given by a teacher and division director.

## **Service Learning Program**

Service learning teaches young people the value of citizenship, including compassion, regard for human worth and dignity, tolerance, and appreciation of human diversity. It also teaches students critical skills such as collaboration, problem solving, and conflict resolution.

Preschool classes promote the values of kindness and connecting with community in a number of developmentally appropriate ways. Examples include book drives, field trips to animal care facilities, and community walks to connect with neighbors and local businesses. Primary school classes participate in service learning in a variety of ways, including singing at a senior center, beautifying our school grounds, raising and releasing native trout into a local creek, or gathering resources for local or global projects. Each middle school class participates in on-and off-campus service during the school year. Middle school students are expected to complete a minimum of ten hours of service during the school year.

## **Student Store**

Fun spirit wear is added to the school store periodically during the school year. Contact Trisha Fontan at [tfontan@mpms.org](mailto:tfontan@mpms.org) or Ledlie Pastor at [lpastor@mpms.org](mailto:lpastor@mpms.org) in the development office if you'd like to purchase something. All proceeds benefit Marin Primary & Middle School and all garments meet MP&MS dress code standards.

## **SECTION V: STUDENT BEHAVIOR**

Marin Primary & Middle School strives to provide a safe, kind and supportive learning environment for all students. All students are expected to participate in creating and maintaining a supportive community that embodies the agreements that are referred to in the MP&MS community as "Be A SPARK." This acronym stands for

- Be Accountable (A);
- Be Safe (S);
- Give Your Personal Best (P);
- Be an Active Listener (A);
- Be Respectful (R);
- Be Kind (K).

It is our goal to sustain a positive learning environment in which children grow academically, socially and emotionally and where all feel safe and free to learn. To be successful academically, children need to develop

the social skills reflected in the acronym “Be A SPARK,” as well as cooperation, assertion, responsibility, empathy, and self-control. We believe in a clear and consistent approach to discipline, based on the understanding of the ages of our students, and encourage parents to discuss and support the community agreements at home.

### **Behavioral Expectations**

Our school includes children ranging from two-year-olds to adolescents. For this reason, our behavioral expectations are stated in broad terms with implementation depending on the division and age of the student. Each grade level has its own, more specific expectations. Our response to instances of disrespect and violations of the expectations will be firm, fair, and appropriate for the child’s developmental level. Situations will be considered on an individual basis.

#### **The following behaviors are not tolerated at school:**

- verbal or physical conduct hurtful to others, including name-calling, inappropriate language, or severe aggression,
- electronic harassment via email, texting, and social networking sites;
- destruction or vandalism of property, including electronic property;
- stealing;
- leaving campus without permission;
- possession or use of alcohol, tobacco, e-nicotine or vaping devices, or illegal substances;
- possession of weapons or dangerous objects;

#### **The following items are not allowed at school:**

- large amounts of money or valuable items;
- weapons of any sort, including toy weapons;
- electronic devices and headphones may not be used during the school day for non-academic purposes without prior consent of teachers and division directors.

### **Consequences**

We communicate with children the importance of maintaining a safe community and the responsibility of all students to help maintain this feeling of safety. When the safety of the community has been compromised, or the school’s expectations have not been met, the teachers, division directors and Head of School will decide the strategy that is best for the child in response to the behavior. In most cases, classroom teachers will intervene and communicate with parents. If the



inappropriate behavior is particularly harmful or is a repeated infraction, the division director will contact the parents to resolve the situation and help the student meet community standards. The Head of School will participate in extreme cases.

Consequences may include:

- a meeting of the parents and teachers;
- sending the student home for the remainder of the day;
- in-school suspension;
- service to the school;
- loss of certain privileges, such as recess, After School participation, or field trips;
- suspension from school;
- expulsion from school.

**Sending Students Home** – Consideration of an incident of inappropriate or harmful behavior takes into account the developmental age of the child and the severity of the behavior. Students who harm another student physically or verbally (depending on the offense) will usually be sent home from school for the day. This reminds the student of the need for the community to heal and feel safe again, with the message that the student will be welcomed back the following day.

**Campus Service** – Campus service can help students understand their responsibility as a member of a larger group. Student behavior affects the school community, and therefore, giving back to the campus when inappropriate behavior has occurred allows the student to make this connection. Service is directly related to the behavior that occurred, or may involve helping on the playground, in the office, or in another area of the school.

**Suspension** – A suspension pertains to all school hours, including after school activities. Classroom and homework assignments missed during suspension will receive no credit. The student will be responsible for all information covered during that period of time.

**After Care Suspension**- Behavioral situations involving the After School program fall under the jurisdiction of the After School program manager, who will notify the appropriate division director. Behavioral expectations and consequences in the After School program are consistent with the overall school expectations and consequences. Students who have difficulty meeting behavioral expectations after school may be asked to shorten the length of their day and may not attend the After School

program for a determined period of time, at the discretion of the director.

### **Drug, Alcohol and Nicotine Policy**

Any student found using, holding, or selling drugs, alcohol or nicotine on school premises will be subject to the following consequences:

**First Offense:** Student will be suspended for up to one month and required to participate in mandatory counseling. A parent conference is required and counseling must be completed before readmission. Student may be expelled.

**Second Offense:** Student will be expelled from Marin Primary & Middle School.

### **Cell Phones, Laptops, and Other Technology**

Marin Primary & Middle School has laptops, tablets, classroom computers, and other technology available for students' use for academic purposes. With permission, school phones are available for students to use to call their parents.

