



FAMILY HANDBOOK

Family Handbook

THE PATHFINDER SCHOOL, INC.

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THE PATHFINDER SCHOOL FAMILY HANDBOOK

This handbook is intended to serve as a guide to help students and their families come to know The Pathfinder School's programs and opportunities, as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, security, discipline, school rules, safety, athletics, and other topics.

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. The Pathfinder School reserves the right to deviate from the normal rules and procedures set forth in this handbook, and to deal with individual circumstances as they arise in the manner deemed most appropriate by the school; taking into consideration the best interests of the School, its faculty, employees, students, and overall school community. The policies may also be revised or updated periodically, even during the school year. You will be advised of any changes electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Head of School.

The policies and procedures set forth in this handbook are not a right or part of the enrollment contract. The procedures herein do not confer any contractual rights on any student, but instead serve as an aid to the school in its everyday decision-making responsibilities.

Welcome to The Pathfinder School:

Dear Families,

The Pathfinder School exists to provide a safe and purposeful environment which partners with parents in the development of their children. To those ends we attempt to construct an environment of clear expectations, instructional effectiveness, and social responsibility. In our classrooms, throughout our campus, within our community, and in all our interactions, we strive to demonstrate a commitment to child development and quality education. Everything we do is focused on how we can best construct a culture of high expectations for learning and social engagement.

Our Family Handbook describes the processes we use to help guarantee an instructionally agile and responsive environment. It outlines a framework that enables a safe and productive learning community.

We believe that constant self-reflection is necessary for learning. This applies to organizations as well as children. We encourage you to familiarize yourself with the contents of the Family Handbook. We also invite your input on the policies that govern our school. As an independent school, we embrace local control over our environment. Please be a part of that community process. If you have any questions or concerns, please feel welcome to share those with me at any time.

Sincerely,

Jill Vignski
Jill Vignski
Head of School

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MISSION STATEMENT

The Pathfinder School mission is to ensure each student builds a foundation of intellectual facility and self-assurance through immersion in vigorous learning environments that require creativity, critical thinking, collaboration, initiative, and responsibility.

OUR VALUES

- *Respect for multiple intelligences and learning styles.*
- *Constructivism and experiential learning.*
- *Attention to social-emotional wellness and character development.*
- *High expectations for academic effort and generativity.*
- *Enthusiasm for teaching and learning.*
- *Students being well-known by their teachers.*
- *A broad and adaptive curriculum.*
- *Integration of the arts.*
- *Utilization of the outdoors.*
- *Environmental stewardship.*
- *Favoring cooperation over competition.*
- *A shared spirit of community among students, parents, and teachers.*
- *Independence in curriculum, governance, and finance.*

STUDENT RIGHTS AND RESPONSIBILITIES

Self-respect. Respect for others. Acceptance of differences. These are the pillars of a Pathfinder education. The following principles are taught and practiced from PreKindergarten through Grade 8:

- *I have the right to have the respect of others. I have a responsibility to respect others.*
- *I have the right to feel safe. I have a responsibility to help others feel safe.*
- *I will be kind to my fellow students and Pathfinder faculty and staff.*
- *I take responsibility for my actions and my education.*
- *I participate enthusiastically in the Pathfinder community with my fellow students, expecting that they will be my lifelong friends and colleagues.*

ACCREDITATION

ISACS. *Independent School Association of the Central States: serves as the accrediting body of independent schools in this area, comparable to North Central Accreditation in public schools.*

HISTORY

The Pathfinder School's founders, Arthur and Nancy Baxter, established the school in 1972, because of their belief that strong communities need independent school options. Their goal was to provide an academically excellent education for young people and to achieve this goal in a stimulating, creative atmosphere that produces interesting, well grounded individuals. They chose the wooded 22-acre campus extending from Grand Traverse Bay to the shores of Cedar Lake to provide a unique learning environment for area students. The original lodge buildings were enhanced in 1978 with the addition of the gymnasium building. In 1986, the school was reorganized from a PS-12, to its current PK-8 configuration. In 1993 two portable units were added.

In June 2000, The Pathfinder School officially merged with Interlochen Center for the Arts (ICA). ICA continued to maintain the school through June 2007, at which time Pathfinder once again was independently operated, while also entering its 35th year as an educational institution. The result of this independence is a revitalized and strengthened educational opportunity for the Grand Traverse area that offers academic excellence combined with exceptional fine arts integration and instruction for PreKindergarten through Grade 8.

GOVERNANCE

Board of Trustees

The Pathfinder School is governed by a Board of Trustees with anywhere from nine to twenty-one voting members charged with oversight of the school's mission and the long-term health and sustainability of the corporation. The school is a not-for-profit institution with a 501(c)(3) status granted by the IRS.

The Board is composed of current and past Pathfinder parents, alumni, community members, and volunteers from the greater Traverse City area. The Board is self-perpetuating and recruits members through its Trustee Committee.

The Head of School, Business Officer, and the Director of Development and Communications sit on the Board as ex-officio members.

The Board of Trustees focuses on three areas critical to the success of the school: it selects, evaluates, and supports the Head of School, to whom it delegates authority to manage the school; it develops broad institutional policies that guide the Head in running the school; and it is accountable for the financial well-being of the school. The Board uses a system of standing committees to carry out its work and may solicit participation from the whole community in the work of these committees.

Board Committees: Executive
 Trusteeship
 Finance
 Development
 Marketing
 Building and Grounds

Head of School

The Head of School is the chief administrative officer of The Pathfinder School and supervises and controls all of the operational and educational affairs of the corporation, including recruitment and supervision of teachers, school curriculum, student admission standards, general supervision of students, financial matters, building and grounds, fund raising, liaison with the parent body, and such other duties as may be prescribed by the Board of Trustees.

The Head of School is the only employee of the Board of Trustees; all other school personnel report to the Head of School.

ADMISSIONS

The Pathfinder School seeks students who can contribute to and benefit from its program. Students are selected for admission to the school on the basis of academic potential, developmental maturity, school achievement, and readiness for the school's program. Where appropriate, testing is used as a tool to provide information to assist in the assessment of each candidate. Academic records are examined and an interview may be held. Whenever possible the student will spend two-days visiting an age-appropriate classroom. Teacher representatives make recommendations, and a final decision is made by the Head of School, who has ultimate authority and sole discretion in the decision whether or not to admit or re-enroll a student.

When there are more qualified candidates than openings available, the school establishes an **unranked** waiting list. If any openings occur, the admissions committee, in conjunction with the Head of School, decides which candidate(s) to offer a position based on the overall profile of the class and the match between the needs and qualifications of the student with the needs of the school.

The Pathfinder School may not be an appropriate learning environment for every student. After every effort has been made, given the resources of The Pathfinder School to accommodate a child's needs, a recommendation may be made for an alternative learning situation.

It is the policy of the school not to discriminate on the basis of race, sex, color, religion, gender orientation, national origin, ancestry, or disability that is unrelated to the ability to enjoy the benefits of the school's programs, facilities, or services. All persons are encouraged to apply.

Conditions of Acceptance

All students agree to the following conditions prior to entering The Pathfinder School:

- Students will demonstrate dedication to learning in each of their classes and daily assignments.
- Students will not be physically or verbally abusive to others.
- Students will conduct themselves in a cooperative manner at school and at all off-campus activities.
- Students will not possess or use alcohol, unauthorized or illegal drugs, or tobacco at school or while participating in school functions or trips. Students will not encourage these activities or bring these substances into the school community. Students will not possess guns, weapons, explosive devices, etc. on campus or while participating in school functions or trips. (See specific policies regarding drugs, alcohol, and weapons later in this document).

Conditions of Dismissal

Students not complying with these conditions and other general rules adopted by the school, or local and state laws, or whose presence at the school is detrimental to the school community will be subject to dismissal. In all cases, dismissal is the sole discretion of the Head of School. Upon enrollment, it is emphasized to families that they are obligated to pay the full year's tuition and fees. No refund or reduction in tuition can be made for early withdrawal or absence from school due to sickness, dismissal, or other causes.

Re-Enrollment Review

During the third-quarter of the school year, individual class instructors will review their current students' achievement and behavior. A complete list of hold/concern students will be submitted to the Head of School, who will notify these students' families of the school's concerns and what conditions must be met by the end of the school year in order for the student to be invited to re-enroll. Names of additional students may be added to this list at the end of the third-quarter and the end of the fourth-quarter. Immediately following the last days of class, the Head of School will meet with any involved faculty and review the students' academic achievement and behavior. Final decisions for re-enrollment will be made by the Head of School.

The school believes that a positive and constructive working relationship between the school and a student's family is essential to the fulfillment of the school's mission. Thus, the school reserves the right to discontinue enrollment or not to re-enroll a student if the school reasonably concludes that the actions of a parent (or guardian) make a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its educational purposes.

ACADEMIC PROGRAM AND CURRICULUM

During the school day, students are actively engaged in activities that support The Pathfinder School mission and values. The curriculum at The Pathfinder School includes language arts, math, science, social studies, creative arts, music, physical education, and a developmental French program for all students – beginning in PreKindergarten. A library collection, technology, and other hands-on curricular activities support the academic program. Student interactions with teachers and fellow students are varied and flexible. Small class sizes allow many opportunities for individual conferences and learning opportunities between the student and teacher. Depending on the curriculum, students may work individually or in groups.

The Middle School curriculum provides challenging learning and problem-solving activities, expanded reading and writing opportunities, a structured math program, and activities that allow for social interaction with each other and the community.

The core curriculum for the Pathfinder School is designed to ensure the highest level of rigor and engagement. We base our curriculum on research, best practices, elements of national and international curricula, and our experience with teaching and learning. The Pathfinder School has high academic expectations for students. Students are encouraged to think independently, work cooperatively, act responsibly and ethically, take educational risks, and enjoy learning as a lifelong pursuit. Expectations are constructed to be developmentally appropriate. Students are expected to be active participants in the educational process and share responsibility for their own learning.

Individual Needs and Course of Study

The course program, small class populations, and classroom methodology at The Pathfinder School allows for some flexibility in addressing individual students' needs; however, all students are expected to, at the least, work to meet appropriate grade-level mastery of material. The Pathfinder School attempts to differentiate the curriculum for individual students; however, we can do so only within the structures inherent in our school (i.e., faculty, facilities, and financial resources). Student needs are addressed individually with sensitivity towards consistency in how we treat all students.

Learning Diagnostic Services

Parents and/or teachers may recommend learning diagnostic testing. The Pathfinder School does not endorse any specific testing professionals. Available services include a referral to the local Northwest Education Services (formerly known as TBAISD) evaluation team (at no cost) if a child is suspected of a disability or learning challenge. Various professionals in private practice may also be recommended. The Pathfinder faculty welcome communication with parents and testing professionals once the student's parents sign a release form. The Pathfinder School reserves the right to identify recommended strategies that can be reasonably implemented in our school setting.

Additional student services provided by the state and private organizations are available upon request. They include diagnostic testing for learning disabilities and psychological screening. Screening and therapy for hearing, vision, speech, and language can also be requested.

Academic Advancement

Students are expected to maintain a positive attitude towards their studies and complete their work in a timely manner. Teachers strive to meet the academic needs of individual students within the larger context of the school's academic program. The school strives to keep students with their age-appropriate peer group to facilitate optimal social and emotional development. Parents are encouraged to discuss placement and academic needs with faculty and the Head of School. A student who falls behind or is struggling academically is subject to the review of the faculty prior to a recommendation to move on to the next grade level.

Academic Difficulty

The Pathfinder School makes every effort to help students who fall behind our defined expectations. When this occurs, the student's course is reviewed and recommendations are made. Teachers request parent conferences and send notes home frequently during such reviews. Daily assignment sheets, online workspaces, and email are sometimes used to communicate expectations to parents and help students organize their work.

Standardized Assessments

Standardized assessments are given three times each school year, during the Fall, Winter, and Spring to students in grades K-8. These assessments are used to assess both individual student progress and curriculum effectiveness at the cohort level. Schoolwide results are also consulted to determine gaps in curriculum. Assessment results are disseminated to faculty and families following the completion of the assessments. Faculty use the results to shape and determine the best curricular plan to challenge and assist all students in their classes. Parents (or guardians) are encouraged to discuss their student's results with the faculty and/or Head of School.

Homework

The purpose of homework is to reinforce learning that takes place in the classroom, and make connections between home and school. It is a means of making learning visible and connected to home-life. It is also a way for students to develop and refine more mature learning habits including helping students develop organizational and time-management skills. The school expects students to complete homework assignments in a timely, neat, and thorough manner. Assignments consist of both daily and long-term projects.

