



Silverwood School

Where Children are Challenged and Cherished

2022 – 2023 Academic Year

FAMILY HANDBOOK

**Silverwood School Family Handbook
2022 – 2023 Academic Year**

*Revision 1.3
September 2022*

Silverwood School reserves the right to make changes or alterations to this document at any time. All information contained within this handbook is presumed to be factually correct and without error. Please report any errors to the Silverwood Office.

PURPOSE & INTENT

Welcome to Silverwood School! The Silverwood School Family Handbook is designed to provide information and guidelines about Silverwood's procedures, special events, and other aspects of life in our community of learners. This handbook is posted on the school website and is available in Gradelink. Please check the website for the most up-to-date information at www.silverwoodschool.org. For information not found in these resources, please call the office at (360) 697-7526 or email office@silverwoodschool.org.

MISSION STATEMENT

At Silverwood School, we challenge our students to become confident, compassionate citizens and skilled, lifelong learners - literate, motivated, and intellectually adventurous.

BELIEFS

We, the community of Silverwood, believe in the potential and curiosity of every child. Rooted in the relationships of teachers to students and the school to its families, Silverwood strives for a balance of structure and spontaneity, responsibility and opportunity, and discipline and discovery. With active family support for the child, faculty, and program, we prepare our students for their secondary education, to participate in and contribute to a richly diverse world, and to be stewards of our natural heritage. We encourage our students to passionately pursue their dreams.

CORNERSTONES

- Academics: Purposeful, Applied Learning, Independence, Challenging
- Awareness: Of Self, Others, and the Environment; Compassion, Responsibility
- Collaboration: Theme-Based Curriculum, Integrated Curriculum, Team Teaching, Communication

DIVERSITY EQUITY AND INCLUSION STATEMENT

Diversity forms the fabric of our world. At Silverwood School, we strive to create an inclusive culture of mutual responsibility where all people are valued and respected.

We provide a curriculum and program which are rich and varied, with emphasis on multiple perspectives and varied experiences. Our hope is to broaden students' vision of themselves and to prepare them to engage in an interdependent and diverse world. We encourage our students to challenge assumptions and foster greater understanding among people. We seek to make this school and its opportunities equitable, just, and affirming.

Silverwood is committed to being a school community which is inclusive, welcoming, and supportive of children and families of all backgrounds and life experiences. These include but are not limited to: race, religion, ethnicity, socioeconomic class, gender and gender identity, sexual orientation, age, learning styles, family structures, and ableness.

We enjoin all community members to support diversity at Silverwood School.

AFFILIATIONS

Silverwood School is approved by the Washington State Board of Education. Additionally, Silverwood is a subscriber member of the Northwest Association of Independent Schools (NWAIS) and a member of the Washington Federation of Independent Schools.

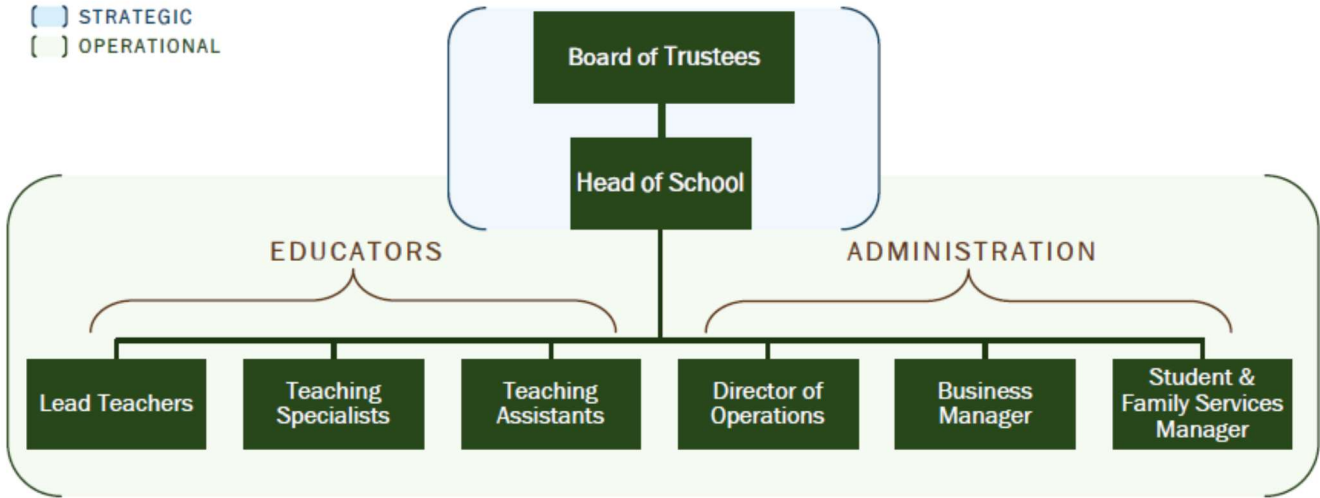
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ORGANIZATION



SCHOOL COMMUNITY

Silverwood School’s primary focus is the care and education of students. Each person involved, regardless of in our community is dedicated to the school’s mission and vision.

BOARD OF TRUSTEES

Silverwood School is governed by a Board of Trustees. The head of school is hired by the Board of Trustees to fulfill the mission of Silverwood School and to administer the program, hire and evaluate faculty, oversee the curriculum, maintain the school’s financial soundness, and ensure compliance with local, state, and federal requirements.

The Board of Trustees is responsible for the overall strategic direction of the school; the head of school is responsible for the daily operations of the school, and the Board does not under normal circumstances become involved with day-to-day operational decisions or procedures. In addition to hiring and supporting the head of school, the Board also establishes policies and ensures the long-term financial well-being of the school.

Parents are welcome to attend Board meetings as guests. Visitors are reminded that Board meetings are working meetings. Most of the work of the board is done at the committee level, and each board member sits on at least one committee. More information about members and meeting dates can be found on the school’s website.

HEAD OF SCHOOL

Silverwood School’s Board of Trustees hires and supports a head of school who serves as both the educational leader of the community and as the executive director of our organization. As such, all program and administrative staff fall under the general supervision of the head. The head of school works closely with the Board of Trustees to develop annual and long-term strategies that guide the school.