#### **Middle School Cell Phone Guidelines:**

Students may bring cell phones to school to be able to communicate with family members at the end of the school day. Cell phones must be turned off and turned in to advisors for safekeeping during the school day.

Middle school students are allowed to check cell phones in advisory rooms after classes are excused for the day. Students may not use cell phones to make calls, text, or access the internet while on campus without permission. Students who use cell phones in violation of these rules will have their cell phone confiscated for twenty-four hours.

Students who repeatedly use their cell phone in violation of these rules will lose the privilege of bringing a cell phone to school.

Students may bring personal laptops or tablets to school if approved by a teacher and the division director to meet a specific educational need (all fourth through eighth grade students are provided with a school-owned tablet or laptop).

Students are responsible for the safety and maintenance of their cell phones, laptops, or any other form of personal technology. MP&MS assumes no liability for damage or loss to such equipment.

We expect students to treat others with respect and dignity at all times. This applies to the use of texting, email, and social network sites both

during school and outside of school hours. Technology used in a hurtful manner – either in or out of school – will be followed by appropriate consequences. We expect our students to carefully consider the ramifications of sending or posting information regarding others when using technology.

**Academic Integrity:** MP&MS students are expected to do their personal best on all of their schoolwork. Cheating, plagiarizing, or copying work from other resources (websites, others' papers, etc) will result in ungraded work that will impact a student's grade and may lead to more serious consequences.

## **SECTION VI: DRESS CODE**

### **Schoolwide Dress Code**

Students are expected to wear neat, clean, and appropriate clothing to class and all other academic and social functions. Grooming or dress that is sloppy, distracting, or offensive is not acceptable. Good personal hygiene is expected.

While parents and students have primary responsibility for personal appearance, teachers and division directors are responsible for interpreting the school's dress code. The guidelines in this section apply to the primary and middle school; preschool families will receive information about appropriate dress for school from their child's teachers. The following guidelines are provided to help students and parents understand the school's expectations.

MP&MS expects students and staff to dress in a manner that is personally comfortable, while allowing for individuality and respect for all members of our school community. All students are expected to wear clothing appropriate for school safety. Students may wear tank tops as long as undergarments are covered by shirt straps. Strapless shirts and muscle shirts are not appropriate. Crop tops are acceptable with high waisted pants only. Shorts should reflect our school values and cover the body in an appropriate way; bottoms must be completely covered. Shorts deemed too short will need to be changed. Graphic content, negative slogans, drugs and alcohol, discrimination against others, and profanity on clothing items is strictly prohibited. Students must have closed-toed shoes with a back/strap for safety.

**Hair and Jewelry** – Students' hair should be neatly groomed and not

cover the eyes. Tinting and light touch dying of hair is acceptable. Overly bright or distracting colors or styles are not appropriate for school. Studded or small hoop earrings are acceptable. Large hoop earrings are not acceptable for safety reasons.

**Shoes** – Shoes must be worn at all times at school and must be safe and appropriate for active play. Shoes must have a back or a strap. Flip-flops and high heels are not allowed. Athletic shoes are required for physical education classes.

### **Middle School Dress Code:**

The MP&MS middle school dress code is designed to ensure that student clothing is of a fit and style appropriate and comfortable for a school setting and the activities of a school day, which includes outdoor activities and physical education. The middle school dress code applies to the entire school day including the After School program, athletic activities, school performances and other after-school events unless otherwise communicated. Parents are expected to monitor students' clothing at home before sending their child to school.

MP&MS expects students and staff to dress in a manner that is personally comfortable, while allowing for individuality and respect for all members of our school community. All students are expected to wear clothing appropriate for school safety.

- Students may wear tank tops as long as undergarments are covered by shirt straps;
- Strapless shirts and muscle shirts are not allowed;
- Crop tops are acceptable with high waisted pants only (no visible midriff);
- Shorts should reflect our school values and cover the body in an appropriate manner; bottoms must be completely covered. Shorts deemed too short will need to be changed;
- Graphic content, negative slogans, drugs and alcohol, discrimination against others and profanity on clothing items is strictly prohibited;
- Students must have shoes with a back/strap for safety.

In general, clothing that does not meet basic codes of respect for an educational community is unacceptable. When dress code violations occur, teachers will provide students with an appropriate change of clothes, or parents may be asked to provide a change of clothes. Teachers and administrators will evaluate student dress on a daily basis.

## **SECTION VII: HEALTH**

### **School Nurse**

Our full-time nurse, Shannon Allen, is available to all students during school hours (8:00 a.m.-4:30 p.m.). The nurse works with the office manager to coordinate attendance, maintains the appropriate immunization and medical authorization forms, administers scheduled and over-the-counter medications, and is available for general questions and emergencies. She assesses various conditions, complaints, and injuries; provides treatment for those within the scope of nursing; and decides if students are well enough to return to the classroom, if they should go home or be referred for further assessment and/or treatment. The nurse participates in planning for the overall safety and well-being of students, including school emergency procedures and campus safety.

### **Health and Safety Committee**

The Health and Safety Committee is comprised of health care providers from our MP&MS community who serve as a resource for the school nurse and administration. Committee members are also available to help MP&MS families navigate the healthcare system and make suggestions about where specific types of medical care might be available. Please direct inquiries regarding the committee to the nurse.

### **Contact Information**

It is important that the school be able to contact you at all times in case of illness or emergency. It is your responsibility to keep the school informed of changes in work or home addresses, telephone numbers, email addresses, and persons authorized to pick up your child. Please remember to update this information in FAM when it changes.