Parents can help by providing an environment conducive to concentration, and they can help their children work on a suitable schedule. Students need different amounts of support and encouragement. Students don't need their parents to do their homework for them, nor do they need parents to claim responsibility for their child's homework. Students need to learn how to increase their responsibilities in this area of extended learning.

Homework for lower school students may take a variety of developmentally appropriate forms. Reading at home every night for 15-20 minutes is typically an expectation. In addition, students may have incomplete daily class work to finish, projects to work on, or activities to reinforce the day's instruction.

Middle school students may have homework on weeknights. Volume will ebb and flow with the school year as projects are assigned and completed. Families should protect time for homework appropriate to the needs of the child. If a student misses 1 assignment, the teacher will discuss the situation with him or her; 2 or more assignments, the teacher will contact the student's parents; if non-completion becomes a pattern, the student will work with the Head of School to develop a plan to address the problem. Students who have ongoing problems completing homework assignments will be referred for academic intervention.

Students and parents are encouraged to be proactive and contact their teacher before a problem arises or if they have any questions about the work. Parents should contact instructors if they have any questions regarding homework content, amount, or deadlines. Our goal is to carefully challenge each student to discover their capacity while always offering the safety of adjusting expectations. Communication with parents is vital to meet this goal.

Academic Probation

If a concern about a student's academic success has been addressed within the classroom and the student continues to have difficulty, the student and his/her family will meet with the Head of School and appropriate faculty. If deemed appropriate by the Head of School and faculty, the student may be placed on Academic Probation. Appropriate structures will be designed for assisting and monitoring the student's work on a more frequent and regular basis during the time of probation. Student extracurricular participation and re-enrollment for the next school year is contingent upon satisfactory resolution of the probationary status. Review of the student's academic status is done by the Head of School in cooperation with faculty, parents, and students.

Tutoring and Special Services

Summer review, private tutoring, or counseling may be suggested or required for students not achieving grade-level expectations or social-emotional milestones. Every effort is made to be supportive of this process, and teachers welcome recommendations resulting from such tutoring or counseling. However, the school reserves the right to identify recommended strategies that can be reasonably implemented in our school setting.

Re-enrollment for students participating in summer course review is contingent upon satisfactory completion of their summer work prior to the last week of August. A report from the tutor detailing the specific course of study and student progress may be requested by the school office prior to an enrollment decision.

The Grand Traverse area offers several options for tutorial services. The Pathfinder School does not employ tutors, but tutors may come and work with students on campus with prior

arrangements made through the office. Financial arrangements are made between the tutor and the family. Parents who arrange tutoring during the school day acknowledge that they will be displacing other portions of the Pathfinder curriculum.

ARRIVAL/DISMISSAL AND ATTENDANCE

Daily Home Health Check-In

It is imperative that parents partner with the school concerning any health and safety matters. Students with a fever at or above 100.4 degrees fahrenheit should be kept home from school until they have been fever free for at least 24 hours without the use of fever reducing medication. Students with any symptoms consistent with a communicable disease should be kept home from school (i.e. Sore Throat, new uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline), diarrhea, vomiting, or abdominal pain, new onset of severe headache, especially with a fever, loss of smell or taste).

Your student may return based on the guidance for their symptoms - see “Managing Communicable Diseases in Schools” -

https://www.michigan.gov/documents/mdch/Managing_CD_in_Schools_FINAL_469824_7.PDF:

- Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
- Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotics have been taken);
- Cough/Shortness of breath: improvement
- Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
- Severe headache: improvement

Arrival and Departure Procedures

PreKindergarten through Grade 5 classes begin at 8:15am and end at 2:55pm. Students should arrive in their classroom no earlier than 8:00 am and depart no later than 3:15pm. There is no supervision in classrooms prior to 8:00am. Therefore, students are not allowed to go to their classroom, the library, or the gym prior to 8:00am. Parents must remain with their children until 8:00am when students are welcome to go to their classrooms.

Classes for Grades 6-8 begin at 8:00am and end at 3:00pm. Students should arrive in their classroom no earlier than 7:45am and depart no later than 3:15pm. There is no supervision in Grade 6-8 classrooms prior to 7:45am. Therefore, students are not allowed to go to their classroom, the library, or the gym prior to 7:45am. Parents must remain with their children until 7:45am when students are welcome to go to their classrooms.

Parents of Pre-Kindergarten and Kindergarten students must walk with their children to the classroom upon arrival. The classrooms are located on the upper level in the Early Childhood cluster. Pre-Kindergarten and Kindergarten students may not go from the parking lot to the classroom without adult supervision.

All students must be picked-up no later than 3:15pm. Students will not be allowed to wait in the office, on the deck, or in a classroom until their ride arrives. Students remaining after 3:15pm for Extended Day must be pre-registered with the Main Office at the beginning of each quarter for the entirety of the quarter. Please be sure to bring your photo ID to sign-out your child from Extended Day.

On half-days, classes begin at the same time as listed above and end at 11:30am. **There is no Extended Day on half days.**

Students should be well advised of after-school transportation arrangements before they are dropped-off in the morning. While it is understandable that some changes do occur, we ask that you make every effort to notify your child before dropping them off at school, and call the school prior to pick-up time if there is an emergency change.

Leaving During the School Day

It is critical that the school knows which students are on-campus at any given moment of the day. Students are not to independently leave the school grounds during the school day. Children who must leave school before dismissal because of a scheduled appointment should be picked-up from the main office and signed-out. Please make every effort to notify the office prior to the day and time of the early dismissal for your child.

Tardiness

An effective school day is predicated on a timely start to the planned activities. **Chronic tardiness is disruptive to the lessons and the learning of classmates and places enormous emotional stress on the tardy student.** Being on time is important. Part of the school's role is to help students develop good learning habits, and punctuality is one of those habits.

It is critical that the school knows which students are on-campus at any given moment of the day. **Students who arrive at school late are to report to the office and sign-in with the office administrator.** If a pattern of regular lateness develops, parents will be informed and it will be necessary that an agreement be made that breaks the pattern of tardiness.

Attendance and Planned Absences

All students are expected to be in school each day. If a student is not going to be at school, the office should be notified by 8:00am. **Please call the office at 231.935.3800 or email receptionist@thepathfinderschool.org.** Please notify the office staff of any potential for a communicable disease. Please contact teacher(s) for daily assignments. Teacher email addresses are available in the Family Directory, or parents can contact teachers via ClassDoJo.

We **strongly discourage** the scheduling of appointments for students during the school day. Please notify the school in advance if it becomes necessary to schedule an appointment for your child during the school day. Parents must sign the student out and then back in with the Office Administrator.

If there are repeated absences or unexcused tardies, the student's parents or guardians will be contacted.

If unplanned non-medical absences exceed one week, careful evaluation from the teachers and Head of School, along with consultation with parents, may determine if the student's absence will exceed his/her ability to continue to benefit from and contribute to the learning environment. At that point, the Head of School (with input from teachers and parents) will decide in which direction to proceed. Please keep in mind that the school cannot assume responsibility for correspondence instruction nor private instruction. The critical concern will be whether the student can continue to benefit from and contribute to the learning environment upon his/her return.

Field trips, including Fall Experience, are integral parts of The Pathfinder School curriculum. Classroom time is spent in preparation before these events and follow-up activities take place after. Students are expected to attend to be able to complete assignments related to the experience.

The Pathfinder School has a published vacation schedule ([click to see the 2020-2021 school calendar](#)). Therefore, families should schedule vacations according to the school calendar. A planned absence form (available in the school office) is to be used for any planned or

scheduled absence(s) during the school year (excluding calendar holidays and school-sponsored trips). The purpose of the form is to inform the school and the instructors that a student will not be in class, so preparation and plans can be made for the student's absence. The properly completed form must be turned in to the office by 8:00am, two-days prior to the first day of absence. It is the students' responsibility that all missed assignments will be completed in a timely and satisfactory manner.

Long-Term Travel Policy

Occasionally, a Pathfinder family will embark on a long trip during the academic year. This means more work for teachers, classmates, and a lot of catch-up work for the student. It is also potentially an important learning opportunity. It is our expectation that families on the road will remain in contact with the school via electronic communication. There are two reasons for this; First, it enables teachers to track students' progress for school re-entry at the end of the trip, and; Second, contact can enable the traveling family to contribute to the ongoing discoveries of classmates at Pathfinder. At the end of the trip, it is recommended the returning student shares their experiences of travel with classmates, to demonstrate that learning happens in many environments. We also ask all families to be aware of any local, state, and national health department or Center for Disease Control travel guidelines.

Emergency Weather School Closing

As winter weather approaches, it is important to be prepared for safety related closings or delays. The welfare of our students and staff is always our primary concern. In making weather related decisions, we consider three questions:

1. Can families and faculty safely travel on the area roads?
2. Will the campus be safe and accessible when they arrive?
3. Will adequate licensed supervision be in place when children arrive?

If weather causes any doubt to affirmative answers to any of the above questions, safety is at risk, and we will not compel families to travel.

In the event that Traverse City Area Public Schools (TCAPS) closes for weather related or non-road or non-safety related issues, we will independently reconcile the situation against the above criteria and make our own determination. TCAPS consults with public safety and county road officials in making their determination and is able to staff physical surveys of the road conditions across the area, so their decision to close will be taken into consideration as Pathfinder decides what is safest for our students and staff.

Any such decision will be clearly and quickly communicated via ClassDojo, email, Facebook. On snow days, teachers will also make good use of e-mail, ClassDojo, Google Classroom, and other tools to communicate with children to ensure learning continues.

The school partners with Leelanau County Emergency Management for notification of severe weather events.

During a tornado/severe weather watch, the Head of School will assign a lookout who will sound a campus-wide warning signal if sheltering is required. The same warning will be sounded should the Weather Bureau change the status from tornado watch to a tornado warning. Tornado shelter maps are posted in classrooms.

In case of severe wind, rain, and/or snow, students may be kept at the school and in the classrooms until it is deemed safe to leave. These decisions will be made by the administration, and the faculty will be kept informed. Parents may keep informed by calling The Pathfinder School office.

Professional Development Days

Professional development days are scheduled throughout the year. These days provide the staff with time for planning, discussing student needs, and attending workshops to keep current with educational methods and research. The dates are noted on the yearly calendar. School is not in session on these days.

Driving on Campus

When arriving and departing, drivers should adhere to the directional signs and road markers in the driveway. Drivers should remain in their cars while in the pick-up line. **Children are not to be dropped-off or picked-up on the hill.** Drop-offs should occur a safe distance away from the base of the stairway or other areas of pedestrian traffic. Teachers and/or staff will supervise all children as they wait to be picked-up. In order to allow drop-off and pick-up to move safely, we ask that no one park in the designated “No Parking” areas in front or to the side of the Administration Building. Please have your family name in the car window at pick-up. **Drivers must refrain from using cell phones while operating vehicles.**

Hill Drive

The driveway up the hill is for faculty and emergency use only. Please park and use the stairs. If physical problems make the steps impossible, please stop and let the Office Administrator know. Only those with medical issues or making deliveries will be given clearance to drive up the hill.

- The Hill drive is a limited access roadway, primarily to be used by instructors who teach on the upper campus. Parents with mobility issues must secure permission for access by contacting the school office. Only those with pre-approved authorization may drive to the upper campus.
- Please remember—Speeds are very slow while on any part of our campus (under 15 mph).
- Although the hill drive is maintained during the winter, it is always best to watch for any signs that may indicate hazardous conditions during inclement weather.
- Please remember to honk when approaching the blind turn near the top of the hill drive.
- Please obey the **STOP** sign when coming down the hill drive.
- Designated parking is in the provided lots adjacent to the lower and the upper campus. Authorized persons may drive inside the campus areas only at times when no students are on campus and only for delivery needs. These access areas must be clear for service and emergency vehicles.
- Remember to constantly watch for pedestrian traffic. As much as we remind and instruct, you can never be sure that a young person won't lose focus and run into your path.
- The lake drive is a seasonal road, which is unplowed during the winter.

GENERAL FAMILY INFORMATION

Library

The Pathfinder School library provides a collection of fiction, non-fiction, reference, and magazines, for both children and young adults. There is also a growing collection of child development and education books for adults.

Lunches and Snacks

The Pathfinder School does not provide a lunch program. All students who stay for a full-day are expected to bring a bag lunch. Lunch should be nutritious. Research shows that high-protein foods enhance concentration over a period of time, while sugars give a quick

energy boost and quick letdown. For this reason, we strongly suggest that you do not include candy and soft drinks in a lunch.