ADMINISTRATIVE TEAM

The administrative team at Silverwood School is a vital component of the school’s continued operation and success. The administration works to support and carry out the educational, operational, and philosophical mission of the school. In particular, the administrative staff ensures the school program is thriving and oversees our business office, admissions, facilities, development, marketing, and communications for the school.

FACULTY

All Silverwood School teachers are dedicated professionals. They understand children's growth and development and are experienced in a child-centered approach to curriculum. Specialist teachers are selected for expertise in a particular area (i.e., music, art) and their ability to teach that specialty effectively in the progressive school setting. Teachers and administrators meet regularly to build community, plan, and confer with a focus on curriculum, professional growth, and the healthy development of Silverwood School students. In addition, Silverwood School supports all teachers to actively participate in on-going professional development and to participate in an evaluative process led by the assistant head of school and head of school.

TEACHING ASSISTANTS

Silverwood School selects associate teachers based on their passion for children and learning, their previous experience working in schools and other programs for children, and their ability to support and co-design engaging and vibrant experiences for children. The associate teacher collaborates with classroom teachers in planning, preparing, and implementing the daily program.

SCHOOL HOURS AND ATTENDANCE

HOURS

Before Care:	7:00 a.m. – 8:10 a.m.
School Day Arrival:	8:10 a.m. – 8:25 a.m.
Class hours:	8:25 a.m. – 3:10 p.m.
Recess & Lunch:	12:00 p.m. – 1:00 p.m.
Pick-up (Barn and Treehouse Classes):	3:00 p.m. – 3:15 p.m.
Pick-up (Lodge Classes):	3:15 p.m. – 3:30 p.m.
After Care:	3:30 p.m. – 5:30 p.m.
Office hours during school year:	8:00 a.m. – 4:00 p.m.

Children who are not picked up by 3:30 p.m. go to After Care, and parents are **charged a fee of \$25**. Silverwood requires authorization in advance of anyone other than a parent or established carpool who is picking up a student and is not listed on the student’s transportation form. See “Alternative Pick-Up Arrangements” below for more information.

NUMBER OF SCHOOL DAYS

The State of Washington requires 1,000 hours of classroom time or 180 days of attendance (with half days for in-service counting toward the 180) for public and non-public schools. Silverwood’s school day is longer than those in our local public schools, and we take only full-days for teacher in-service meetings. For a count of school days/hours, see the current Academic Year Calendar, located on our website in the “Current Families” tab.

TEACHER IN-SERVICE DAYS

Teacher in-service days serve several functions. In-service days allow time for Silverwood teachers to refine curriculum, coordinate curriculum across all grade levels, and work together on other curricular issues. In-service days also provide time for working on progress reports and allow group planning time and education for Silverwood teachers. **Silverwood will no longer provide on-campus childcare for In-Service Days.**

ATTENDANCE

Regular school attendance and on-time arrival allows students to maintain academic and social continuity and to be integrated fully into the life of the classroom. **Always communicate via email with your child’s teacher and the school office if your child will be absent from school.** If your child will be absent for more than a few days due to illness or travel, please communicate with their teacher to discuss ways you can support your child as much as possible. Teachers are not expected to create packets of work or individualized curricular plans for absences due to travel, but they may provide suggestions and resources with advance notice.

Multiple prolonged absences are discouraged as they can significantly compromise the academic and social learning experience for your child and their peers. Also, the project-based nature of much of the curriculum means that children who are routinely late or absent will miss important context or steps in the project.

CARLINE

Student safety is the school’s highest priority. Drivers on campus must adhere to the **5 miles per hour speed limit**; driving more slowly is preferred. The school also wants to be a good neighbor by not blocking Central Valley Road.

- Please observe the campus 5 mile per hour speed limit or drive more slowly.
- Please do not idle your car while waiting in line.
- Parents who have business with the office or the faculty should park in the designated parking area on the inside of the loop.
- Please do not use the faculty/delivery driveway unless you are dropping off/picking-up outside of normal

hours. The school's permit with the County limits use of this entrance.

- If the driveway is full, do not hold up traffic on Central Valley Road. Please drive on and return in a few minutes.

DROP OFF

When you arrive on campus, pull into the main entrance with the other parents dropping off their students. **Barn and Treehouse students** will be dropped off at the Commons (use the right-hand lane). Mrs. H or another staff member will be there to greet you. **Lodge students** will be dropped off by the end of the white fence in front of the Lodge (left-hand lane). Students will proceed into the Commons to drop off their lunches. **Please notify staff if a lunch contains nuts or seeds** – it will be placed on a separate “nutty buddy” shelf until lunch time. After dropping off lunch and washing hands, your student will either wait in the Commons with other students if it is before 8:15 or go to their classroom for the day if it is after 8:15.

- Drop children off for Before Care between 7:00 a.m. and 8:10 a.m. in the Commons.
- Staff supervising Before Care will not approach cars in Carline until the scheduled start of Drop-Off.
- Drop children between 8:10 a.m. and 8:25 a.m. for the regular school day. Students are tardy after 8:25 a.m.
- When dropping off or picking up students in front of The Commons, *look for traffic on the left before pulling out to exit.*
- When pulling in front of the Lodge to drop off or pick up, *watch for drivers leaving the Commons area on the right.*

PICK UP

Starting with the 2022-2023 school year, Silverwood will be staggering pick-up times. **Barn and Treehouse students will be dismissed at 3:00pm. Lodge students will be dismissed at 3:15pm.** For families with students in both classrooms, please arrive at the later time.

- **Please do not line up before 3:00 p.m. for afternoon pick-up.**
- Note: there will be only 1 pickup line for students (right hand lane only). Older students will be dismissed from in front of the lodge – not from the inner circle as in the 2021-2022 school year.
- If a child is delayed after school, please pull around into a parking space. Use caution when backing out of parking spots.