### **Illness During the School Day**

Parents will be notified to pick up their child if they become ill or injured during the school day. Parents are expected to pick up sick children promptly, or designate someone from their emergency list to do so. Ill or injured children will wait in the nurse's office until parents arrive.

### **Injury Notification**

Every effort will be made to reach parents when a child requires emergency care at school. Parents are called for injuries such as bad scrapes or injuries to the head or face, orthopedic injuries, and for consultation when needed. All injuries and other complaints are documented. Often, an email report will be sent to parents.

## **Crutches, Splints, Casts**

If your child has an injury for which any medical equipment is prescribed, submit the physician's treatment plan to provide guidelines for MP&MS staff.

## **Rashes**

In accordance with The Centers for Disease Control and Prevention and state public health department regulations, any student who presents with a new-onset rash, including "slap cheek" appearance, lesions on the mouth, hands or feet, will be referred to their primary care provider for evaluation.

## **Medications**

The school nurse or other designated staff must administer any medication taken by students at school. Medications are stored in a locked drawer in the nurse's office. Any student requiring medication during a school day may do so under the following conditions:

- The student's current year medical information/parent authorization (MIPA) form has been completed online, with medication(s) listed and consent provided.
- School nurse has received the medication (prescription or over-the-counter medications that the child takes regularly) in the original container with label information consistent with what is on the MIPA information form.
- An Authorization to Administer Medication form is completed, signed by the prescribing physician and parent, and submitted to the school nurse.
- Short-term medications, such as a course of antibiotics, must be stored with and administered by the school nurse.

## **Required Health Forms and Physical Exams**

Parents/guardians of all MP&MS students must complete required medical forms to help us keep children safe and healthy at school.

### **For All Students Every Year:**

The online medical information/parent authorization form (MIPA) must be completed yearly prior to the start of school

**For new students and students entering Junior Kindergarten or Kindergarten (transitioning from our preschool), the following documents must be submitted prior to the start of school in order for your student to start on the first day of school:**

- General Health History form (completed and signed by the child's physician)
- Current immunization record

**For returning K-eighth grade students, the following documents should be submitted at the time of the next well- child check-up:**

- General Health History form (completed and signed by the child's physician)
- Current immunization record

**For preschool students, the following state-mandated health forms must be submitted prior to the start of school in order for your student to start on the first day of school (required annually):**

- Child's Preadmission Health History – Parents Report (completed and signed by parent)
- Physician's Report – Child Care Centers (completed and signed by physician and parent)

#### **Reminder:**

- Students entering the seventh grade are required by state law to receive a Tdap booster before entering school to protect against pertussis (whooping cough).
- If California immunization requirements are not met, and a "Personal Belief Exemption to Required Immunizations" form was submitted before January 1, 2016 it will remain valid until the student reaches the next grade span (kindergarten or seventh grade).

Please submit the required hardcopy health forms and online MIPA forms over the summer so the information is available for the first day of school. Students with outstanding forms will not be able to start on the first day of school, as these forms are necessary for us to ensure your child's safety and well-being at school.

#### **Allergies and Responsibilities**

Food allergies can be life threatening. For this reason, MP&MS has a strict **NO-NUT POLICY ON CAMPUS. Please be aware: this includes ALL food brought to campus for any reason, including parent coffees, meetings, and other events. Please pay special attention to labeling, as foods "made in a facility that processes nuts" are not**

**allowed at school and will be sent home/removed from school.**

Please refer to the no-nut policy in Section IV to familiarize yourself with these guidelines.

**Family Responsibilities for Children with Allergies:**

- Notify the school of the child's allergies.
- Schedule an appointment with the school nurse and division director to provide medical documentation and emergency medications and to develop an emergency care plan.
- Update information and emergency medications each fall with the school nurse.
- Complete an Authorization to Administer Medication form and an Emergency Care Plan form signed by the prescribing physician and parent and submit to the school nurse along with emergency medications.

**School Community's Responsibility:**

- Follow the MP&MS no-nut policy in good faith: no nut products or by-products in lunches, snacks, treats, or emergency packs.
- Practice good hygiene by washing hands and face frequently, especially if nut products are eaten prior to coming to school.

**When to Keep Your Children Home from School**

Sick children seldom gain anything from being at school and should recover at home for their health and the health of others. Let the symptoms guide your decision and if any of the following exist, please keep the student home.

- Vomiting: Students may not return to school until at least 24 hours after the last episode.
- Diarrhea: Frequent, loose bowel movements (3 or more in 24 hours) are often caused by gastrointestinal infections. Students should stay home until diarrhea has decreased to no more than twice a day and/or the child is fully recovered.
- Fever: (Temperature of 100 degrees Fahrenheit or higher). Students must be fever-free for 24 hours, without fever reducing medication, before returning to school.
- Eye Infections/conjunctivitis: Should be evaluated by the Primary Care Provider. Students may return to school when they are under treatment. Encourage good hand washing to decrease transmission.
- Cough: If cough is frequent, producing phlegm or accompanied by a sore throat or wheezing, keep your child at home. Sore throat: If child has tender, swollen glands and a fever of 100 or



- higher, keep your child at home.
- Antibiotics: A child must be kept at home for at least 24 hours after starting antibiotics.