Some teachers allow a morning snack. Such snacks should also be nutritious. PreKindergarten students need to have two nutritious snacks in addition to their lunch. Extended Day participants desiring snacks can pack those and bring them to the extended day program.

Please do not send glass bottles or containers with students. But please remember to send the necessary utensils and reusable dishware if needed.

Shared Food Policy

Because of the seriousness of food allergies, food related health issues, chronic diseases, and diverse dietary needs that teachers are asked to monitor on behalf of parents, shared food and parent-provided “treats” can create confusion and hardship on the affected students and teachers.

Since many of these issues are private and protected by HIPAA and FERPA laws, parents must work with the teacher to navigate these needs. The policy requires that parents notify the teacher well in advance of any planned event as to what is intended so that necessary communication and accommodation can occur. It is essential that any effort by parents to provide food to a group of students be respectful of the dietary diversity of the population, be healthy for all, and be planned in cooperation with the teacher well ahead of the event. Only individually wrapped prepackaged snacks will be allowed in the classroom, and must be preapproved and accommodate all dietary restrictions. ****** Please contact the school before sending snacks so the specific allergies and objections of families can be appropriately accommodated in advance of the event.***

For such celebrations, non-food treats (small gifts, art projects, decorations, games, stickers, puzzles etc.) are encouraged. Below are some suggestions to consider. **Be aware that the needs and limitations of the audience will determine what is or is not appropriate. Please work with your child’s teacher to determine the most appropriate option.**

Fridays are designated as “Community Lunch” days, sponsored by the Pathfinder Parent Association. Families may participate in this program (for a predetermined cost) as desired. Students who do not wish to purchase the PPA provided foods may bring a bag lunch.

Recess/Playground Rules

There are several areas around our 22-acre campus that students use for play. In order to ensure safe play at all times, we have the following Recess Rules:

- Recess is a time to have fun with friends in a safe environment.
- The Pathfinder School behavioral expectations (Be Kind, Be Safe, Be Respectful, Be Responsible) will be followed during recess.
- Students will climb up the ladder of the slide and slide down on their bottoms.
- Swings will be used in a safe manner. Chains will not be wrapped over the bar.
- Large group games (such as soccer, football, frisbee, basketball, etc.) will be played in areas designated by the recess supervisor.
- Students may not enter the building except with permission from a supervisor. Students will attend to their bathroom needs before recess.
- Sticks are used for building only, and not to simulate weapon play of any kind.
- Play equipment must be returned after use.
- Recess is over when indicated by the supervisor, teacher or parent, and students will immediately follow their instructions.
- During cold weather months, if temperatures are zero degrees or above (ambient and/or windchill) students will have regular outdoor recess. If temperatures are below 0 (ambient and/or wind chill), recess will be held inside. In cases where ambient temperature is above 0, and wind chills are between 0 and -10, teachers can, based on the needs and preparedness of the students, utilize outdoor play for not more than 15 minute intervals.

Supplies

Personal school supplies are the responsibility of the student. Teachers will send supply lists home to parents prior to the school year and indicate any additional needs as they occur throughout the year.

Birthdays

Celebrating a birthday at school is strictly voluntary. In consultation with the classroom teacher, students may arrange for a celebratory activity with their class on or near their birthdays. Because of the seriousness of food allergies, food related health issues, chronic diseases, and diverse dietary needs that teachers are asked to monitor on behalf of parents, shared foods and parent-provided “treats” can create confusion and hardship on the affected students and teachers. Please refer to the policy section on “Shared Food”.

Invitations to parties may not be handed out at school unless all students in the class are invited.

Lost and Found

Articles that are found are brought to the lost and found box. Parents are urged to look through the box if they know of missing items. The box is located in the gymnasium entryway and may be checked at any time during the year—please check frequently for lost items. The Pathfinder School is not responsible for lost items. Twice a year - during winter break in December and at the end of the school year in June - items remaining in the lost and found if unclaimed, will be given to local charities.

Telephone Usage

Families are encouraged to make after-school plans prior to arriving at school. Students will not be allowed to make phone calls between 3:00 and 3:15pm, except in the case of a health emergency. If a student needs to call home, arrangements should be made to call prior to 3:00pm, preferably during the student’s lunch period.

EXTENDED DAY

The Pathfinder School Extended Day Program is fully licensed and designed to provide a safe and secure environment for students needing to stay after-school until their parent/guardian can pick them up. We will provide an environment conducive to the development of the whole child, with a caring staff and activities for the children during their stay.

Program Goals

1. to provide a safe and secure environment for the child while the parents are employed or otherwise occupied;
2. to help the child develop to their fullest potential by:
 - a. building feelings of self-worth and confidence;
 - b. providing opportunities for the development of interpersonal relationships with both peers and caring adults;
 - c. developing academic and physical skills by providing enrichment classes, organized clubs, and sport activities;
3. reducing parental anxiety through the knowledge that the child is well cared for in a quality comprehensive program;
4. to provide adult supervision from someone capable of understanding, identifying with, and relating to each child as an individual;
5. to continually strive for program refinement for the benefit of the participants.

Schedule

The Extended Day Program is an after-school daycare service offered Monday through Friday; from 3:00pm through 5:30pm. Parents are expected to pick up their children **no later than 5:30pm**.

Students must be in school on the days they participate in the Extended Day program. Any exceptions need to be approved by the Head of School.

The Extended Day Program **WILL NOT** be available on conference days, holidays, snow days, scheduled vacations, Grandparents Day, half-days of school, and other days to be decided at the discretion of the Head of School. When Extended Day is not available, parents will be notified in advance, and expected to make other arrangements for childcare. **There is no Extended Day on half-days.**

Students should be well advised of after-school transportation arrangements before they are dropped off in the morning. While it is understandable that some changes do occur, we are unable to accommodate the need to remain at school for late pick-up if students are not already registered for the Extended Day program.

Daily activities during the Extended Day Program will include time for physical fitness, planned activities, socialization, quiet time to rest or to do homework, and special enrichment activities. The Extended Day Program will provide a healthy snack. Each child will be required to check in daily with the Program Director or Aide upon arrival in the Extended Day room.

Upon departure, parents or guardians must come and sign-out their child from the Extended Day Program with either the Program Director or Aide, and be prepared to show a photo ID. Children will not be allowed to leave on their own. Only parents or guardians and persons named on the Emergency Form are authorized to pick-up a child.

Pathfinder Family Handbook

Daily Extended Day Schedule:

3:00–3:15pm	Check-In
3:15–3:45pm	Activity
3:45–4:45pm	Free-Time (Classroom/Gym/Outside)
4:45–5:15pm	Activity
5:15–5:30pm	Clean-Up and Final Dismissal

Activity choices include, but are not limited to, quiet time, homework, board games, reading, puzzles, movies, computer activities, arts and crafts, enrichment activities, supervised indoor/outdoor play, games, and sports.

If a student is having academic difficulty, the faculty may recommend, as part of the plan to help the student succeed, that he or she completes all homework at Extended Day before choosing another activity. The Extended Day staff members are qualified to help students with homework when requested.

Extended Day Admissions Policy

Participants of the Extended Day Program must be enrolled at The Pathfinder School. Each child enrolled in the Extended Day Program must have the following forms completed and on file:

1. Child Information Form
2. Permission Form for Prescribed Medication (where applicable)
3. Health Appraisal and Record of Immunization, including Hepatitis B, or Immunization Waiver and Statement of Good Health
4. Family Handbook Acknowledgment (which includes Extended Day Program)

Requests to register for Extended Day can be sent to ExtendedDay@thepathfinderschool.org.

Fee Policy

The tuition for the Extended Day Program will be assessed on a number of days per month. Fees are \$24.00/days registered/month. Families can enroll children for 1-5 days per week, and then fees will be billed for those registered days on a monthly basis (i.e. 2 days/week would be \$48.00 for the month). There is a \$15.00 charge if your child is picked up after 5:30 PM. There is a \$24.00 charge for anyone who needs to register for Extended Day the same day; this fee will also be billed when children are not picked-up by 3:15pm from school. There is also a one-time registration fee of \$25.00 per child.

Snack

Children are welcome to bring snacks of their own to eat at the beginning of Extended Day. ***Thank you for alerting us to any food allergies on the Child Information Emergency Form.***

Medication

Any student needing medication must have a letter from a physician stating the type and purpose of the medication. A completed Permission Form for Prescribed Medication authorizing the administering of the medication with specific instructions for its dispensing must be provided to the school. A log will be maintained for each student requiring medication.

Medical Emergencies

The Emergency Form gives the school permission to take a student to the Emergency Room at Munson Medical Center. This release is only used if a medical emergency arises and a parent cannot be contacted. Rest assured that every attempt will be made to notify parents as soon as possible in the process.

Extended Day Computer Use

School computers are to be used for educational purposes only. Students needing to use computers to complete class assignments are encouraged to do so. Non-educational utilization is not permitted. Students may use computers to:

- Access class websites or Google Classroom/ClassDojo assignments
- Conduct research associated with a class assignment
- Writing or media creations associated with a current assignment
- Other activities deemed appropriate by the supervisor
- Use of personal devices during extended day adheres to the same policies as during the school day

Workstations are available for course work.

1. Students wishing to use a computer need to gain approval from a program supervisor before doing so. The requesting student should report to the supervisor an academic appropriate use of the computer.
2. Supervisors will monitor use in accordance with the request.
3. When demand requires, waiting lists for use will be established, with 20-minute intervals.

Students using computers without permission, or utilizing computers for non-approved activities will be subject to the following:

- First Offense: Students will be suspended from extended day computer use for the remainder of the day, and be referred to the Head of School for a review of policies. Parents will be notified.
- Second Offense: The student will be suspended from extended day computer use for one week, and parents will be notified.
- Third Offense: The student will be suspended from computer use during extended day for the remainder of the semester and parents will be notified.

NOTE: If suspended students need to subsequently use a computer during extended day for real academic purposes, special arrangements will be made within the Head of School's office.

Extended Day Behavior Expectations and Behavior Policy

The Pathfinder School has high behavioral expectations for students. The focus is on positive reinforcement and four broad-based rules: **Be Safe, Be Kind, Be Respectful, Be Responsible.**

These expectations apply to the Extended Day Program as well. The behavior policy follows a positive mode in which self-control and self-esteem are encouraged. Explanation, distraction, and redirection are used where they are appropriate. Time-out, which is removal from a situation to a quiet place, is used only if necessary to diffuse a hurtful incident. Staff will also make use of "Problem Solving" forms both to communicate with parents and to provide a learning opportunity for the student. The underlying rule guiding the discipline policy is that no student has the right to interfere with the learning of another student or the purpose of an activity, nor jeopardize the well-being of any student or staff member, or themselves.

The Pathfinder School fosters self-control and trusts students to act with integrity, respect, and common sense.

PRE-KINDERGARTEN POLICIES AND PHILOSOPHY

The Pathfinder Pre-Kindergarten is fully licensed by the Michigan Department of Human Services. While all school policies apply to the PreK, we also have additional licensing standards to meet.

By Law, The Pathfinder School maintains a licensing notebook. The notebook contains all the licensing inspections, special investigation reports and related corrective action plans.

The licensing notebook is retained in our administrative office and is available to parents during regular business hours.

Licensing inspections and special investigation reports from at least the past 2-years are available on the child care licensing website at www.michigan.gov.michildcare.

Pathfinder Pre-Kindergarten Philosophy

The Pathfinder School embraces the concepts of multiple learning styles and developmentally appropriate expectations. Pathfinder students are active participants in the educational process and share responsibility for his/her own learning. Committed parents and conscientious teachers work cooperatively in order to create an environment of mutual trust and respect in which each child can thrive. Students are encouraged to think independently, work cooperatively, act responsibly and ethically, take risks and enjoy learning as a lifelong pursuit.

Early School

Our early childhood program focuses on the whole child: every aspect of a child. We strive to create authentic relationships between children and teachers as well as help children possess a sense of belonging within the community. Our goal is to offer opportunities for children to build their own set of tools to support their future success.

Multi-Age

The early childhood classroom is designed to support a wide range of developmental levels. A community is built with experts of all ages practicing alongside peers. Our classrooms are constructed with a balance of 3-5 year old children and mixed genders.