ALTERNATIVE PICK-UP ARRANGEMENTS

Silverwood requires parent authorization and student identification of anyone other than a parent or established carpool driver when picking up a student. Please provide a list of approved drivers on the Contacts Form of Gradelink. You may also call (360) 697-7526 or email office@silverwoodschool.org to authorize an alternative arrangement. Except in emergencies, alternative arrangements must be communicated prior to the start of school.

LATE ARRIVALS, ABSENCES, EARLY DEPARTURES

Children should arrive at school between 8:10 and 8:25 a.m. Please call the office at 360-697-7526 or email office@silverwoodschool.org to report a late arrival. For arrivals after 8:25, pull into the staff/delivery entrance and notify the office by phone that you have arrived. Office staff will walk to greet you at your vehicle and walk your student to class. For early departures, follow the same procedure. The Office staff will notify the classroom teacher and walk your student to your vehicle. This is an important security procedure that helps ensure the safety of your child.

If your child will be absent, please email the Office and your student's Lead Teacher.

BEFORE & AFTER SCHOOL CARE

Silverwood offers before and after school childcare for a fee. Before and After Care is available to families that need extra time for work or other purposes. Before and After Care are *not* an opportunity for students to schedule supervised playdates or gatherings. Students in Before and After Care are expected to follow the guidelines below. Inability to follow the guidelines will result in a student being disinvited from these services.

For more information about pricing and/or to sign your student up for these services, contact the Office.

BEFORE CARE GUIDELINES FOR STUDENTS

Morning Chill Time from 7:00 – 7:30 a.m.

VOLUME LEVEL: 1 (Whisper)

Students will exit their car, put their backpacks at the table for their class and wash their hands in the Commons bathroom. Student may then a book to read silently at their table from 7:00-7:30 a.m. Students are expected to sit at the tables on their bottom with their legs under the table. Students must raise their hand and then either verbally or use sign language (bathroom & water) to leave their seat.

Quiet Play Time from 7:30-8:00 a.m.

VOLUME LEVEL: 1 (Whisper)

Students may play a game or play with Legos with other students in their class at their class table. All games and Legos are put away just before 8:00 a.m. Gym equipment is not available for use inside of the Commons.

Arrival Time from 8:00-8:15 a.m.

VOLUME LEVEL: 2 (Partner-Talk)

Students will sit at the table designated for their classroom and may visit with classmates at their table using Volume Level 2 voices.

Students will be dismissed to home classrooms at 8:15 a.m.

AFTER CARE GUIDELINES FOR STUDENTS

Homework Club from 3:30 – 4:00 p.m.

VOLUME LEVEL: 1 (Whisper)

Students will put their backpacks at the table for their class and wash their hands in the Commons bathroom. Students may then get out snack and homework, or a book to read silently at their table from 3:30-4:00 p.m. Students are expected to sit at the tables on their bottom with their legs under the table. Students must raise their hand and then either verbally or use sign language (bathroom & water) to leave their seat.

Indoor After Care from 4:00-5:30 p.m.

VOLUME LEVEL: 2 (Partner-Talk)

Students may play a game or play with Legos with other students at the table or on the floor in the Commons. All games and Legos are put away just before they move on to another activity. Gym equipment is not available for use inside of the Commons.

Outdoor After Care from 4:00-5:30 p.m.

VOLUME LEVEL: 3 (Presentation/Outdoor Voice)

Students may play behind the Commons on the playground and field ONLY using adult selected and provided equipment. Students may not intermix with other non-After Care students while under the supervision of the school at After Care.

INCLEMENT WEATHER & SCHOOL CLOSURE

IF SCHOOL IS CLOSED OR BEGINS LATE

Due to its large size, Kitsap County experiences diverse weather conditions within its geographic area. The school's main concern is for family and staff safety. First and foremost, when deciding whether to venture out on a school day, parents should always use their own judgment after observing local road conditions, both mornings and afternoons.

We realize that school closure is never easy for families. Consider ahead of time your plan of action in case of weather-related closure. If you are concerned about driving in icy or snowy conditions, or if arrangements to pick up your child may become difficult because of weather, please keep your child home in the interest of safety and comfort.

To ensure the best communication of delayed openings or school closures, Silverwood will provide information in the following fashion:

- Email and/or phone alert from the school
- Notice on Silverwood School's Facebook Pages
- KOMO 4 and KING 5 "Closures and Delays" updates
- Voice message information on the school's voicemail at (360) 697-7526

- Inclement weather reports on the front page of the school website at silverwood.school and under the School News tab on Gradelink.

When in doubt about a school closure, delayed opening, or delayed pick up, check email, voicemail, the school website or Gradelink for current information. The following are possible announcements:

- School CLOSED – this includes cancellation of all activities
- School OPEN with one (or two) hour LATE ARRIVAL.

On Late Arrival days, please note the following:

- Faculty and staff who can safely arrive at school will be on campus by 8:10 a.m., but the regular academic program will have a delayed start (one-hour delay is 9:30 a.m. start, two-hour delay is 10:30 a.m. start).
- Before School Care will NOT be offered until 8:30 a.m., and its use is discouraged. However, if a parent has no alternative but to drop off their child at school due to their work obligations, they may do so beginning at 8:30 a.m. and will incur the Before School Care charge until the academic program begins at the late arrival time. Students who arrive at 8:30 a.m. will have alternate activities until the academic program begins.
- Because of the area's divergent weather conditions, parents and teachers need to make individual decisions regarding the safety of coming to school on days with late starts.

Silverwood School builds in a small number of snow days each year and will only make up closure days when necessary. The school will not enact online learning during school closure unless there is a need for students to be away from school for more than two days in a row.

IF SCHOOL CLOSES EARLY DUE TO WEATHER OR ANOTHER EMERGENCY

If Silverwood must close early (sudden/extreme weather change, etc.), parents will be contacted as quickly as possible and asked to pick up their children immediately. Parents' home, work, and cell numbers will all be tried until a parent/guardian/emergency contact is reached. It is imperative that parents keep the office informed of changes in phone numbers and email addresses. The school will contact parents by calling the phone numbers in the order indicated under Emergency Contacts in Gradelink.