### **Head Lice**

- Please inspect your child's scalp regularly, especially before returning to school after vacations and/or when they are complaining of an itchy scalp.
- At the beginning of the school year and following major school breaks, an outside agency performs schoolwide lice checks. The school nurse will notify parents/guardians of a child who is found to have nits/lice. Consult with your primary care provider or lice treatment salon for treatment options.
- If a child is found to have nits/lice, he/she must be treated at home or a specialty salon. Once treated, the child may return to school. Please check in with the school nurse and provide a Treatment Release Form describing treatment and follow-up plan.

### **Communicable Disease Plan**

The school's first goal is to protect the health of our students, faculty, and staff. If there should be exposure to a serious and life-threatening communicable disease or pandemic outbreak, the school will remain open for as long as it is feasible. However, should any staff or student become ill, we will follow local, state, or federal directives that may require us to close the school until it is safe to reopen. During this period, the school will seek to protect the privacy of the persons affected by the communicable disease to the extent that the protection of that privacy does not impede its ability to protect the general welfare of the community.

## **SECTION VIII: SAFETY AND SECURITY**

### **Visitors, Volunteers, and Parents on Campus**

The safety and security of our children is of paramount concern. We must be aware of who is on campus at all times, including students and adults. All visitors (except MP&MS families or child care providers) are required to check in at the main office to receive a visitor badge. When leaving campus, visitors must sign and return the badge to the same location. **Please contact a member of the school staff immediately if you observe an unfamiliar person in the building who is not wearing a visitor badge.**

## **Emergency and Disaster Information and School Plan**

The school has a comprehensive Emergency Operations Plan (available in the main office) designed for use in a range of emergency conditions including fire, earthquake, and emergency lock-down. The procedures are practiced regularly by staff and students. Fire, emergency, lockdown, and earthquake drills are held periodically throughout the year to ensure a calm, well-rehearsed response to an emergency. In the event of a fire or earthquake, students and staff will not return to school buildings until they are declared safe.

The school has contracted with an out-of-state provider, Blackboard Connect, to notify all families within five minutes of receiving an emergency message from the school. The Blackboard Connect phone messaging system will be the primary source of information from the school in the event of an emergency. The provider has a primary number listed for each family, as well as two work numbers and one cell number per family. Schoolwide email lists will also be used if possible. Parents are advised to listen to KGO 810 AM or KCBS 740 AM, check the Marin County Office of Education website, check email, and watch television, if possible, for information on school closings due to an emergency or disaster.

## **Use of Telephones in an Emergency**

Incoming phone lines may be jammed by traffic or down due to the emergency. Please wait for school to contact you through email or the emergency notification system. In the case of sickness or unusual circumstances constituting an at-home emergency, contact the main office, which will then contact the appropriate division director and/or teacher.

Adequate emergency supplies of food, water, first aid, and blankets are located in an exterior building on campus. The school regularly upgrades and replenishes these emergency supplies and follows the recommendations of the Marin County Office of Education and California Association of Independent Schools in all areas of emergency preparedness.

In the event of a major disaster in which parents are unable to pick up their children, students will be at one of the following locations depending on the circumstances of the situation: at school on the Joe Wagner Field (directly behind school), or the St. Patrick's Church gymnasium (downtown Larkspur at Magnolia/King), an officially designated disaster

center.

Children will remain under the care of the school until picked up by a parent or person designated on the emergency form. Each student will wear an individual lanyard for identification; the lanyards include emergency medical and contact information.

### **Emergency Medication Supplies for Children**

If your child requires medication, complete and submit a 72-Hour Disaster Medication Authorization to Administer Medication form (signed by parent and physician) and provide a three-day supply of necessary medications to the school nurse during the first week of school. The medication must be in the original container labeled with administration and storage instructions.

### **Harassment**

Every adult and student is expected to treat others with respect and courtesy and not interfere with any other person's ability to work or study. Harassment on the basis of gender, religion, ethnic origin, race, age, sexual orientation, marital status, or disability is a violation of school policy and state and federal laws against discrimination. Failure to meet this expectation is grounds for reprimand, suspension, or expulsion.

### **Sexual Harassment**

Sexual harassment between peers includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is not social or courting behavior; it is best seen as an assertion of power that interferes with the life of the targeted individual and will not be tolerated at school.

### **Child Abuse**

In compliance with California state law, teachers and school staff will immediately report any suspected instance of child abuse or neglect. All school staff members receive training to help them recognize child abuse and understand reporting requirements and procedures. School employees will exercise strict confidentiality regarding suspected abuse and its reporting.

## **SECTION IX: FIELD TRIPS**

Field trips are an integral part of our curriculum. Life beyond the MP&MS campus can be a great teacher, and there are many resources within our

geographic area to enrich our curriculum. Transportation is generally arranged using school vans, private cars, and occasionally chartered buses. Every precaution is taken to safeguard students on school trips. When traveling in private cars, all students must wear seat belts and may not sit in the front seat of cars, unless they are traveling with a parent and/or they meet state safety requirements (height/weight). As required by California law, children must ride in the back seat in a properly secured child passenger safety restraint until they are at least eight years old or at least 4 feet 9 inches in height.

The school's insurance carrier requires that parent drivers have a valid driver's license and a form on file with the school documenting their auto insurance coverage. This form, which is included in our May mailing packet, is to be filled out annually and turned in to Lisa Ramezzano by the time school begins in the fall. Only parents who have filled out this form and submitted a current copy of their auto liability declaration page will be allowed to drive on field trips.