Our Curriculum

Our curriculum design is based on current brain research, developmentally appropriate practice and teaching to the multiple intelligences. It emerges from the children's interests and ideas. Through observation of children at play, interests are discovered to guide the planning process. Teachers gather together to brainstorm the curriculum avenues. The Work Sampling Developmental Guidelines continue from PreK through 3rd Grade. By having these consistent assessments, developmental milestones, and learning styles can be embedded in individual learning plans to ensure challenges and successes are supported. Each lesson plan focuses on process rather than product. Each day progresses like a science project. Open-ended questions are asked to encourage and strengthen critical thinking and problem solving skills. Children hypothesize and then as a group they test their ideas by setting up experiments, hands-on activities, and opportunities to communicate and discover. Results are charted, graphed, photographed and represented by creating models from many mediums. This great documentation helps make learning visible to parents and the outer community.

The Environment

The environment plays a huge part in all we do, from our beautiful wooded campus to the child-centered classrooms. The classrooms are set up with different areas such as science, art, manipulatives, dramatic play, blocks, reading and a quiet space, which supports developmental experiences. All the materials are at the child's level and are easily accessible for exploration. This rich environment provides play, language, and literacy opportunities throughout the day.

Our Teachers

Our Pathfinder teachers are experienced, warm and nurturing. They act as guides as they learn alongside the children. Each teacher brings to practice a different strength, which offers more opportunities for children. They observe, take notes and record children's conversations. These observations are shared with each other as they explore ways of expanding on children's spontaneous activities and interests. The teachers are committed to long-term enhancing their understanding of children. All staff and volunteers are subject to required background checks in compliance with the requirements of the Department of Human Services. Pre-Kindergarten teachers abide by the professional development requirements set by licensing, and are trained in CPR and First Aid.

Teacher to Child Ratios

We strive to ensure small class sizes and child to teacher ratios. 10 students to 1 teacher is the maximum, but we typically favor a lower ratio.

Assessment - Work Sampling Developmental Guidelines

The Work Sampling system is an early childhood assessment tool that allows teachers to evaluate the skills of children age 3 through 3rd Grade. Students demonstrate what they know through a series of evaluations, which allows their teachers to make informed decisions about how to guide instruction.

(www.pearsonassessments.com/campaign/wso-for-nyc.html)

Pathfinder Report Cards

These are used to ensure a consistent performance level as children grow and develop. And help us communicate home the progress of a child twice per school year.

Discipline-Conscious Discipline

The form of discipline used in our program is conflict resolution. When an issue arises, a strategic process is taken to help children learn how to get through the issue. The teachers support, model, and help the children come up with ideas on how to solve the problem on their own. The teachers act as facilitators to empower children in these teaching moments. These moments offer wonderful opportunities to help in children's social emotional development as well.

In the event of any incident, accident, injury; parents/guardians will be notified immediately via phone-call. If an incident needs to be documented, an email follow-up may also be sent to parents/guardians.

PreKindergarten Admissions

The admissions process for PreK follows the same practices for any prospective student at Pathfinder (tour, application, visit, notification of placement, financial aid considerations). However, the visit time is shorter than for a K-8th grade student. Please see the Admissions section of this handbook for further details.

At Pathfinder, we afford parents many options for the schedules of their Pre-Kindergarten students. We recognize that at this young age, not all children are ready for a full week of school. Below is our policy for Enrollment as well as our Mid-Year Enrollment Options.

Beginning of School Year - At the start of the year, PreK prospective students are offered the following options:

- M, W, F – Full Day
- T, TH – Full Day
- M-F – Full Day

PreK is a new experience for many children. Although we only offer full-day programming, we will work individually with parents to support a successful transition process to school life. Parents worried about a full-day versus half-day, may work with the administration on special arrangements. Pathfinder offers the above options to best maintain a consistent classroom dynamic, build curriculum around student needs and emergent interests, as well as to cultivate the appropriate number and gender balance of students in each class.

Typical Pre-Kindergarten Daily Schedule

While the school takes advantage of emergent opportunities and embraces cross-grade cooperation, the typical PreK day follows this framework:

8:15: Welcome
8:30: Free Choice/French/Music (varies daily)
8:45: Circle Time
9:00: Project Time
9:50: Free Choice
10:25: Snack
10:45: Outdoor Play
11:30: Lunch
12:00: Rest Time
1:00: Free Choice
1:45: Project time
2:10: Snack
2:20: Outdoor play/PE (varies daily)
2:55: Dismissal

Please refer to the School Calendar for a full school year schedule.

COMMUNICATION

E-News and Mailboxes

Electronic newsletters are sent each week on Mondays. In addition, each family is given a family mailbox, located in the office, which should be checked as often as possible, at least weekly. We encourage parents, not students, to collect mail as there is often important and sometimes confidential information inside. Classroom teachers regularly publish newsletters to inform parents as to upcoming units of study and special events, and/or utilize ClassDojo. The complete school calendar, including special events and school activities, is available at our website, www.thepathfinderschool.org.

Parent Involvement and Parent-School Communication

Parental involvement is a crucial part of The Pathfinder School's tradition. Parent time, energy, and talent contributes greatly to building the Pathfinder community, by enriching the learning environment for our students. Active parental involvement is welcome and encouraged to support the partnership between parents and teachers. Parents should contact their child's teacher, the office, or the Pathfinder Parent Association to learn more about volunteer opportunities. Parents' comments and questions are welcome at all times. Open and effective communication fosters trust and clear expectations between parents and teachers. Parents are encouraged to contact teachers directly whenever they feel the need to conference.

Please note that unless a copy of a divorce decree or similar court order (not merely a letter from an attorney for either parent) is on file, the school will operate, in accordance with Michigan state law, under the assumption that both parents have equal rights in regard to the child. The Pathfinder School recognizes that emotions may run high during a divorce and requests that the school be contacted if one parent believes there may be a likelihood the other parent could visit the school and cause disruption.

Parent Conferences

Two formal conferences are scheduled during the year, one in the Fall and one in the Spring. Exact dates may be found on the school calendar. Additional conferences, in-person or by phone, may be requested as needed by a teacher or parent. During conferences, teachers share student progress in all areas. Examples of student work are also shared. In addition, informal contacts are encouraged whenever a parent or teacher has specific questions or concerns. Faculty believe that ongoing communication encourages the cooperation between home and school that is vital for each student's development. Middle School students are often active participants in these conferences. Classes are not in session on conference days and Extended Day Program is not offered.

Report Cards

At The Pathfinder School we believe that assessment is an integral part of the complete learning process. Assessments are ongoing and are designed to evaluate and provide constructive reinforcement for a student's learning.

Formal assessments are done by all instructors on a semester basis. Communication is a key factor in the education of young people. Our faculty encourages parents to contact them with questions or concerns. Teachers will also contact you with both concerns and good news to keep you well informed regarding your student. Classroom visitations are welcome. Please call ahead to arrange this with the teacher whenever possible.

Student Records

It is the School's policy to communicate openly with parents and guardians regarding the progress of their child. Parents and legal guardians may review the permanent records of their child or specify others who may accompany them in examining these records. A written request from a parent or guardian is required for the school to provide non-school personnel with access to your child's records.

Website

The Pathfinder School Website is <http://www.thepathfinderschool.org>. Information, photos, calendars, forms, and contact points can be accessed through this interactive electronic resource.

HEALTH, SECURITY, AND TRANSPORTATION

Animals

We are an animal friendly campus AND the safety of our community is most important. Designated service animals are allowed on campus. Please seek permission from the Head of the School on other animal visitors. Pets must be safe with unpredictably behaved children and owners must clean-up after their pets.

Emergency Information

Every student is ***required*** to have a completed Emergency Information Form each year on file **by the first day of school**. The school is required to keep information on where the parent or a designated substitute can be reached at all times in the event of an emergency. Parents should discuss this with the alternate person selected and are expected to notify the office immediately when any information on the emergency card changes, particularly phone numbers. **Cell phone numbers are extremely helpful in reaching you. We will honor your request to keep that number unpublished if you wish.**

As a part of the Emergency Information, parents are asked to sign a Medical Release form, which gives the school permission to take a student to the Emergency Room at Munson Medical Center. This form is only used if a medical emergency arises and a parent cannot be contacted. **This form must be on file with the office before a child may attend The Pathfinder School.**

If a serious health emergency occurs at school, we will:

1. Contact EMS
2. Call you, your spouse, the child's guardian or emergency contact person.

Health Appraisal Form

All newly enrolled students must have physical examinations completed by a licensed physician before the first day of school. The form must be signed by the physician and turned into the office by the first day of enrollment.

Immunizations

All public and non-public schools must maintain up-to-date student immunization records. All PreK, Young 5's, Kindergarten, and Grade 7, and any newly enrolled families, must provide an updated physician-verified immunization record prior to the start of the school year. It is at these ages that immunizations tend to be administered and boosted. Families must comply with the current state requirements for student immunizations before enrollment for the year. Families are asked to provide updated vaccination records whenever there has been an additional immunization or booster.

Families opting to waive some or all of the required immunizations must provide an immunization waiver form, certified by the family's county health department. Families need to work with their local health department in advance of the start of the school year to secure their waivers. Medical immunization exemptions need to be documented on a *Medical Contraindication Form* provided by your physician.

In case of an outbreak of any disease, the school will work under the guidance of the local health department. Respective to the disease, unvaccinated students will be removed from school for the duration of the outbreak and incubation period.

Health Information Sharing

The Pathfinder School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of The Pathfinder School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of The Pathfinder School to release information, including information relating to drug treatment, testing, medical, and mental health records, with those who have a need-to-know of any medical and/or psychological information necessary to serve the best interests of the student and/or the community. In the event of a disclosure required by law, every effort will be made to notify the parents/guardians in advance.

Illnesses

All families must complete a daily health screening for the wellness of their child prior to arriving on campus for school (see Attendance Policy). If a child is not feeling well, he/she should be kept home. **Under no circumstances should he/she be sent to school with a fever, nausea, or an acute cold. Please keep your child at home for 24-hours after a fever breaks (temperature is consistently 98.6 degrees) to reduce the spread of contagious illnesses.** Children sent to school are considered well enough to participate in gym and outdoor activities, unless otherwise communicated. If a child becomes ill, he/she may rest in the office until recuperated or picked-up by a parent.

The school must report all communicable diseases to the Health Department. Please help us to be accurate in our reporting by informing the office when you suspect that your child has such an illness (e.g. chicken pox). A child who has been diagnosed with any communicable disease may not return to school until he/she is fully recovered and cleared to return to school by a medical professional. The Pathfinder School has a specific policy for certain communicable diseases such as tuberculosis, Acquired Immune Deficiency Syndrome (AIDS), and hepatitis.

Returning to School

Children who have been severely ill need to bring a clearance from their doctor and give this to the office administrator. Children who return to school for limited activity need to have a doctor's statement supporting their request. If your child is diagnosed as having a communicable disease such as chicken pox, measles, etc., it is important for you to notify the school at once, and we will work with the health department to determine what other families need to be informed. Children may not return to school until the appropriate quarantine time has elapsed, and this must fall after the incubation period has expired.

Medication

Medication will not be given to any student, nor will any student be allowed to take medication while at school, unless there is specific written authorization. As per State of Michigan guidelines, all medicine must be in the original pharmacy container, or in the case of non-prescription drugs, the original manufacturer's container labeled with the ingredients and the student's name.

Any student needing medication must have on file a letter from a physician, parent or guardian, setting forth the type and purpose of the medication to be given at school, and setting forth the times at which it should be given. A letter from the parents or guardian authorizing the administering of the medication with specific instructions for the dispensing must be provided to the school. A log will be maintained for each student requiring medication. **ALL medications, including non-prescription drugs, are to be maintained in the office and/or in the possession of the classroom teacher.** Medications must be stored in their original containers. The school will be held harmless in all administration of medications requested and approved in writing by parents.

Head Lice

(Note: This policy is derived from The Michigan Head Lice Manual:

https://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_106828_7.pdf

Head Lice (*Pediculus humanus capitis*) have been plaguing people for millennia. Once accepted as a common and unremarkable occurrence in society, head lice have attained almost "legendary status" for creating panic among parents of school-aged children in the United States.

Pediculosis is an infestation of head lice, not an infection. Infestations of head lice mostly affect children between the ages of 3-12 years. Head lice infestations are not a health hazard, and these lice do not spread disease. However, inappropriate treatments can pose real and significant health hazards to the child and his or her household. The most common symptom of a head lice infestation is itching due to sensitization to allergens in lice saliva. Many times, there are no symptoms.