FORCE MAJEURE

Silverwood School's duties and obligations may be suspended indefinitely without notice during all periods in which the school is closed due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency or any other event beyond the school's control. The school will provide support with equipment, software platforms and other necessary items. All equipment provided by the school will remain the property of the school.

DAILY OPERATIONS & PROCEDURES

ALLERGENS IN SCHOOL POLICY

(as written in Silverwood School Policy Manual, Rev. L)

Parents/guardians are responsible for informing the school about their child's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. Silverwood School will take reasonable measures to avoid allergens for affected students. Silverwood School will train all staff in awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, student specific training will be provided for appropriate personnel.

Even with Silverwood School's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, Silverwood School will take precautions to reduce the risk of a student having an anaphylaxis reaction by developing strategies to minimize the presence of allergens in the school.

Silverwood School Procedures to support this policy include:

- A standardized Allergen Accommodation plan will be utilized for each student with life- threatening allergic reactions.
- Accommodation plans will be reviewed by the HoS and selected staff at the beginning of the school year, mid-year, and after Spring Break.
- Medication orders provided by parents and physicians are clear and unambiguous.
- Allergen Accommodation plans will be updated on a yearly basis (or any time conditions or medications change).
- Training of staff will be documented.

LUNCHES AND SNACKS

To meet the dietary and caloric needs of all our children, families are asked to provide a nutritious and fulfilling lunch as well as a snack for their child each morning. Please send your child's beverage in a reusable water bottle. Please pack any utensils your child may need to eat lunch along with a reusable napkin, and please pack food in reusable containers. Additionally, while students may enjoy nuts/seeds at lunch time, Silverwood keeps a "nutty buddy" shelf for lunches containing those items. **Please notify staff at drop-off if your student's lunch contains these items.**

Silverwood is a pack-it-in, pack-it-out school. **This means that all food and packaging waste generated during snack and lunch goes back home with students.** Try to pack foods that are either already removed from their packaging in a reusable container or avoid these foods for school-day snacks/meals.

This practice is in keeping with Silverwood's commitment to teach and practice environmentally sound use of resources, so please consider how to minimize waste when packing school snacks and lunches. Students staying after school are encouraged to bring an additional nutritious snack.

Because some students and staff have allergies (see above), Silverwood is careful to physically separate meals that contain community-identified allergens while they are on campus. This means that snacks (usually kept in the classroom) must be allergen-free. We need your help and support for students at our school who have a severe, life-threatening allergies. Even minor exposure, such as touching these items or their residue, as well as ingestion, will provoke a severe anaphylactic reaction. Anaphylaxis may quickly progress to respiratory arrest. For the safety of these children, Silverwood School asks that **snacks be free of nuts and seeds**. Here is a useful link to a full list of nut free snacks: <https://snacksafely.com/safe-snack-guide/>

These snacks are not recommended: All processed refined sugar snacks such as doughnuts, cupcakes, candy, cookies, etc. Gum is only permitted by teacher permission.

COMPUTER USAGE AND STANDARDS

Silverwood's curriculum includes the intentional, educational use of iPads and laptop computers in the classroom to extend and enhance the learning experience for students. Students are expected to use internet access to support and facilitate our academic program according to the uses and purposes that are designed and communicated by their teachers, to follow the rules in place for taking care of the equipment and to otherwise engage with technology responsibly. Students in older classrooms are given increased, age-appropriate responsibility and access to technology. With this responsibility come increased expectations and rules for the appropriate use of technology. At the start of school in the oldest classroom, students will bring home a technology agreement for parents and students to read and sign. The agreement outlines acceptable use and consequences for inappropriate technology use in the classroom.

STUDENT PERSONAL TECHNOLOGY

To eliminate distraction in the classroom and to streamline external communications for safety purposes, student use of cell phones or other smart devices, like Apple watches, for texting, calling, alarms, games, access to media, etc. is prohibited during school hours. If a student needs to contact a family member, they can talk with a teacher who can coordinate with the administrative staff.

LOST AND FOUND

Lost and found items are stored in the Office. The school will send a picture of unclaimed items occasionally in the weekly update. Unclaimed items will be distributed to charity before winter, spring and summer vacations.

SUPERVISION OF CHILDREN, INCLUDING AFTER-SCHOOL HOURS PLAY

During school hours, the school is responsible for your child. Parents/guardians are responsible for their children after school hours and at all school functions.

VOLUNTEERING AT SILVERWOOD

During the school day, we offer a full program and staff to ensure your child is well supervised and taught throughout the day. We do not require regular parent/guardian volunteers in our classrooms, but we welcome volunteers in many different capacities. All volunteering relationships established through Silverwood School must take place with students on the school campus during school hours or at other authorized school activities only.

Families who would like to be more involved in the school should reach out to Jessica Sheward, Volunteer Coordinator (jessica.sheward@silverwoodschool.org).

VISITOR SIGN-IN / SIGN-OUT

On-campus visitors during the school day must come to the office to sign in to our Raptor volunteer system if they are on campus and not just dropping off or picking up their child. It is crucial that we know who is on campus (students, adults, and visitors) for the safety and well-being of our entire community.

SPECIAL OCCASIONS AND CELEBRATIONS

We have found that on special occasions such as birthdays and holidays, simple observances work best. Classroom teachers will let you know how they handle class celebrations. Working with classroom teachers a few days ahead of a desired school celebration is important. Holidays that celebrate family culture and history are particularly exciting to share with classmates.

HOLIDAYS

Teachers are eager to celebrate and learn about holidays and traditions from many cultures and see this as a wonderful opportunity to honor diversity and identity, build inclusion, share joy and have fun. Teachers will often invite families or other community members to share their cultural traditions with the class, which might include learning songs, dances, cooking or crafts, along with stories and literature that builds deeper meaning and cultural appreciation. More traditional American holidays like Halloween or Valentine's Day are often celebrated at school in ways that emphasize creativity, expression, or imagination, and we typically ask families to leave candy, sweets and store-bought decorations at home. The school has some fun, home-grown annual traditions as well.