### **Expectations for Volunteer Drivers and Chaperones**

- No one may drive in place of a parent (for example, babysitters or relatives).
- Cell phones or other electronic devices should be turned off when driving or chaperoning field trips, except in an emergency.
- Chaperones are responsible for the supervision and safety of students.
- Drivers are expected to supervise students and enforce school expectations at all times. Use of electronic devices or watching movies in cars during field trips is not allowed.
- If inappropriate behavior occurs, the driver should pull over and stop in a safe place until students are behaving in an acceptable manner. Please discuss any significant issues or problems directly with classroom teachers immediately following the trip.
- Drivers are expected to safely transport students to the destination with *no unscheduled stops*. Do not offer food to the passengers or make unscheduled stops for treats.
- Siblings are not allowed on field trips for safety, security, insurance, and educational reasons. Occasional exceptions to this rule may be permitted by the division director for certain trips. Please check with the teachers for specific information.
- Parents who chaperone or drive will have their entrance fees paid on most trips. The school does not offer reimbursement for mileage on short, local field trips. Exceptions may be made at the discretion of the finance office. Food and lodging are

- provided for those chaperoning on overnight trips.
- Field trips are an extension of our classroom program and the school's behavioral expectations apply when students are off-campus. Attendance on field trips is a privilege and uncooperative students may not be included on subsequent field trips.

## **SECTION X: DAVID HALE LIBRARY MEDIA CENTER**

The David Hale Library and adjoining ILab make up The David Hale Library Media Center (LMC). The LMC has a collection of approximately 15,000 books as well as online resources available to the school community.

### **The Goals of The David Hale Library Media Center (LMC) are to:**

- Support the school's educational programs;
- Nurture a lifelong love of reading and learning;
- Prepare each student with information literacy skills necessary for high school and beyond.

LMC specialists work closely with the classroom and specialist teachers to use LMC resources as tools to enhance the learning process, support curriculum, and extend the classroom experience. The LMC is open Mondays through Thursdays from 8:00 a.m. to 5:00 p.m. and Fridays from 8:00 a.m. to 3:30 p.m.

### **Homework**

The library is an excellent, supervised place for students to do their homework after school. The Library Homework Club is open Mondays through Thursdays from 3:00 p.m. to 5:00 p.m. as part of the After School program. Students may drop in after signing in with the After School teachers.

### **Checking Out Books**

Checking out books from the David Hale Library operates on a respect and return basis. Books may be renewed indefinitely unless the book has been requested by another patron.

Parents:	Adults are encouraged to check out books for themselves and on behalf of their children to read at home, up to ten books at a time, for two weeks.
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Preschool-JK:	Parents may check out books for reading at
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home, up to ten books at a time, for two weeks.

K-Third Grade: Students may check out **three books** per week after learning about the responsibility of caring for books.

Fourth-Eighth Grade: Students may check out up to **five books** at a time, for two weeks.

### **Lost or Damaged Books**

The cost to replace a lost or damaged (beyond repair) book is \$20.

### **Birthday Book Donation**

Families are invited to celebrate their child's birthday by donating a new book in their child's name to the David Hale Library. A special bookplate is placed at the front of the selected book. The child has the privilege of being the first to check out the book and is presented with a birthday pencil and bookmark. Book selections are curated by your librarians. Birthday Books costs \$20 each.

### **Electronic Resources**

#### *Reading Resources*

To search and discover books, browse the [Library's Online Database](#). Email librarian Margot Holtzman, [mholtzman@mpms.org](mailto:mholtzman@mpms.org) to request personalized reading lists.

### **Researching Resources**

The LMC educates students to utilize credible websites for high quality research. The LMC has a partnership with the Marin County Office of Education that offers [Ed1stop](#) Web Portal services to MP&MS. Ed1stop is an integration of web-based educational tools and resources.

- Username: mpms\_stu
- Password: mpms

The [MP&MS Resource & Research Guide](#) offers a variety of online researching resources.

### **Middle School Accounts**

**Email:** communication for school related topics and discussion

- Username: Your MP&MS email address
- Password: Your regular MP&MS password assigned by the school

Google Classroom: homework, assignments, deadlines

- Username: Your MP&MS email address
- Password: Your regular MP&MS password assigned by the school

**AppleID:** download educational apps and content for school devices

- Username: Your MP&MS email address
- Password: Your regular MP&MS password assigned by the school

**IXL study skills:** math and language arts practice

- Students with an MPMS email account should visit our custom URL (<https://www.ixl.com/signin/mpms>) and select the "Sign in with Google" button. From there, they will be only able to sign in with their school provided Google account.
- For students without an MPMS email account, use year of graduation + first name + last initial.
- Password: student (until you change it)

### **Troubleshooting**

Ask Margot Holtzman or Jesse Swagerty for password and other assistance: [mholzman@mpms.org](mailto:mholtzman@mpms.org), [jswagerty@mpms.org](mailto:jswagerty@mpms.org)

### **Technology Acceptable Use Agreement**

All students who are using computer technology at school, whether the device belongs to the school or not, must sign an Acceptable Use of Technology Agreement. A parent or guardian must also sign this form. The school reserves the right to inspect, monitor and limit any student equipment to ensure that school rules and expectations are being met. Middle school AUTA forms are included in student planners.

## **SECTION XI: THE LEARNING RESOURCE PROGRAM**

The LRP is involved in the success of every student at school. LRP learning specialists work closely with teachers and division directors to monitor, assess, and provide needed support to students as they progress through the grades. The LRP also conducts basic academic screenings, provides appropriate referrals, and consults with parents and outside professionals regularly.