While the public health impact from head lice is negligible, the social and economic costs can be substantial. Anxiety over head lice can actually cause much more harm than the infestation itself. A single case of head lice in a school setting can create fear and anger among the community that is out of proportion to the actual threat it poses to others. Infested children and their families frequently suffer social punishment in the form of shame and embarrassment in the community. Ineffective and outdated "no nit" policies contribute greatly to the social stigma of lice infestations, but have no impact on preventing additional infestations in the community.

The majority of transmissions of head lice occur by direct head-to-head contact with an infested person, typically a close friend or relative. Vector transmission (indirect contact) is **rare** – This type of transmission may occur through the sharing of bedding, or by using personal items such as combs, brushes, scarves, hair ornaments, or hats of an infested person.

Head lice cannot jump, fly, or crawl great distances over hard surfaces. Head lice cannot survive away from a human head. A nymph or adult louse that falls from its host will perish quickly. Louse eggs do not hatch at normal room temperatures; they require the higher temperatures associated with a human body. Being glued to the hair strands, louse eggs do not easily fall from hair onto other surfaces, and if they do, are rendered unviable.

Pathfinder head lice policy is in accordance with recommendations from the Michigan Department of Community Health (MDCH) and the Michigan Department of Education (MDE) policies and procedures for managing head lice in schools. MDCH and MDE recommend a policy that focuses on the exclusion of active infestations only, defined as the presence of live lice or nits found within one quarter inch of the scalp.

1. Any child suspected of an active infestation will be referred to the Head of School for inspection. If an active infestation is confirmed through inspection, the child will be removed from class activities and parents will be contacted. Treatment remains the responsibility of parents.
2. The parents or guardian of the infested child shall be notified and instructed to treat the head lice before the student may be readmitted to class the following school day. Materials to train parents on identification and treatment will be provided.
3. Notification to parents of classmates will be sent from the Head of School (or designee) along with resources on proper identification and treatment. The confidentiality of students will be protected.
4. Misidentification is very common, particularly after a reported case. Mass screenings are not recommended.
5. When a student with a suspected case of head lice returns to school, the following procedures shall be followed:
 - A. The student's parent or guardian shall accompany the student to the school office directly with confirmation of treatment.
 - B. Designated school personnel shall examine the student's hair.
 1. If no live lice are found, the student shall be readmitted to class. If nits farther than one quarter inch from the scalp are found but no live lice are found, the student shall be readmitted to class. Designated personnel may conduct periodic examinations of the student discreetly over the next few weeks to ensure successful treatment.
 2. If live lice are found, or nits within one quarter inch of the scalp are found the student shall not be readmitted to class. The student shall be sent home with the parent for further treatment.

Parental Responsibilities:

Lice are brought into schools from other sources. Parents have the ultimate responsibility for the care of their children, including the prevention and management of head lice.

Parents should not send students to school with an active infestation. In order to prevent this, **parents should conduct regular checks of their children's hair throughout the school year** whether there is a reported case or not, and provide immediate treatment when head lice are detected. For more information regarding head lice or its treatment, parents should refer to the "Michigan Head Lice Manual" available at

http://www.michigan.gov/documents/Final_Michigan_Head_Lice_Manual_103750_7.pdf.

Items from Home

Items brought from home are to be stored in lockers or with a teacher throughout the day unless otherwise approved by a teacher for educational purposes. This includes, but is not limited to, toys, skateboards, roller blades, bicycles, etc. This also includes phones and other electronic devices. For the first offense, any items taken away from a student for not following this policy can be retrieved from the faculty or staff who removed the item. For subsequent offenses, items can be retrieved from the office and a conference may be scheduled to review this policy.

Transportation

Volunteer drivers are frequently needed during and after school hours to transport students for field trips and extracurricular activities. All volunteer drivers must be licensed and insured, and should be confirmed by the staff member in charge of the field trip or activity. Copies of driver's license and proof of insurance must be on-file in the office. No unauthorized substitute drivers will be allowed to transport students during these events.

All students will wear a seatbelt and sit in a size/age appropriate car seat/booster when transported in a private vehicle. Each student will be belted separately.

Visitors

Visits must be coordinated through the office and classroom at least 24-hours prior to a visit. Visitors must complete a health screening, sign in at the school main office, and follow all appropriate school procedures for school visitors.

Fire, Weather and Lock Down Drills

All students will participate in regular safety drills: Fire, Tornado, and Lock-down. The school partners with Leelanau County Emergency Management to supervise such drills.

Waterfront

Access to the waterfront is restricted to those occasions when there is appropriate American Red Cross credentialed supervision. Life jackets will be required when on the water. Unauthorized use of the waterfront during non-operational hours is prohibited.

The Pathfinder School-Weapons Policy

In an effort to keep children separate from hazardous devices, it is the policy of The Pathfinder School and Summer Camp Board of Trustees that all areas of instruction and employment shall be free of all unauthorized weapons. Except as specifically allowed under this policy, no employee, student, parent or other person shall carry, or encourage another person to carry, whether openly or concealed, an unauthorized weapon on our privately-held school property as defined below.

School property is defined as buildings, bus, grounds, and beachfront of our privately-held 22-acre campus. *Locked personal vehicles are NOT considered school property.*

Weapon includes any gun, rifle, pistol, or other firearm, or any powerful explosive, BB gun, paint-ball gun, stun gun, air rifle, air pistol, bowie knife, dagger, slingshot, switchblade knife (a knife containing a blade that opens automatically by the release of a spring or a similar contrivance), blackjack, metallic knuckles, bow/arrow, any sharp pointed or edged instrument, or any other device designed to inflict bodily harm. Replicas of any such devices are also prohibited (toys, models, etc). Exceptions include tools used solely for preparation of food, instruction, and maintenance of school property. Non-mechanical pocket knives and manicure devices are allowed to be carried by adults. Pocket knives are not permitted to be carried by students.

This policy shall not apply to:

1. A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority;
2. Firefighters, law enforcement, emergency service personnel, and conservation officers when acting under their official duties.
3. A licensed weapon, possessed by a non-student who holds a valid concealed carry permit, that is stored in a closed compartment or container in the person's locked personal vehicle, or in a locked container securely affixed to the vehicle, provided that the weapon is stored before the permit holder enters school property and remains so stored until after the permit holder departs school property.

The Head of School shall immediately report violations of this policy to law enforcement and determine appropriate precautions to secure the campus and students, including lockdown or evacuation.

Students violating this policy will be disciplined, up to and including expulsion from the school. Others will be dealt with as allowed by law and, in the case of employees, up to and including discharge.

The school reserves the right to judge the severity of any single serious infraction or the persistence of other patterns disruptive to one's own and others' right to learn in a safe, respectful, and productive environment.

STUDENT CONDUCT

Attire and Appearance

Students are expected to dress appropriately for the season and activity and within the standards of good taste. No student should pose a distraction to the process of learning, and no student's attire should pose a safety hazard to others or themselves. Students with code violations will be respectfully and appropriately approached by a teacher or administrator to correct the violation:

- Students may be asked to remove a hat, T-shirt, or article of clothing if a teacher or administrator feels that it might be a distraction to other students or may interfere with the learning process. Alternatively, students will be provided a cover option until such a time that new clothing can be obtained.
- Clothing decoration and/or printed messages should not contain profanity, endorse illegal activities, promote the use of drugs or alcohol, or defame any persons by derogatory reference to religion, race, gender, or ethnicity (including culturally offensive logos).
- Shirts and blouses should not have straps less than 1 inch in width and should not reveal the wearer's undergarments.
- No bare midriff will be shown.
- Shorts must be at least the length of the little finger when hands are held fully extended at the wearer's sides.
- Skirts must be at least the length of the middle finger when hands are held fully extended at the wearer's sides.
- Undergarments are intended to be worn "under garments" and should not be visible from the exterior.
- Pants should be at a length that does not prohibit or restrict safe mobility. Pants should be worn comfortably from a person's hips and not below. Pants should not reveal the wearer's undergarments.
- Clothing should be in good repair.

- Shoes must be worn on campus at all times so as to protect feet from risk of injury. Shoes should be worn in an appropriate manner with laces tied and without risk to safe mobility. Sandals should have a heel strap in order to facilitate safe mobility on stairs and on rough terrain. No flip-flops or wheeled shoes (Heelies) may be worn on campus or school related field trips.
- Appropriate clothing for younger children should allow freedom of movement for the frequent floor activities and artwork.
- Since Pathfinder students are outside daily, they **MUST** dress for inclement weather. Boots, snow pants, mittens, hats, etc, are required in the winter months. (Please label garments clearly with the student's name).
- Comfortable, loose-fitting clothing and tennis shoes should be worn for physical education classes. The Pathfinder School generally provides uniforms for after-school sports programs.

Behavioral Expectations

The Pathfinder School has high behavioral expectations for students. The focus is on positive reinforcement and four broad-based rules:

- Be Safe**
- Be Kind**
- Be Respectful**
- Be Responsible**

In all matters relating to the discipline in and conduct of this school and its students, teachers and other employees shall maintain discipline in the school, including school grounds owned, utilized, or leased by The Pathfinder School and used for school purposes and activities. Each classroom teacher will further define these behavior expectations and consequences with their class, based on developmentally appropriate practice. These behavioral expectations also apply when students attend activities off-campus or participate in after-school activities.

At The Pathfinder School, the classroom atmosphere is consistent and accepting. Each student is regarded as an important individual and contributing member of the group. The behavior policy follows a positive mode in which self-control and self-esteem are encouraged. The underlying rule guiding the behavior policy is: **No student has the right to interfere with the learning of another student or the purpose of an activity.**

It is essential that students understand the school's expectations concerning citizenship, and recognize that each individual is accountable for his or her own actions. The school believes that good citizenship parallels solid academic achievement. It is important for all students to demonstrate responsible citizenship commensurate with the student's age level.

The Pathfinder School strives to instill in its students an inner discipline that:

1. Promotes self-control;
2. fosters respect for others' rights and possessions;
3. demonstrates a seriousness of purpose and a spirit of cooperation and trust.

Students are expected to be honest, fair, kind, and polite. Students must follow the guidelines to ensure school time is pleasant, productive, and ordered. These guidelines also protect the health and safety of students while at school.

Students' responsibilities include regular timely school attendance, conscientious effort in daily classroom work, and compliance with the school's rules and regulations. Parents will be contacted for assistance with their child when these goals are not being attained.

It's important for each student to show responsible citizenship commensurate with the student's age level. The ideal discipline is self-discipline, learned gradually as the child grows. Discipline imposed from outside the child should help the student learn from mistakes in a positive way.

In many ways, Middle School students set the tone for the rest of the school. As such, Middle School students at The Pathfinder School bear a degree of responsibility for the positive atmosphere that exists within the community through their willingness to help their fellow students, be of service to teachers, and serve as role models for Lower School students. We expect Middle School students to develop sufficient inner discipline and motivation to achieve the following without undue pressure from teachers:

1. To arrive at school and class on time with all necessary materials.
2. To set the example for proper dress, good manners, and concern for others.
3. To be sensitive to the rest of the school during class changes by keeping noise levels down.
4. To demonstrate respect for all faculty and adults, as well as peers.
5. To be kind and sensitive to each other, to refrain from name-calling and put-downs, profanity, wrestling and rough housing, and to include each other equally.
6. To problem solve through dialogue without physical outbursts.
7. To conduct themselves with peers of the opposite sex in a manner that reflects the highest standard of behavior.
8. To remember that attendance at school events, extracurricular activities, and field trips requires appropriate behavior and good sportsmanship.
9. To exhibit behavior on field trips and class trips that reflects the general standards of behavior expected by the school. Adherence to specific guidelines set forth by the faculty sponsor or chaperone is also expected.

When a student acts in an inappropriate manner, the teacher will speak to the student. If the student continues to act inappropriately, the teacher and/or student may initiate a problem resolution agreement or involve the Head of School in determining a resolution process, parents will also be notified. If the problem continues, the Head of School will determine the appropriate resolution.

Serious infractions or repeated offenses may result in detention, probation, suspension, or expulsion without regard to accumulated responsibility reminders.

Bullying

Bullying will not be tolerated at our school.

Bullying occurs when a student is the target of negative actions usually in the form of intentional, repeated hurtful acts, words, or other behavior such as:

1. Intimidation, such as name-calling or threatening;
2. Social alienation, such as shunning or spreading rumors, either verbally or by electronic media;
3. Physical aggression, such as spitting or pushing.

Any student who believes that they have been the victim of bullying shall report the incident(s) to the Head of School, any teacher, or trusted adult.