GIFTS FOR FACULTY AND STAFF

Sometimes individual families or the class as a whole wish to express appreciation for a faculty or staff member by giving a gift at the year's end or in conjunction with a holiday. It is wonderful to involve children in learning about ways to express gratitude. Gifts are neither required, nor expected, by Silverwood faculty and staff.

BIRTHDAY PARTIES

If you are planning a birthday party for your child outside of school, please send invitations by mail or e-mail rather than distributing them at school. This is especially important if not all students in the class are invited. Sending invitations outside of school avoids the potential for hurt feelings at school. For the same reasons, gifts and birthday cards should be distributed outside of school.

SCHOOL PICTURES

Individual, sibling, class and school pictures are taken each Fall. Re-takes are scheduled approximately 3-4 weeks after pictures are received by parents. Flyers with pricing will be sent via email in September.

DELIVERIES TO STUDENTS DURING THE SCHOOL DAY

Other than forgotten items, weather-appropriate clothing, or medically necessary items, Silverwood strongly discourages deliveries to students on campus during the school day.

VALUABLES

Students may not bring toys, jewelry, handheld game consoles, personal computer games, tablets, cell phones, other electronics, or significant amounts of cash to school. Silverwood is not responsible for lost or stolen items that a child may bring to the campus.

IMPORTANT SCHOOL EVENTS

The following are some of the anticipated special events on Silverwood's calendar. Dates and events may change to fit curricular needs. Some activities are not held every year. For details about events, see the Glossary and follow the Weekly Updates. To get involved in helping with an event, email office@silverwoodschool.org.

September:	Curriculum Night Potluck, Fall Maintenance Work Party, Annual Fund Kick-off
October:	Picture Day, Halloween Drive Through
November:	Parent-Teacher Conferences, Thanksgiving Break
December:	Taste of Silverwood, Winter Showcase, Winter Break
January:	Move-up Day for students, Move-up Night for parents, Reenrollment
February:	Wax Museum, 100 th Day of School, Mid-Winter Break
March:	Talent Show, Assessments, Parent-Teacher Conferences
April:	Spring Break, Spring Maintenance Workday, Young Authors, School Spirit Week,
May:	Spring Showcase
June:	Field Day, Closing Ceremonies

COMMUNICATION

WEEKLY NEWSLETTER

Silverwood's weekly newsletter goes out via email on Fridays. It is also posted in Gradelink. The newsletter is a family's best way to keep apprised of what is happening across the school, as well as keeping tabs on all-school events, field trips, and additional learning opportunities.

CLASSROOM EMAILS

Classroom teacher will communicate directly with their classes on a weekly basis via an all-class email or newsletter. These communications are usually targeted to your student's class, discussing what has been happening – and what to expect. While they may overlap at times, the Weekly Newsletter and the classroom emails will not contain the same information. Please be sure to read both!

ALL-SCHOOL COMMUNICATIONS

On occasion, Silverwood will communicate with the entire community about a particular topic that warrants a separate message from the Weekly Newsletter or classroom communications.

SCHOOL WEBSITE

Silverwood's website will have the most up-to-date information for the school. On the site families can find information about School Events, Calendar, and login to the school information system (Gradelink).

REACHING THE OFFICE

The office staff will take messages and relay information to the classroom either by email or by calling the classroom at lunchtime or between 2:50 – 3:00 p.m. *Students may not make phone calls without permission from their teacher.* Teachers will return calls or emails at their earliest convenience – the same day if possible. If you call the school or a teacher to leave a message, please also leave your email address.

DIRECTING QUESTIONS/CONCERNS

Parents are encouraged to speak directly to teachers about any specific questions, concerns, compliments, or just to share information. Children learn best when they know that parents and teachers communicate often, well, and directly. You may do the following:

- Email the teacher directly at their silverwoodschool.org email address.
- Call the school office and leave a message to be given to the specific teacher who will make every effort to respond to your call the same day if possible.

Teachers will let you know early in the school year how best to reach them and when they are most readily available; please be sure to share information about your availability with them as well. Teachers will discuss any issues that may arise during the school year. Parents/Guardians are encouraged to get teacher perspectives on school related situations or feelings that children may bring up at home.

At Silverwood, teachers strive to be accessible and make a strong commitment to communicate with their students' parents. Time at school is precious, so impromptu requests for conversation minutes before school, right after school, or during teachers' lunch, collaboration, and planning times are discouraged.

Below are some examples of topics and who to go to for answers:

TOPIC	CONTACT
Social, academic, or emotional development	Lead Classroom Teacher <i>The teacher will include the school counselor, specialist teachers, teaching assistants, and the head of school as appropriate.</i>
Art, science, music, physical education	Specialist Teacher <i>Follow up with classroom teacher for additional information if needed.</i>
Classroom information, school philosophy, curriculum, or methodology	Lead Classroom Teacher or Lisa Heaman, <i>Head of School</i> (lisa.heaman@silverwoodschool.org)
Attendance, late arrivals, early pick-ups, absences	Lead Classroom Teacher AND the Front Office (office@silverwoodschool.org)
Enrollment, admissions, or school tours	Jen Wood, <i>Student & Family Services</i> (jen.wood@silverwoodschool.org)
Tuition payments, financial aid, billing	Jen Nylander, <i>Business Manager</i> (jen.nylander@silverwoodschool.org)
Communications, emails, contact information, general information	the Front Office (office@silverwoodschool.org)
Updating student/family information data	Jen Wood, <i>Student & Family Services</i> (jen.wood@silverwoodschool.org)
Volunteering at school or for field trips	Jessica Sheward, <i>Volunteer Coordinator</i> (jessica.sheward@silverwoodschool.org)
Board of Trustees activities, committees, or head of school	Tyler Roehmholdt, <i>Board President</i> (tyler.roehmholdt@silverwoodschool.org) or Ryan Marriott, <i>Director of Operations & Board Secretary</i> (ryan.marriott@silverwoodschool.org)

If you have taken any questions or concerns to the appropriate contact person and do not feel that they were adequately resolved, please contact Head of School Lisa Heaman by phone or email.