When a student is identified as needing support or enrichment beyond

what the regular classroom program can reasonably provide, such support is usually provided first within the classroom through accommodations and the use of assistive technology. In cases where one-to-one or small group support is necessary, a learning support plan is developed by the child's learning team, composed of the child's parents, teachers and division director, paying careful attention to the integrity of the child's overall program and school experience.

### **Learning Resource Program Services and Fees.**

Most of the services provided by the Learning Resource Program are included in your child's program. There is an additional cost for regular one-to-one support in all grades and for learning support classes and small groups after fourth grade.

There is never a fee for any of the following services provided by the LRP staff:

- Classroom observations
- In-class support
- Consultation with parents
- Basic screening of academic skills, learning strengths, and challenges
- Referral or consultation with outside specialists

**Onsite After School Homework Options:** Available on a drop-in or scheduled basis, second through fourth grade students may do their homework in the library. Middle school students may do their homework either in the library or the LRP Homework Club Mondays through Thursdays until 5:00 p.m. The fee for this supervised option is \$10/hour.

Contact the Learning Resource Program for more information and a complete listing of programs and costs.

### **Outside Specialists on Campus**

If your child's needs fall outside the expertise or availability of LRP personnel, we are happy to work with you to coordinate outside specialists to work with your child on campus. Families pay outside specialists directly. These specialists working regularly on campus must go through the State of California Livescan authorization process and abide by MP&MS policies and procedures. There is a \$100 one-time fee charged by MP&MS to coordinate this authorization process for new specialists to the school.



## **Individual Evaluation and Outside Assessments**

While the LRP provides some individual academic screening at no cost to families, full educational and psychological evaluations are typically completed outside the school with a private evaluator. Your child's learning team will work with you to determine if such evaluation is warranted and can refer outside specialists for this purpose upon request. It is important that copies of outside evaluation reports be provided to MP&MS to help us best meet the needs of students.

## **Standardized Testing**

Standardized testing provides information on individual student academic progress as well as overall patterns in each classroom and across grades. Grades K-8 participate in Measurement of Academic Progress (MAP) testing. Kindergarten through fourth grade take the MAP test three times a year, in fall, winter and spring. Middle school students take the MAP in fall and spring, and take the Educational Records Bureau (ERB) test in the winter. Parents are invited to standardized test information evenings, and may request to meet with division directors to review testing results.

## **The Secondary School Admission Test (PSSAT and SSAT)**

The SSAT is taken by eighth grade students who are considering applying to most independent high schools. As a national SSAT testing site, MP&MS eighth graders typically take the SSAT at school on the second Saturday in October, November and/or December. MP&MS offers testing accommodations once approved by SSAT. Go to [www.ssat.org](http://www.ssat.org) for more information and to register for the test. Seventh grade students take the Practice SSAT (PSSAT) in spring.

## **SECTION XII: DEVELOPMENT OFFICE**

MP&MS's development office is responsible for the management of all fundraising activities. These include the MP&MS Annual Fund and other fundraising initiatives, and alumni outreach efforts, as well as the coordination of several annual school events. The development office also works closely with the MP&MS Parents Association. You may contact the development office with any questions at [development@mpms.org](mailto:development@mpms.org).

## **Giving at Marin Primary & Middle School**

Donations to MP&MS play a critical role in ensuring the quality of the school's programs and facilities. MP&MS is grateful for the many

parents, grandparents, alumni, alumni parents and friends who help sustain the financial health of our unique school.

Ways to partner with us to make the exceptional MP&MS experience possible include:

**The MP&MS Annual Fund** – The Annual Fund raises unrestricted funds to supplement the school's operating budget. Annual Fund donations help bridge the difference between what tuition covers and the actual cost of educating each child. The Annual Fund enhances the MP&MS student experience in every way, from supporting the school's innovative curriculum and low student-teacher ratio to funding the best student services and keeping unique programs such as the Outdoor Education Center vibrant. Annual Fund donations for the campaign are accepted through May 15 of each year. Donations can be made online at [www.mpms.org/donate](http://www.mpms.org/donate) or can be left in the lockbox by Lisa Ramezzano's desk in the front office. Please make all checks out to "The MP&MS Annual Fund".

**Capital Giving** – MP&MS seeks ongoing support in the form of major gifts and foundation grants to fund specific programs, special projects and the MP&MS endowment. Major gifts the school has received in recent years have helped fund the Learning Resource Center, the music program, the Fund for Financial Aid and the Outdoor Education Center. Over the last few years, MP&MS has raised funds from a generous group of leadership donors to help us complete important campus improvements as part of the school's long-term Master Plan. Plans are underway for additional facility updates, including new middle school classrooms, a multipurpose community building and subsequent renovations of the "cage" and other existing spaces.

**Fund for Financial Aid** – Marin Primary & Middle School has made a permanent commitment to the financial aid program through the creation of the Fund for Financial Aid. This restricted fund, which will take an annual draw based on the funds growth without eroding the principle, means greater access for more students with financial need now and into the future. Our commitment to a vibrantly diverse student body is at the center of this initiative. As we work to prepare our students for success in school and in life, we know that we must model the socio-economic spectrum of diversity beyond our campus. In concert with the school's mission and values, this fund supports our commitment to financial aid and the resulting benefits it provides.

**MP&MS Annual Auction** – The annual auction, hosted by the MP&MS Parents Association, is the school's premier fundraising event and provides a valuable contribution to both the school's annual operating budget and Fund A Need campaign. Each year, the MP&MS community comes together to contribute the time, money, and resources necessary to produce this amazing fundraiser. This event is always an impressive and memorable night out. Support and participation from our community for the auction, as well as sponsorships and underwriting, help to make this event a success. The Annual MP&MS Auction will be on March 28, 2020.