Any student found to have engaged in bullying shall be subject to appropriate disciplinary actions, which may include suspension or expulsion. Student education and team building will occur to ensure awareness and develop actions and responses.

Procedures for Administering Student Conduct Policies

Disciplinary steps will occur progressively by offense level with the intent to provide guidance, intervention, or recommend professional services (i.e. counseling, evaluation, diagnosis, and/or tutoring) whenever possible. In the case of severe offenses, however, it may be necessary to proceed directly to an advanced level of action. Levels of possible disciplinary action are the following:

1. Level I: Conference between teacher and student, problem-solving, consequences.
2. Level II: Conference with teacher, parents and Head of School, consequences, action plan.
3. Level III: Suspension, consequences, team meeting with parents, teacher and when appropriate the Head of School.
4. Level IV: Suspension, team meeting with teachers, parents, involved student and Head of School. Consequences of violation may include expulsion.

The Pathfinder School will keep records of all student disciplinary actions and will notify the parents of all actions taken. Should a situation arise that requires staff or the Head of School to progress to a higher offense level without prior disciplinary action, all decisions to do so will be well documented.

Consequences

Level I: A problem of a less serious nature that can be handled by the teacher within the classroom is usually a one time, non-recurring behavior that is not part of a larger, more serious behavior pattern.

- 1) **Step 1:** A conference is held between the teacher/supervisor and the student to:
 - a) Discuss the problem in order to clarify the situation and identify inappropriate behavior.
 - b) Guide the student toward understanding the problem and accepting responsibility for inappropriate behavior.
 - c) Define together acceptable, alternative behavior.
 - d) Identify meaningful consequences for this behavior, which are related to the situation.
 - e) Clarify consequences for behavior if inappropriate behavior occurs again.
 - f) Implement consequences as agreed upon in the conference.
- 2) **Step 2:** The student may be requested by the teacher/supervisor to complete a Problem Solver. This will be placed in the teacher's classroom file.
- 3) **Step 3:** The teacher will make a phone call or written note informing the parent of the incident and a request for parental support.

Level II: A problem of a more serious nature which requires involving parents so they can be informed, participate in the process, and provide support. It usually involves a specific behavior of a serious nature or inappropriate behavior that is recurrent and part of a larger, more serious behavior pattern.

- 1) **Step 1:** A conference is held between the teacher and the student to:
 - a) Discuss the problem in order to clarify the situation and identify inappropriate behavior.
 - b) Guide the student toward understanding the problem and accepting responsibility for inappropriate behavior.
 - c) Define together acceptable, alternative behavior.
 - d) Implement consequences for the inappropriate behavior.
 - e) Identify further consequences if inappropriate behavior occurs again.

- 2) **Step 2:** An Incident Report will be completed by the teacher/supervisor. Head of School and parents will be notified.
 - a) The teacher and Head of School will conference with the student's parent(s) to discuss the situation, the consequences for this behavior and future consequences if the inappropriate behavior occurs again.
 - b) The teacher and/or Head of School may develop a contract between the student and teacher/school to guide the student's future behavior and will define consequences, shared with parents. The effectiveness of the contract will be re-evaluated after a length of time stated during the initial conference.
 - c) A record of the meeting between teacher and parent, action taken, recommendations, referrals, and date for follow-up communication will be documented.

Level III: A problem of a most serious nature that requires removal from the classroom and may result in disciplinary action or Suspension. Examples might include: posing a serious and repeated physical threat to a student or staff member, involvement in illegal activity, severely disrupting the learning environment, or being severely verbally abusive.

- 1) **Step 1:** The teacher/supervisor will immediately notify the Head of School of the problem. Together, they will determine consequences.
- 2) **Step 2:** The teacher/supervisor/Head of School will notify the parent(s) immediately. Arrangements for a Team Meeting will be made at this time and will include the homeroom teacher, Head of School, parent(s) and student when applicable. If a Student Contract is in place, it will be re-evaluated and revised or a Student Contract will be developed between the student and teacher.
- 3) **Step 3:** Arrangements will be made for a suspension unless it is determined by the Head of School that the problem is of such a nature or serious threat that the student must be removed from the school.
- 4) **Step 4:** The student and parent(s) will meet with the Head of School for a re-entry meeting during which a student will be expected to take responsibility for his/her actions, demonstrate a sincere desire to return to their classroom, and be willing to make appropriate restitution. An agreement with the terms of re-entry and consequences for violation of these terms may be developed.

Level IV: A problem of a most severe nature that requires the student to be:

- Temporarily removed from the school for a period of time designated by the Head of School, or
 - Permanently removed or withdrawn from the school, as designated by the Head of School.
 - Examples might include: threats of violence, violent behavior, illegal activity, or deliberately and severely disrupting the learning environment.
- 1) **Step 1:** The teacher will immediately notify the Head of School of the problem. The Head of School will determine consequences in consultation with the teacher.
 - 2) **Step 2:** The Head of School will notify the parent(s) immediately. Arrangements for a Team Meeting will be made at this time and will involve the homeroom/involved teacher, Head of School, parent(s) and student when applicable.
 - 3) **Step 3:** Arrangements will be made for a suspension. Date and time will be set for a meeting with the student, parent(s), and Head of School. Documentation of this meeting, action taken, recommendations, referrals, and date for follow-up communication will be documented in the Student's Personal File.
 - 4) **Step 4:** The Head of School will use this meeting to determine whether it is appropriate for the student to continue to attend The Pathfinder School.

In-House Suspension (IHS)

During IHS students will be placed in the office or a classroom and supervised by a Pathfinder staff member. Students will remain seated and may not interact with other students. A student placed in IHS is expected to assume complete responsibility for the academic work missed in the classroom and will be given full credit for the work completed. Our primary goal for IHS is to help students explore their behavior problems and learn from their mistakes without jeopardizing their academic status. Once a student is placed in IHS the student must earn their way back into the regular school schedule by meeting specific requirements.

Responsibilities such as bringing materials, having completed assignments, being on time, and obeying classroom rules will be assessed on a daily basis. The completion of work in a manner satisfactory to the supervisor is an absolute necessity. If a student is insubordinate or fails to fulfill his work obligations to the satisfaction of the supervisor, the suspension will be served out of school. Students may not participate in extracurricular activities on the days of IHS. Detention takes precedence over all other school activities, including athletic contests.

Out-Of-School Suspension (OSS)

This is removal from The Pathfinder School for a designated period of time due to a violation of the school's conduct policies. The student is not allowed on school premises during, before, or after the school day. He/she may not participate or attend any school activities, such as athletic events, music concerts, plays, etc. In addition, students assigned to OSS are expected to keep up with the work of their classes and will be given full credit for work completed.

Out of School Conduct

Students should be aware that certain activities, even outside of school hours or off school property, may result in loss of school privileges and other disciplinary action up to and including suspension or expulsion.

Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours, or on breaks from school. Such conduct will be evaluated at the sole discretion of the Head of School.

Field Trip Behavior

Field trips are an important part of our school program. The general purpose is to enlarge students' perceptions of the world around them, and to open new understandings of how our community functions, as well as the students' growing individual part in the community. Field trips are carefully integrated into the curriculum with specific curricular outcomes. On occasions when students travel outside the building for a daytime visit or an overnight experience, they are representing The Pathfinder School and should behave in ways consistent with the school's guidelines for behavior.

Electronic Devices

No laser pens or electronic games will be allowed at school. Students may carry cell phones, tablets, and laptops to assist with their learning. Use of personal devices during class time will only be allowed when required by the teacher to support a specific lesson plan, or in case of an emergency, and will be authorized and monitored by the classroom teacher. If these devices create a distraction to the classroom (ie. social texting, games, non-academic browsing, social media, or other inappropriate use), the device will be confiscated and returned to the student at the end of the school day. Parents will be notified in these situations.

Transitions between classes, lunch periods, and recess are considered important aspects of our curriculum. These times are designed to provide social engagement. Rules governing device use, supervision, and consequences at these times are the same as while in the classroom.

Discrimination and Harassment including Sexual Harassment

The Pathfinder School is committed to equal opportunity in the administration of its educational policies, admissions, scholarships and loan programs, and all other student activities and programs. The Pathfinder School complies with federal and state laws that prohibit discrimination on the basis of race, color, religion, gender, national or ethnic origin, height, weight, sexual orientation, handicap or any other characteristic protected by law. The Pathfinder School strives for a school environment in which all persons conduct themselves with dignity and treat everyone with respect. Pathfinder believes students should be able to learn in an environment free of discrimination and harassment. Discrimination or harassment of or by any employee or student because of race, color, religion, national origin, age, sex, disability, or any other protected characteristic is unlawful and will not be tolerated.

The Pathfinder School is required by state law to report any suspected child abuse to the Family Independence Agency and other appropriate agencies as prescribed by State and Federal law.

Substance Abuse

The fundamental role of The Pathfinder School is to provide its student body with the academic and social skills necessary to become healthy, productive citizens who will contribute positively to the school and community. We recognize substance abuse as a negative and destructive behavior inconsistent with the needs of a healthy, growing, and developing individual. A person's use of alcohol, tobacco, and other drugs can lead to the illness of chemical dependency. Therefore the School prohibits the use of these substances and will provide preventive education for all students and assistance to any student displaying signs of risk. Furthermore, we believe it is the responsibility of the The Pathfinder School community to take steps to promote and maintain a drug-free environment. The possession or use of drugs or alcohol, on the school campus or at school-sponsored activities, will lead to an out-of-school suspension. A repeat of the behavior may cause expulsion. The selling of alcohol or drugs is considered an extreme offense leading to expulsion. Smoking, including the use of e-cigarettes, is forbidden on the school campus and at all school-sponsored activities.

We also recognize what students do outside of school has an impact on their health, safety, and academic performance. Parents should expect to hear from teachers, or administrators anytime we note a significant change in a child's behavior or possess information of activities that might endanger a student's health and well-being. Communication between school and home is the best way to prevent students from abusing any harmful substances.

Public Displays of Affection (P.D.A.)

Pathfinder is a place for learning; student displays of affection on the school campus or at school related events serve no educational purpose and are not appropriate. Thus, kissing, or other forms of prolonged physical contact are prohibited at school. Affected students will be respectfully and appropriately corrected by a teacher or administrator. Repeated or exceptional inappropriate behavior in this regard may result in disciplinary consequences.

CO-CURRICULAR PROGRAMS AND ACTIVITIES

Athletic Opportunities

Students in Grades 3-6 have the opportunity to participate in elementary athletics that take place after school on the Pathfinder Campus. The Athletic Coordinator will notify students and parents of the various seasons and offerings throughout the year. Parents serve as volunteer coaches for these teams. The following sports are typically offered to elementary students at The Pathfinder School:

1. Co-ed Cross Country (4th-6th)
2. Co-ed Tennis (3rd-8th)
3. Girls' Basketball (3rd-6th)
4. Boys' Basketball (3rd-6th)
5. Co-ed Volleyball (3rd-6th)
6. Co-ed Track and Field (4th-6th)

Sixth graders have the option of participating in either Elementary or Middle School athletics due to an amendment to the MHSAA (Michigan High School Athletic Association) Constitution. However, they may not participate in both levels at the same time. If they opt to participate at the Middle School level they are required to have a sports physical and pay the Middle School athletic fees.

Students in Grades 6-8 have the opportunity to play in an athletic cooperative between The Pathfinder School and Traverse City Christian. Traverse City Christian is the host school for most of our athletics. Their Athletic Director coordinates the team schedules with other MHSAA affiliated schools. Their Athletic Director will communicate necessary information to our families via our Athletic Coordinator periodically.

Please note that 6th, 7th & 8th grade students must have a current physical form completed by their physician in order to be eligible to participate in Middle School Athletics. They must also be academically eligible for their season of play. The following sports are typically offered to Pathfinder Middle School students:

1. Co-ed Cross Country - hosted at Pathfinder
2. Girls' Volleyball
3. Boys' Basketball
4. Girls' Basketball
5. Co-ed Track and Field - hosted at Pathfinder

The Pathfinder School supports a no-cut policy, based on the belief that all students should have the opportunity to experience and contribute to a team, regardless of skill level. The no-cut policy provides some limitations, particularly in team sports such as basketball and volleyball, where large teams are not always easy to manage and issues surrounding playing time and practice time can occur. Our coaches are sensitive to this issue and try to work within the teams to create a positive experience for all participants. We have found the benefits of providing our students with an equal opportunity to join a team, or a no-cut policy, far outweigh the disadvantages. Our no-cut policy refers to the opportunity to join a team -- it does not guarantee equal playing time; however all athletes who adhere to the coaches training guidelines will participate in competitions.