CONFIDENTIALITY

While Silverwood works hard to maintain a family atmosphere, the school is also charged with appropriately protecting the private information of students, families, and employees. To that end, the family contact information is not available to the Silverwood Community without express consent from a family. Additionally, when shared, family information is *not* to be shared outside of Silverwood or used for commercial purposes. Staff will not discuss a student with anyone other than that student's parents or legal guardians. Board and staff members cannot share any information about personnel, admissions, financial matters, or other school business considered to be privileged. We appreciate the understanding of the whole community as we work to strike the appropriate balance between openness and privacy.

Guests/volunteers may not address any student's behavior. Instead, they should report any concerns directly to the nearest staff member.

CURRICULUM & EDUCATION

CURRICULUM

We value experiential, self-directed, collaborative, and small group learning. Our program includes reading, creative and expository writing, grammar and usage, spelling, handwriting, mathematics, cultural and social studies, science, environmental science, art, music, and physical education. Students learn how to use technology as a tool for learning. All segments of our curriculum are required for all students. Exceptions are occasionally allowed for developmental reasons.

HOMEWORK

We believe that children learn all the time, at school and at home, and that the most significant learning occurs when children are fully engaged in activities that are personally relevant and meaningful. For very young children, work and play are one. They learn by doing and by reflecting on their actions to create meaning; it is not uncommon for an appealing classroom activity to spark related inquiries at home. Likewise, a home project may serve as impetus for further exploration at school.

In some classrooms there is no homework as traditionally conceived, but in older classes, certain forms of homework may be beneficial for students. Some examples include:

- Reading sections of a book in preparation for a class discussion the following day
- Researching a topic of class or individual interest or curiosity
- Working on a mathematical prompt or set of problems to extend or reinforce skills or concepts learned in school

At times, a teacher and parent/guardian may agree on the need for a student to practice skills and come up with a plan to do so at home. When work from school continues at home, parents can support students by:

- Setting a regular routine (place and time)
- Removing distractions
- Having supplies and materials at hand
- Listening for the intention of an assignment and offering clarification
- Providing encouragement

STUDENT PERFORMANCE AND ASSESSMENT

Evaluation of student academic progress is based on classroom observation, assignments, tests, reports, projects, and other assessments and is reported to parents on progress reports, or anytime the parent or the teacher makes an appointment to discuss student progress.

Silverwood is committed to keeping parents well-informed. Please let teachers know if additional information about progress or a conference is needed. Please make requests for information in advance so teachers have time to prepare for a meaningful conference with you.

STUDENT GRADING

Barn and Treehouse classrooms will update the gradebook in Gradelink every two weeks. Lodge classrooms will update on a weekly basis. Assessments of younger students is competency- and skill-based. Older students at Silverwood are assessed on academic performance.

PERIODIC ACADEMIC ASSESSMENTS

Three times per year, Silverwood conducts assessments of key proficiencies in the areas of literacy and math. These assessments are used for early identification of student needs and progress tracking. Assessments are conducted in October, February, and May. Results from assessments are shared with parents and students at Conferences.

TEACHER/PARENT/STUDENT CONFERENCES

Meeting for a conference between you, your child, and their teacher is a deeply valuable ingredient in the partnership between school and home. Parents/guardians are invited to schedule a conference with their classroom teacher twice a year – in October and in March. Students attend Conferences at Silverwood, as these conferences are student-led. October Conferences are

To promote consistent and effective communication, divorced or separated parents/guardians are asked to schedule a shared conference time if possible. When there are compelling reasons why a shared conference time may not be possible, separate conferences can be arranged upon request.

OUTSIDE ASSESSMENT AND SUPPORT

Any information that you have regarding your child's individual development or learning needs could be helpful to your child's teacher. If you seek an outside evaluation to address concerns related to your child's physical development (e.g., speech, hearing, vision, etc.), emotional or social development or learning needs, please share the results of these assessments with your child's teacher, the school counselor, and the head of school. Copies of professional reports or recommendations resulting from these assessments should be added to your child's confidential file to inform subsequent teachers. Similarly, if your child receives outside support or therapy, it is important to establish ongoing communication between the school and those providing this support as soon as possible. Please contact your child's teacher at the start of the school year to establish this vital link.

STUDENT RECORDS AND TRANSCRIPTS

Student records are kept in our secure online document storage and contain the enrollment application, student reports and attendance records. Additional forms or documents related to student supports and accommodations, such as learning support plans, assessments or evaluations provided by parents/guardians are kept in files that are managed by our director of learning and support. Parents/guardians may review their own child's records in the office by arrangement with Student Services.

MATURATION AND PUBERTY CLASS

On alternating years, Lodge students gather in gender-specific and mixed classes to learn how puberty changes their bodies. This curriculum includes the reproductive systems, hygiene, conception, and birth.

BEHAVIORAL EXPECTATIONS

GUIDING PRINCIPLES

At Silverwood, we believe these to be fundamentally true:

- All Silverwood community members have the right to feel safe and respected.
- Behaviors, either verbal or physical, that are hurtful to self, others, or our environment, are not acceptable.

We believe children learn best when:

- They are trusted, valued, and well known.
- Their developmental timetables are appreciated and respected.
- They experience diversity as a natural and positive dynamic in their classrooms and in the school community.
- Their social connections and emotional lives are an integral part of their school experience.
- They find safety in understandable and reasonable rules and expectations.

SOCIAL AND EMOTIONAL LEARNING PROCESS

The Silverwood School staff work intentionally to teach, model, and reinforce positive school and social behaviors, and expect students to be in a continual learning process when it comes to demonstrating these skills. We know part of this process means that children will make mistakes, and occasionally a student's words or actions will disrupt the learning environment. Social challenges are common for young children who are learning to be part of a social group. Learning the ways words and actions affect others is an important part of the process. When problems or challenging behaviors arise, teachers and staff draw upon their classroom practices to remind students of expected behaviors, bring awareness of the problem(s) created by the challenging behavior, guide students to repair the situation and help students plan for future problem-solving that is positive and pro-social.

Silverwood teachers develop a set of classroom expectations with their students. Expectations are age-appropriate and provide the students with a sense of accountability and ownership.