### **SECTION XIII: PARENTS ASSOCIATION**

All parents are members of MP&MS Parents Association (PA). The PA's mission is to engage parents in the vital work and spirit of our school. Several volunteer-led committees within the PA lead many important initiatives throughout the school year. The PA board meets several times a year, usually on campus, and sponsors two general meetings.

Parent involvement makes an enormous difference in the lives of our children. From driving on field trips, serving on a committee such as Friends of the Library, to working on the auction, there are countless ways to participate!

#### **A sample of the many volunteer opportunities available at MP&MS:**

- **MP&MS Annual Auction:** A large group of volunteers contribute to produce our only event-based fundraiser. From décor and corporate gift solicitation to graphic design, a wide variety of skills come together to create a great party and evening for all of us.
- **Homeroom Parent (HRP) Program:** A great way to stay connected to the classroom, each class has two homeroom parents who communicate with parents, assist teachers as needed, plan class parties and organize volunteer efforts such as recruiting field trip drivers.
- **Green Team:** This group spearheads environmental education and awareness activities that support the school's continuing efforts to find new ways to "be green," including Walk & Roll to School Days, recycling and championing off-campus community/environmental service activities for families.
- **Friends of the Library:** The FOL Team supports the school's David Hale Library by promoting literacy, and planning the

- annual MP&MS Book Fest and other library events.
- **Other year-round committees** include the Speaker Series Committee, Outdoor Education Center Committee, and more. Several short-term event planning opportunities also exist, including the Welcome Carnival, Halloween, and staff appreciation events.
- **PA volunteer opportunities forms** are located in the parent portal. Completing this form is the best way to sign up for a committee. In addition, our annual Welcome Coffee is a great way to meet committee chairs and learn of opportunities available. For additional questions, please contact Ledlie Pastor in the development office at 415-413-9046 or [lpastor@mpms.org](mailto:lpastor@mpms.org).
- **All payments for the Parents Association** should be put in the lockbox by Lisa Ramezzano's desk in the front office. Checks should be made out to MP&MS PA.

## SECTION XIV: STAFF APPRECIATION

We seek to help our children understand the value of expressing their appreciation of others, including their teachers and other school staff, in a way that honors and celebrates their contributions and is comfortable and inclusive.

Children and parents often want to honor their classroom teachers. Handmade gifts and notes are always appropriate and welcomed. At the end of the year, homeroom parents sometimes put together a collection of children's notes, drawings, group crafts, or photos for the teachers. We ask that the value of a physical gift to teachers not exceed \$30.

If families have larger gifts such as event tickets, cultural opportunities, a weekend outing, or use of a vacation house they wish to share, they are warmly encouraged to do so on an equal opportunity basis. These gifts are offered via lottery to the broader community of faculty and staff that support our children. These donations are managed through the Office Manager, Lisa Ramezzano.

### **Faculty, Specialist, and Staff Appreciation**

The Faculty, Specialist, and Staff Appreciation Fund is a semi-annual program run by the Parents Association that collects and distributes gifts to faculty, specialists and staff (not including directors). In December and May, you will receive an email inviting monetary contributions as a way to

say “thank you” to teachers and staff.

Other opportunities to honor teachers include the annual Staff Appreciation Week, and major events such as new babies, marriages, or retirements. Homeroom parents may ask for small monetary contributions to recognize such events in the lives of their children’s teachers.

## **SECTION XV: ADMISSIONS OFFICE**

MP&MS welcomes candidates for admission from families interested in a rich educational program, and who seek a learning experience compatible with the school values and mission. Current families are an important source of information for prospective students and their families and serve as our best ambassadors for the school. We frequently hear that families apply to MP&MS because they have spoken with satisfied parents and heard stories of successful students. Please contact the admission office if you know of people who may be interested in learning more about MP&MS.

Tours for prospective parents (adults only), which provide a comprehensive look at the school’s faculty, students, and facilities, are held on Tuesday, Thursday, and Friday mornings. The admission deadline for new students is in January. In March, admission is offered to new qualified candidates.

### **Buddy Family Program**

The Buddy Family Program provides support and information for our new families. The admission office and division directors identify a match between the new family and an existing family (preferably with children in the same grade). The buddy family serves as a resource throughout the year and helps introduce the child and their parents to the school community and its traditions. Please contact the admission office if you would like to volunteer for this program.

### **Tuition Assistance and Tuition Support Programs (JK-eighth only)**

At Marin Primary & Middle School, we believe the primary responsibility for financing an independent school education lies with families, and we appreciate the sacrifices that many families make to support their children’s education. We also realize that the cost can be prohibitive for some families. It is our goal to make an MP&MS education accessible for those families who value it and whose children will benefit from the

opportunity.

To that end, we have two distinct programs: **Tuition Support** and **Tuition Assistance**. Parents do not need to apply for both. Those who expect to qualify for traditional tuition assistance should apply only for the Tuition Assistance program. Those who believe their income or assets may make them ineligible for traditional assistance may apply for the Tuition Support program.

**Tuition Assistance Program** – Through our general tuition assistance program, we provide grants of various amounts, up to a maximum of 85% of tuition, based on demonstrated need. To apply, parents should complete the application through FAST (Financial Aid for School Tuition) at [www.ismfast.com](http://www.ismfast.com) and provide supporting documentation from parents, stepparents, or guardians by the listed deadline, usually in late January. All applications must be made online through FAST for tuition assistance.