The Pathfinder School Behavioral Expectations apply to students and athletes who attend sporting activities off-campus, including the dress code. With this opportunity comes responsibilities. The athletes are expected to attend all practice sessions and contests. Absences must be excused by the coach, and should be detailed in a parental note. Students are expected to attend school on the day of a contest or they are unable to participate in the game unless previously cleared with the Head of School or Athletic Coordinator.

Generally, most of the contests will be held at other schools, which requires our athletes to travel during the week. Athletes should ensure they have appropriate clothing and especially footwear for participation in their selected activity.

Any physical limitations or medical restrictions should be communicated with the coach before the first practice.

Homework schedules and healthy sleep patterns are an important part of the student's responsibility.

Student athletes need support from their coaches, teammates, and their families in order to meet the challenges that an athletic team offers. They are experiencing an increased academic workload, and may also have many additional interests outside of school. For some of our students, participation on a School team is his/her first competitive team experience, and juggling their many commitments is a part of the learning process. Student athletes stay eligible for participation by keeping up with their school workload.

Being part of an athletic team at any level requires commitment and dedication. Most students who fully commit themselves to the programs will see marked improvements by the end of the season. Enjoyment of the activity is critical to the motivation of the athletes, but they should expect to work hard, and understand that success will not come overnight. Joining a team offers countless opportunities for personal development beyond the attainment of physical skills. Athletes learn self-discipline, the value of hard work and self-sacrifice, goal setting, problem solving, self-evaluation, and teamwork. There is much to learn about oneself and others in winning and losing; we hope our athletes will develop perseverance, and excellent sportsmanship.

Fall Experience

Fall Experience is a Pathfinder School tradition. Specific days are set aside early in the school year for camping, travel, environmental studies, and other special events. This experience helps to create a bond between students and their classmates and teachers, and encourages an atmosphere in which students step out of their "comfort zone" into appropriate risk. This safe risk-taking carries over into students' academic life and increases their self-confidence and their connection with each other. Because this is an important part of The Pathfinder School curriculum, all students are expected to attend and participate.

Middle School Assembly

Middle School advisors supervise brief Middle School Assemblies. These meetings serve as a time to present periodic student programs, and to announce special events, the scores from athletic events, and awards students have received. These assemblies and Middle School activities are important times to help meet the social needs of students in grades 6–8.

PARENTS AT THE PATHFINDER SCHOOL

Classroom Volunteers

Your child's teacher may have classroom activities you can help with, such as being a reading listener, typing stories, making presentations in your area of interest or expertise, or driving for field trips. Teachers may solicit parent volunteers via ClassDojo/email, in-person meetings, or through Room Parents.

The Pathfinder School depends on the time and effort that its parents contribute to provide the learning experiences that are so important for its children.

Our faculty, staff, and administrators see parents as educational partners. Our hope is that parents will actively participate in the activities of the Pathfinder Parent Association (PPA).

Parents are always welcome in the School. This is a school community where parents and teachers work in partnership on behalf of children. All unsupervised volunteers will be subject to State Police background checks. Any volunteer drivers are required to have proof of driver's license and insurance on file with the office. All volunteers must register with the office at least 24-hours in advance of volunteering on campus, and must complete a health screening, sign-in and out of the office, and adhere to all volunteer policies.

The Pathfinder Parent's Association

There are many ways parents can help throughout the year starting with becoming active in the Pathfinder Parents' Association (PPA). All parents and guardians of enrolled students at The Pathfinder School are members of the PPA. The group has been organized for parents to provide a strong supportive role across the full spectrum of school needs. The group engages in various community-building activities, including fundraising and social events, which bring together parents, students, and administrators of The Pathfinder School. Everyone is encouraged to attend meetings, help with activities, and offer ideas to the PPA. Check the school calendar for monthly meeting dates and volunteer opportunities. The goals of the Pathfinder Parents' Association are to help build community, increase communication, and aid the school in fulfilling its mission.

Special Events

Various school events are coordinated by The Pathfinder Parents' Association in collaboration with the Development office. Designed to foster a sense of community, functions such as Fall Fun Fest, Winter Festival, Grandparents' Day, etc. provide opportunities for families to build connections with each other and with the school.

Volunteers

All volunteers must register with the Main Office at least 24-hours prior to arriving on campus, complete a health screening, sign-in and out of the office, and adhere to all school policies. Parents are invited to help at school by being a recess volunteer, sharing artistic, legal, financial, public relations, marketing, governance, architectural, or fundraising expertise, assistance with library circulation, recycling pick-ups, carpentry, refreshments for events, computer work...and many, many other activities.

Like our faculty and staff, school volunteers are responsible for upholding the mission, philosophy, and core values of The Pathfinder School. The appropriate classroom teacher, or the Head of School will meet with each volunteer to review The Pathfinder School rules, guidelines, and responsibilities of the volunteer. The Head of School is responsible for the supervision of faculty, staff, and volunteers. All teachers, and volunteer instructors will undergo the appropriate background check as mandated by law.

Campus Use

Unauthorized use of the campus for personal activities is prohibited.

ADVANCEMENT AT THE PATHFINDER SCHOOL

Annual Campaign

Annual giving is the lifeblood of every independent school. Each year independent schools throughout the country write to their community to ask for contributions to the Annual Campaign. We respect that our families pay tuition, and in an effort to help tuition costs stay more consistent, we also ask families to contribute to the Annual Campaign. Our current tuition covers about 65% of our annual operating budget, which makes it necessary to ask members of our community to make The Pathfinder School a priority in their annual donations.

The simple and important fact is – tuition dollars don't cover the costs of running the school. Each year, our Board works very hard with our administration to keep tuition low and The Pathfinder School education accessible to all families. Thus, giving to the Annual Campaign impacts each and every Pathfinder student in tangible ways – you only need to visit a classroom, the playing field, or a school program to see your gifts at work. Equally important, the Annual Campaign supports the professional development of our dedicated teachers who make The Pathfinder School unique.

The Annual Campaign supports all of the elements of the annual budget that makes the operation of our school possible; things like library books, classroom materials, the facilities and, of course, the school's financial aid program. The Board continues to prioritize financial assistance, with a belief that it enriches our community, by extending the opportunity for a Pathfinder education to more families.

It is hard to overstate the importance of your participation in the Annual Campaign. The Pathfinder School families come from a wide range of economic backgrounds, and some families are able to contribute more than others. Every donation, no matter its size, contributes to the whole. Participation at any level demonstrates a strong commitment to The Pathfinder School and its mission.

At The Pathfinder School, Annual Giving and the fundraising efforts, such as PathFUNder, combine to cover the critical margin of difference between tuition revenue and operating expenses. A gift to the Pathfinder Annual Campaign secures the school's ability to retain exceptional teachers, to provide resource-enriched classrooms, and to strengthen its curriculum.

Every year, parents, alumni, grandparents, and friends contribute to the Annual Campaign because they value The Pathfinder School's unique educational program. One gift, added to the gifts of others will ensure that Pathfinder continues to provide rich educational experiences that define "the Pathfinder difference."

Fundraising

Fundraising is an important component of an independent school. Fundraising at Pathfinder is a partnership between the Board's Development Committee, the Head of School, and the Director of Development and Communications. Fundraising includes an Annual Campaign, Major Gifts, Special Events (like the PathFUNder gala), grant applications, and other targeted efforts.

Any fundraising initiative must be approved by the Head of School in consultation with the Director of Development and Communication to ensure any such activity is mission-focused, aligned to current priorities, and non-competitive with other initiatives.

How Can I Support The Pathfinder School?

- Actively participate in the Annual Campaign.
- Share the Annual Campaign and Pathfinder mission with family and friends.
- Become a sustaining donor via ongoing monthly contributions.
- Establish a memorial fund in honor of a family or family member, a favorite classmate, teacher, or program at the school.
- Establish an Annual Fund Endowment: Ensure that your annual support of The Pathfinder School will continue in perpetuity.
- Gifts of Securities: Stock gifts are welcome and encouraged. The Business Office will be happy to provide information about transferring stock.
- Gifts of Life Insurance and gifts of retirement plans you no longer need. Make The Pathfinder a beneficiary of your will or revocable trust, or a beneficiary of your retirement plan, and leave your cash flow and current financial planning unchanged.
- Bequests: You can provide now for a future gift to The Pathfinder School by including a bequest provision in your will.

WHO TO ASK FOR ANSWERS

In your search for answers to your questions we hope the following starting points will be useful. All of us are happy to be helpful, but these hints should give you a good head start.

- For information about child development, what is normal for young people at different ages: *Your Child's Teacher, The Head of School*
- For information about how your child is doing in a specific class, or about a certain teacher's expectations and/or assessment practices: *The Specific Teacher*
- For information about participation in student activities, after school programs, and special events: *The Main Office*
- For information about athletics or physical education: *Athletic Coordinator*
- For information about the philosophy of the school, concerns about the quality of instruction, questions about the overall program, concerns and comments about school climate and tone, or to dispel gossip: *The Head of School*
- For information about how your child is faring in his/her overall school life: *The teacher first, then the Head of School*
- For concerns you have about how students are being treated by other students, about a new student's adjustment to The Pathfinder School: *The teacher first, then the Head of School*
- When all else fails, you feel you have tried to find answers and you are not succeeding: *The Main Office*
- When you are pleased with the job being done by any of us who work with your child (ren) and you: *That person*

The Pathfinder School Computing Policy

Section A: Introduction

A.1 The Pathfinder School views computers and computing resources as important educational tools for furthering its mission. Using these resources is a privilege, not a right. Like all privileges, a set of responsibilities accompanies its proper exercise. This policy outlines those responsibilities so those who use their privileges conscientiously can be protected from those who do not.

A.2 When computer users choose to violate the terms of this policy, they can expect sanctions to be imposed. These may include suspension of computer privileges, disciplinary action, suspension, or expulsion from the school, termination of employment, and/or legal action. Computer users are responsible for:

- Reporting Computing Policy violations to the Head of School,
- Cooperating with system administrators in investigations of system abuse,
- Behaving courteously, ethically, and legally.

Section B: Care of Computing Resources

B.1 The Pathfinder School's computing resources are limited and valuable. Users are expected to be good stewards of the School's investments.

B.2 Theft, vandalism, tampering, destruction, or disregard for the physical condition of computers or peripheral devices is a serious breach of discipline and will be treated that way. Users are expected to report others' abuse of computers and peripheral devices to faculty or school administrators without hesitation.

B.3 What this means to you:

- You are to report promptly others' abuse of computers to school administrators.
- You may not vandalize, steal, destroy or otherwise cause harm to school computing resources.
- You may not engage in any behavior that creates a nuisance for other computer users or technical support staff by altering computer software preferences or configurations.

Section C: Software Piracy

C.1 Software piracy is defined as the installation and/or use of licensed software that has not been paid for. Software piracy is stealing and will not be tolerated in any form. Protected software may not be copied into, from, or by any The Pathfinder School facility or system, except by license. This applies to copying software between computers within the school as well as copying software between school and home computers.

C.2 Anyone using illegal copies of software or distributing software illegally to others may have all computer privileges immediately suspended. As with any form of stealing, software piracy will be reviewed for additional disciplinary action.

C.3 Typically, a software purchase includes a single-user license. This means that the software may be loaded onto a single computer and used only on that computer. Making additional copies of that software to use on other computers is illegal. If the software is to be used on another computer, it must first be removed from the original computer.

C.4 The School often enters into a variety of software licensing agreements, some of which are quite complex. Users authorized to install software are expected to consult

School staff when considering purchasing or installing software to certify that doing so will comply with vendor licensing agreements.

C.5 The Head of School is responsible for ensuring that The Pathfinder School's computers are fully compliant with vendor licensing agreements. All school owned software licenses acquired by donations, grade-level purchases, or promotional programs must be registered so they can be inventoried and a legal backup copy made. The School may remove unregistered software from school computers until proper licensing can be verified. Personally owned software may not under any circumstances be installed on school computers. Similarly, school owned software may not be copied to personally owned computers.

C.6 What this means to you:

- You may not use or install on school computers any software not licensed by the School.
- You may not take any licensed software from school to use at home or elsewhere.
- When software has been licensed by the School, you may not assume it is legal to make copies of it to install and/or use on other school computers.
- You may not bring in any licensed software to sell or lend to someone else, even if you are selling or lending the original disks.
- Only authorized school personnel may install software. All software installed on school computers must be licensed and registered by the school.