Situations in which a child initiates hurtful behaviors or exhibits patterns of behavior that interfere with student learning have an impact on our whole community. These challenges may be addressed by a student's teacher, the school counselor, our director of learning and support, our assistant head of school and/or our head of school.

When student behavior raises concern from faculty and/or requires significant intervention, the child's parents/guardians will be informed and invited to partner with the school.

Possible responses depend on the severity or pattern of behavior, and may include:

- Figuring out a "cool down" or "take-a-break" protocol where a child is redirected to a different activity prior to re-joining the group.
- Visiting the head of school in her office to convey the seriousness of the child's behavior when it impacts the emotional or physical safety of others or seriously disrupts the learning environment. When this occurs, we also help the student understand the need to involve parents/guardians in discussions about behavioral expectations.
- Arranging for the child to meet with the school counselor.
- Arranging with the child's family to send the child home.
- Providing a referral and request/expectation for outside professional evaluation and/or support services.
- Concluding that the child's needs are beyond the scope of our classrooms and terminating enrollment.

There are times when a child's behavior or developmental concern merits a formal meeting between the parents/guardians and administrators to discuss behavioral challenges that may result in removing a child from school programs or from the school. The school reserves the right to initiate these conversations when there is significant concern.

Similarly, the school expects all adults to treat one another with mutual respect. Communication between parents/guardians and school faculty or staff should assume the best intent and reflect partnership. Threatening or inflammatory communications, whether in-person or via email, are not tolerated. The school reserves the right to discontinue a student's enrollment without refund in these situations.

PLAYGROUND AND RECESS PROCEDURES

Children learn playground rules during the first days of school. They include the following:

- Remember the Silverwood Way.
- Wear clothing and footwear appropriate for the weather.
- Take turns on the equipment. Wait in line for your turn, standing safely away from the spinner and swings.
- Do not run with sticks.
- No pretend guns.
- No throwing anything (except a ball).
- Stay out from between the buildings.
- If you can get on it, you can use it (no lifting each other onto equipment).
- You are not allowed on top of the playground equipment (except dome).
- Jump ropes are to be used as jump ropes only.
- If you are in the playhouse, close the door carefully and leave the windows alone.
- If you need to use the restroom, use the side entrance to the Barn.
- Stay out of classrooms and buildings.
- P.E. equipment is off limits during recess (unless given permission by an adult).
- Students will be allowed to play in the woods during lunch recess, with the following expectations:
 - Stay inside the marked boundaries.
 - No climbing or riding trees.
 - Only pick up dead and detached items from the forest floor. Please do not harm living things!

Playground consequences vary by the severity of the infraction, but typically are as follows:

1. Verbal warning
2. Five-minute time-out
3. Forfeit recess
4. Parent call

Physical boundaries for recess play depend on the responsibility exercised by each group of students and are adjusted as necessary.

DRESS EXPECTATIONS

Students are to dress in clothes which are clean, respectful, and appropriate for a learning environment. Shoes are required outdoors, and we strongly discourage sandals, so that children can run and play safely.

Silverwood students are active and involved. They play outside several times on most days and have physical education classes. Students should dress in clothing and footwear that is appropriate for indoor and outdoor physical activity and should be prepared for cool weather and rain. All students are required to have hooded raincoats, rubber boots in their cubbies; sweatshirts and sweatpants are recommended.

Our program also includes regular art classes, occasional gardening, and hands-on science, so clothing should be machine washable – and still might get stained. For safety and cleanliness, bare feet are not allowed in classrooms or outdoors. Wheeled shoes such as Heelys are not allowed at school at any time.

Additional information about appropriate clothing will come directly from classroom teachers.

HARASSMENT, BULLYING, INTIMIDATION & RETALIATION

Harassment, bullying, intimidation, and retaliation are prohibited, violate the mission, vision, and values of Silverwood, and will not be tolerated by students, parents, volunteers, or employees of Silverwood School. “Bullying” means any repeated, on-going, and intentional act that is written, verbal, or physical, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics (whether the affected person has the motivating characteristic or not), when the intentional written, verbal or physical act via any platform which includes, by mail, email, or any social media outlet. These acts are typically:

- Physical harm towards a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s ability to learn and attend school; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of school.

There is a three-prong test in determining if an action(s) qualify as harassment, bullying, intimidation, or retaliation. If all three prongs are not present, the action(s) fall into the conflict category and will be addressed by the school counselor and/or the Head of School in working collaboratively with the students and families involved in the matter.

THREE-PRONG TEST

- **Harm:** Someone gets hurt either physically, socially, or emotionally.
- **Repetition:** The actions must be repeated over time.
- **Unfair Match:** There must be an unfair match in power or relationship.
 - **Examples:** a larger/older child versus a younger child, a group of students versus one child, a larger adult or one with a higher position versus one in a lower position, a group of adults versus one.

Harassment, intimidation, bullying or retaliation can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. No student, parent, volunteer, or employee may engage in reprisal, retaliation or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation or bullying. Such behavior may result in disciplinary action.

Silverwood has a harassment, bullying, intimidation, and retaliation reporting procedure. Anyone within the community: student, parent, family, and staff member should complete our HIB reporting form (located on our website or one can be obtained from our front office staff. That form is to be delivered or emailed to the Head of School as soon as possible. Please complete the report with as much information as possible. The report will be investigated, which could take a few days and at the conclusion the investigation, all involved parties will be contacted informed of the conclusion of the investigation and will be informed about possible options and next steps to keep the parties safe and able to learn at Silverwood.

SEXUAL HARASSMENT

Silverwood recognizes its responsibility to provide a working and educational environment that is free from all types of discrimination, including sexual harassment. Sexual harassment is defined as deliberate verbal, visual or physical advances made within the work setting and unwelcome by the person for whom they are intended. The Silverwood prohibits harassment of students, employees and others involved in school activities. Sexual harassment occurs when:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit.
- Submission to or rejection of sexual demands is a factor in an academic, work, or other school related decision affecting an individual.
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment can occur adult to student, student to adult, student-to-student, adult-to-adult, male to female, female to male, male-to-male, and female-to-female.