Families must reapply for tuition assistance each year a child attends MP&MS. The award amount may vary from year to year based on parent financial standing and school tuition assistance budgets. Tuition assistance, once awarded, may be continued through the eighth grade provided the family demonstrates the requisite need and the student remains in good standing. Parents must inform the committee if there is any substantive change in the family's income during the course of the year. Parents must meet application deadlines to be considered for tuition assistance.

In the event of divorced or separated parents, the school requires that **both** parents complete and submit application forms. The school will consider the assets of both parents before making any award. If either parent has remarried or is living with a significant other who plays a role in the child's life, the school will also consider the assets of this person, bearing in mind the obligations of that individual to his or her own children. The school believes that parents have an obligation to pay the educational expenses of their children to the best of their ability. This obligation takes precedence over any obligation on the part of the school to provide tuition assistance.

**Tuition Support Program** – The Tuition Support Program (TSP), is designed to increase affordability for families who might not qualify for traditional tuition assistance. The TSP allows tuition discounts of up to \$2,000 per child for families who meet these guidelines:

Adjusted gross income of less than \$175,000	One child	\$2,000 discount
Adjusted gross income of less than \$225,000	Two or more children	\$2,000 discount per student

Applicants for the TSP need only complete a simple two-page application and submit the first two pages of their 1040 tax returns.

Students who qualify for general tuition assistance and receive charged LRP support services receive support at the same general tuition assistance percentage.

### **Tuition Assistance Extras**

Those students who qualify for assistance of 75% or more in 2019-2020 are also entitled to:

- Free lunch (through School Foodies. One free After School elective, chosen from the select list (available from the After School Program manager), in each of the three sessions. In addition, access to the Homework Club after school is provided.
- Half price After School care until 4:30 p.m. (After School care is full price from 4:30 p.m. to 6:00 p.m.)
- In addition, tuition assistance recipients are eligible for discounted or free tickets to certain events throughout the school year.
- Questions about any aspect of the school's tuition assistance policy should be addressed to the Chief Financial Officer.

## **SECTION XVI: BUSINESS OFFICE**

The finance offices are located in the primary school building, across from the first grade classroom, and in an office off the multi-purpose room. David Brown, Sarah Westmoreland, and Carmen Crockett welcome your questions about tuition, due dates, payment plans, and the status of your accounts. If you would like to make an appointment, please contact them at [dbrown@mpms.org](mailto:dbrown@mpms.org), [swestmoreland@mpms.org](mailto:swestmoreland@mpms.org), or [ccrockett@mpms.org](mailto:ccrockett@mpms.org).

### **Tuition**

A signed enrollment agreement with a non-refundable enrollment fee, security deposit, and new student enrollment fee (if applicable) is due by the date specified. Once you have signed and initialed the enrollment

agreement, you are responsible for the full tuition and fees for the following school year as stated in the enrollment agreement.

Tuition is the primary source of revenue for Marin Primary & Middle School. Tuition covers the school's operating expenses such as salaries and benefits, educational equipment, field trips, and utilities. Therefore, it is very important that parents adhere to payment commitments. Tuition payments that are not received by the due date will result in a late charge of \$50 per month. Incidental charges that remain unpaid for sixty days will incur a \$25 late fee per month.

Parent(s) may elect to pay annual tuition by one of the following methods on or before the dates indicated on the Enrollment Agreement:

- A. Payment of full tuition in May by cash or check..
- B. Payment of two-thirds (2/3) of the tuition in May and payment of the remainder of the tuition in December.
- C. Monthly payments using the FACTS monthly tuition payment service (nine equal payments from May 20 – January 20). Participants in the FACTS plan are charged an annual fee of \$45.00 per student by FACTS, and an administrative fee of \$150.00 per student by MP&MS.

Anyone selecting options B, or C, i.e., anyone not paying in full by May, is required to participate in the A.W.G. Dewar Tuition Refund Insurance Plan at the current cost of 1.40% of the annual tuition. The security deposit is non-refundable should parent(s), for any reason, fail to pay the annual tuition (as stated on the enrollment agreement).

Payments may be mailed or dropped off in either of the lockboxes located in the main office and the finance office. Late fees are assessed based on the date payment is received; not the postmark date. There is no reduced rate or refund for holiday or vacation time. Students whose tuition and fees are not received within thirty days of the due date are subject to suspension from school until all outstanding amounts are paid. Any MP&MS family faced with unexpected difficulties in meeting the tuition obligation is invited to discuss this matter in confidence with the Chief Financial Officer

Please note that as stated in the tuition agreement, on and after May 1, no reduction, cancellation, or refund of any portion of the annual tuition will be made as a result of the student's absence, late arrival, illness, withdrawal, suspension, or for any other reason.



**New Student Enrollment Fee**

There is a one-time-only, non-refundable fee of \$500 for students new to the school.

**Security Deposit**

A \$2,000 security deposit is required for every child who enters MP&MS in JK through eighth grade. For students entering preschool, the security deposit is \$1,000. Providing a security deposit does not relieve you of your obligations under the yearly enrollment agreement. On the student's withdrawal or graduation from MP&MS, provided that the parent(s) has/have satisfied all financial obligations to MP&MS, the security deposit shall be returned to parent(s) if MP&MS receives a written request for the return of that security deposit within thirty days of the last day the student is enrolled at MP&MS. If no such request is received from parent(s), the security deposit shall be donated to MP&MS.