Section D: Email and Internet Access

D.1 The Pathfinder School's network is connected to the Internet and thus allows access to millions of computers and computer users throughout the world. Unacceptable actions over the network will not be tolerated and will result in loss of the offending individual's network access.

D.2 All users of The Pathfinder School network, and of the School's facilities are expected to read and abide by the School's computing policy.

D.3 Take responsibility for your actions. All email and news postings must identify the sender clearly and accurately. Anonymous or pseudonymous electronic communications appear to dissociate you from responsibility for your actions and are rarely appropriate. Identifying yourself as another individual may constitute fraud and is prohibited. Any communications that would be improper or illegal on any other medium are equally so on the computer: libelous material, obscene or offensive messages, threats, etc.

D.4 Users must not send messages to unwilling recipients. They must never use school computing facilities for harassment, plagiarism, or other illegal or unethical activities.

D.5 Do not engage in actions that are potentially damaging to the network. The Internet accesses a wide world of users; there is no guardian to filter material that may not be appropriate for students. Access to this material by students may cause the School community to decide to terminate participation in Internet access, thus depriving others of a valuable tool. Anyone accessing inappropriate material will have all networking privileges taken away. Anyone distributing inappropriate materials over the network will have all networking privileges revoked and have further disciplinary action taken against them. "Appropriateness" will be determined by the School's Administration. In general, if material gathered from other media is unsuitable for the school environment, the same material accessed via the Internet is equally unsuitable and thus prohibited.

D.6 Logging onto online chat groups is not allowed through the School's network. The only exception is those chat groups set-up specifically by the School for co-curricular student use.

D.7 What this means to you:

- You may not email or post anonymously or using someone else's name.
- You may not send unwanted material to others.
- You may not use the network for any activity that is inappropriate in a school environment (where "inappropriate" is determined by the school's administrators).
- You may not log onto online chat groups except to those created by the School for co-curricular purposes.

Section E: Intellectual Property Rights

E.1 The Pathfinder School's computing facilities shall not be used to violate copyright and other intellectual-property rights. In cases where the law is unclear, such as regarding works published over the Internet, users should be conservative and assume that anything published on the Internet is copyrighted.

E.2 Fair use laws regarding copyright apply; in general, a single copy made for personal uses falls within fair use laws, while multiple copies does not. However, the ready availability of image search engines and music sharing technologies creates the false impression that stealing is acceptable because it is easy to do. The Pathfinder School condemns stealing in all its forms.

E.3 Computers and associated peripherals such as printers and scanners may not be used to create fraudulent or counterfeit documents, such as IDs, currency, tickets, legal documents, etc.

E.4 What this means to you:

- You may not copy files belonging to others without their permission.
- You may not quote extensively from any source without proper attribution and permission.
- You may not use the computers to create or alter IDs, currency, or other legal documents.
- You may not make copies of copyrighted songs or albums, digital images, movies, or other artistic works unless explicitly permitted by fair use provisions of the copyright law.

Section F: Commercial Activity

F.1 The Pathfinder School networks are not to be used for personal commercial purposes, such as marketing, reselling bandwidth, or business transactions between commercial organizations. Commercial advertising is forbidden. Email may not be used to broadcast non-commercial advertisements.

F.2 What this means to you:

- You may not use the network for commercial activity. If you are unsure of the definition of commercial activity, you must consult the Head of School.

Section G: Shared Resources

G.1 The computer network, computers (including laptops/Chromebooks), hard drives and all connected peripherals located at The Pathfinder School and provided to students and faculty by The Pathfinder School are the property of The Pathfinder School, including all data stored on those devices and related servers. Individuals using this computer system are subject to having all of their activities on the system monitored and recorded by the System Administrator in conjunction with school administrators.

G.2 Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence that is in violation of current The Pathfinder School Computer Policy, system personnel may provide this evidence to school administrators.

G.3 Shared resources on the School network include file servers and other computers on which users' work is stored. To protect private information, mechanisms exist to prevent unauthorized examination by others. Attempts to circumvent these mechanisms will be treated as violations of privacy and a breach of ethical standards.

G.4 Searching through directories and folders to find unprotected information is also prohibited. Information you have not been invited to use is not yours to access. Even if a user's files are unprotected, it is improper for another user to read them unless the owner has given permission. Any attempt to access another user's files by any means will result in immediate suspension of all computer privileges and further disciplinary actions.

G.5 Users are expected to safeguard their data, authorization codes, and passwords by choosing passwords difficult to guess and changing these passwords frequently. It is a violation of The Pathfinder School's computing policy to attempt to bypass password security features in any manner.

G.6 Technical support personnel may access others' files when necessary for the maintenance of computer systems. When performing this maintenance, every effort is made to ensure the privacy of a user's files. However, The Pathfinder School reserves the right to monitor any files kept in disk areas it provides users and to take action if software designed to breach security measures, including software to crack or capture passwords or break encryption protocols, is found. Action taken would include immediate suspension of all computing privileges.

G.7 Any attempt to deliberately degrade or disrupt system performance or to interfere with the work of others is a breach of the School's policy.

G.8 Limits may be set on certain computing resources such as disk storage space, printing access, bandwidth priority for specific applications, computer login time, etc. Users may not attempt to bypass these limitations.

G.9 The Pathfinder School reserves the right to limit recreational computing as it sees fit.

G.10 Users may not use any other networking software on the The Pathfinder School's network.

G.11 What this means to you:

- You may not read, modify, or otherwise use another user's files without specific permission.
- You may not attempt to evade, disable or "crack" passwords or other security provisions put in place to protect other users' work.
- Anyone using the computer network, computers, hard drives and all connected peripherals of The Pathfinder School expressly consents to having their activities monitored.
- You may not attempt to bypass limits set on computing resources such as disk space, printing limits or other resource allocation parameters.
- You may use only the networking software provided by The Pathfinder School.

Section H: Computer Accounts

H.1 The Pathfinder School provides computer accounts only to The Pathfinder School community. These accounts may only be used by the individuals to whom the account is assigned. Users may not authorize anyone, including family members, to use their account(s) for any reason. Users are responsible for all activity on their accounts and must take all reasonable precautions, including password maintenance and file protection measures, to prevent the use of their accounts by unauthorized persons.

H.2 Students may not access accounts on The Pathfinder School's computers that belong to other individuals, including family members.

H.3 An account is defined as access to functions requiring authentication as an individual user and not as a member of a group. For example:

- Logging-in to a server as "guest" or "anonymous" is usually acceptable.
- Logging-in with a personalized name and password is usually considered to be an account, and therefore, unacceptable if it is not your own.

Individuals can contact an Administrator with questions regarding this definition or to clarify specific situations.

H.4 What this means to you:

- You may not let anyone else (including family members) use your account. Sharing passwords with peers is a violation.
- You may not use anyone else's account anywhere on the The Pathfinder School network (including accounts belonging to family members).

A Note to Parents about Student Usage of Social Media and Networking Sites:

Social Media (e.g. Facebook, Twitter, Instagram) are social networking websites that allow users all over the world to meet and keep in touch with one another. Such sites have become popular with students of all ages. Students use the sites to create profiles about themselves, with photos and lists of interests that often include personal information.

At The Pathfinder School, we are finding that more and more students are using these sites and we feel it's important to educate everyone about their benefits, age restrictions, and dangers. While these sites are a great tool for people to communicate, it is important to stress the repercussions of posting personal information online for anyone in the world to see. Please ask your child/children about their use of such sites and monitor their use.

AGREEMENT FOR APPROPRIATE USE OF THE PATHFINDER SCHOOL COMPUTING AND INTERNET COMMUNICATION SYSTEM

You are being given access to the School's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet. You will have access to hundreds of databases, libraries, and computer services all over the world. With this educational opportunity comes responsibility. Inappropriate system use will result in the loss of the privilege to use this educational tool. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you (or your parents) might find objectionable.

While the School will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE:

- You will be assigned an individual account and are responsible for not sharing the password for that account with others.
- The account is to be used for identified educational purposes.
- You will be held responsible at all times for the proper use of your account, and the School may suspend or revoke your access if you violate the rules.
- You will be held responsible for any postings to a social networking site that would "materially disrupt classwork, involve substantial disorder, or interfere with the rights of others." [Tinker, 393 U.S. at 506.]

INAPPROPRIATE USES:

- Using the system for any illegal purpose.
- Borrowing someone's account (with or without permission).
- Posting personal information about yourself or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using personal electronic mail accounts.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE:

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with The Pathfinder School Conduct Policies and applicable laws.

I understand that my computer use is not private and that the School will monitor my activity on the computer system. I have read this document and agree to abide by its provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student Agreement

- The Pathfinder School's computers and facilities are intended to support and enhance the educational and administrative work of the school; therefore, their use must be consistent with The Pathfinder School's educational goals.
- User cooperation is expected at all times; supervising faculty and administrators reserve the right to examine email and/or any file stored or created on school computers. Users are reminded that the use of the school's computers and systems is a privilege that may be revoked temporarily or permanently if abused.
- I have read and fully understand the conditions and terms of this Appropriate Use Policy (AUP). I agree to be a responsible user of The Pathfinder School computer system.

Student Name (please print) *Student Signature* *Date*

Student Name (please print) *Student Signature* *Date*

Student Name (please print) *Student Signature* *Date*

Student Name (please print) *Student Signature* *Date*

Parental Agreement

- I have read and fully understand the conditions and terms of this Appropriate Use Policy (AUP). I agree to be responsible for my child's use of The Pathfinder School computer system when my child is accessing the system.
- I hereby give consent to The Pathfinder School to access my child's electronic communications on the system, as it deems necessary for compliance with this agreement and any applicable laws.
- I hereby release The Pathfinder School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising out of my child's use of, or inability to use, the system, including, but not limited to claims that may arise from unauthorized use of the system.
- I understand it is impossible to restrict my child's access to all potentially controversial materials. I agree not to hold The Pathfinder School responsible for any information or materials acquired by my child on the system.
- I fully understand that if my child's The Pathfinder School account is suspended, terminated or revoked, The Pathfinder School will not refund any user fee, or portion thereof. I further understand and agree that I am fully responsible for any financial obligations arising from my child's use or unauthorized use of the system to purchase products or services.
- I hereby give my permission to issue an account for my child.

Parent/Guardian Name (please print) *Parent/Guardian Signature*

Date

Family Handbook Parent Confirmation

Signing below is your acknowledgement of receipt of the Family Handbook, and your agreement that your family will abide by the policies laid out in the handbook. Any and all updates to the Family Handbook will be sent to parents/legal guardians in writing.

As parents or guardians of a Pathfinder student, we confirm that we have read and understood the Family Handbook.

Signature

Date

Signature

Date

Transportation

Volunteer drivers are frequently needed during and after school hours to transport students for field trips and extracurricular activities. All volunteer drivers must be licensed and insured, and should be confirmed by the staff member in charge of the field trip or activity. Copies of driver's license and proof of insurance must be on-file in the office. No unauthorized substitute drivers will be allowed to transport students during these events.

All students will wear a seatbelt and sit in a size/age appropriate car seat/booster when transported in a private vehicle. Each student will be belted separately.

Field Trip Behavior

Field trips are an important part of our school program. The general purpose is to enlarge students' perceptions of the world around them, and to open new understandings of how our community functions, as well as the students' growing individual part in the community. Field trips are carefully integrated into the curriculum with specific curricular outcomes. On occasions when students travel outside the building for a daytime visit or an overnight experience, they are representing The Pathfinder School and should behave in ways consistent with the school's guidelines for behavior.

Field Trip Transportation Permission

I/We understand that from time to time our child may have an opportunity to participate in trips that take him/her away from the campus.

I/We understand that these trips will be under the direct supervision of faculty member(s) of The Pathfinder School and that our child will be transported in a school-owned/contracted or designated vehicle (or by regularly scheduled airlines or chartered service for certain trips/outings).

I/We request that our child be allowed to attend such field trips.

I/we also authorize any medical treatment in case of emergency, and agree that I/we am/are responsible for the cost of such treatment (*see Student Emergency Information Form*).

The undersigned agree(s) to release, hold harmless and indemnify The Pathfinder School, its agents, representatives and employees from all claims, damages, or other liabilities for injuries to our child which are not the result of gross negligence, intentional neglect, or willful or wanton conduct by the school, or its agents, representatives, or employees.

Signature

Date

Signature

Date