Silverwood will take prompt, equitable and remedial action on reports, complaints and grievances alleging sexual harassment that come to the attention of the Head of School, either formally or informally.

ADMISSIONS & ENROLLMENT

At Silverwood School we strive to create a community of students and families that is both diverse and inclusive. We work best with families who:

- Desire a collaborative partnership with the school.
- Share information about their child willingly and proactively.
- Have confidence in the school's philosophy and a commitment to the school's mission.
- Accept the differences and diversity within the school community.
- Are willing to let children take age-appropriate risks.
- Communicate respectfully and directly.
- Stay informed via school communications.

We seek students who are capable of or have the potential to:

- Demonstrate age-appropriate initiative and independence.
- Can respectfully engage with peers and adults.
- Develop productive social connections with peers as the foundation for building community and learning.

We value a broad range of student learning profiles and abilities. We work carefully to create class groupings in which individual student needs are supported and do not overwhelm the experience and learning of the group as a whole. There may be times when a student's specific learning challenges, behavioral patterns or identified disability is beyond our ability to reasonably serve. When this is a concern, communication with the head of school, lead classroom teacher, and school counselor (as appropriate) will guide the enrollment and re-enrollment processes.

RE-ENROLLMENT

Silverwood's Continuous Enrollment contract automatically enrolls your student(s) for all remaining school years at Silverwood. In mid-February, you will be notified of the tuition for the following school year. The deadline to withdraw enrollment from Silverwood without financial penalty is the last Monday of February. If you wish to withdraw enrollment, you must notify the Student and Family Services Manager in writing before end of business on the last Monday of February. The first installment of your tuition for the upcoming school year, equal to 10% of that year's total tuition will be charged in March. This deadline also helps the school determine availability of open spots for new families. Returning students' places are secured with the first installment payment.

SIBLING APPLICATIONS

Current Silverwood or alumni families who wish to apply for a sibling are given priority status in the admissions process. Sibling applications are reviewed in December and families are notified of the school's decision at that time. Siblings are granted an earlier timeline for admissions and the process of reviewing applications carefully to ensure that the approach and program best meet the needs of the child are the same. While siblings are given preference, they are not guaranteed enrollment.

CLASS PLACEMENT

The creation of class groupings is based on the knowledge that every child has a unique social and learning profile. This is an intentional process with thoughtful input from teachers, associate teachers, specialists, and administrators. The goal is to create classes that bring together well-matched learning communities of children. Social, emotional, physical, academic skill development and specific learning needs are all part of these considerations. In addition, gender, social relationships, and age are considered. Final configurations are formulated in the summer and emailed to families in early August.

HEALTH AND SAFETY

IMMUNIZATIONS

Washington state law, WAC 246-105-030, requires all children entering grades K-12 to get vaccinated against the following diseases: diphtheria, tetanus, and pertussis (DTaP, DT, Td, Tdap); hepatitis B; measles, mumps, and rubella (MMR); polio (IPV, OPV); and varicella (chickenpox). Please note that children entering 6th grade who are at least 11 years of age must also show proof of an additional vaccination dose against tetanus, diphtheria, and pertussis called Tdap. A child who is not yet 11 upon entering 6th grade will be compliant up until they turn 11.

Washington administration code requires the school to have a completed Certificate of Immunization (CIS) form in our office for each child by the first day of school. Parents are required to complete the form and sign it before turning it in to the office. Students cannot begin school until this form has been completed and turned in to the office. For a complete list of required immunizations, go to the following link:

<http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements>

Parents or guardians may request a medical, personal/philosophical, or religious exemption for most state required immunizations. Please note, however, in May 2019, the Washington State Legislature passed a bill that removes the personal and philosophical option to exempt children from the MMR (measles, mumps, and rubella) vaccine required for school entry. Parents requesting an MMR exemption must have a medical or religious exemption request.

Parents or guardians requesting a medical, personal/philosophical, or religious exemption for their child must have both a signed Certificate of Immunization (CIS) and a signed Certificate of Exemption (COE) on file with Silverwood School. The COE requires both a parent/guardian signature as well as a healthcare provider signature confirming that the parent received information about immunization benefits and risks. A provider may also write and sign a letter saying the same thing, instead of signing the COE.

Providers do not need to sign the Certificate of Exemption if the parents are members of a church or religious group that **prohibits** healthcare providers from providing any medical treatment for their child. Parents who request a general religious exemption must still receive a provider's signature. A copy of the COE can be found at the following website: <https://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization>.

In the event of an outbreak of a disease your child is not vaccinated against, your child will be sent home from school and not allowed to return until the outbreak is over.

COVID-19

Guidelines around COVID change month-to-month. Turn to our website or contact the Office for the latest information regarding COVID.

ILLNESSES

Students who become ill at school are escorted to the office by an adult. If the child needs to go home, an office staff member will contact the parent. Phone numbers will be called, in the order indicated, under Emergency Contacts in Gradelink.

If a child's temperature is 100 degrees or above, or if the child vomits or has diarrhea, the child will be sent home. If a child's temperature is below 100 degrees, he or she will be asked to rest and may be sent back to class. If it is obvious a child is sick (listless, pale, etc.) or the teacher recommends sending him or her home, the parent will be contacted and asked to pick the child up from school.

Please note that the 2022-2023 WADOH guidelines for sending students/staff home (or preventing their return) have been updated. Contact the Front Office for the most recent list of symptoms.

FEVER

A temperature of 100.4F or higher is considered a fever. Students must be fever-free, without fever-reducing medication, for a minimum of 24 hours before returning to school. Parents should alert teachers to any medication which may affect a child's behavior, performance or energy level at school.

HEAD LICE

Head lice are an inconvenience but are not a danger or a disease. It is likely that every school child will experience head lice or a possible exposure sometime in his or her school career. This is not a sign of poor hygiene; it comes up eventually for most families and schools. The best ways to keep from getting or spreading head lice are to maintain consistent practices like not sharing combs and brushes or hats and for parents to examine their child's hair and scalp occasionally. If you find that your child has lice or nits, please contact the school office. In consultation with a Medical Advisor and based on information from "Instructions for Pediatric Patients" and the American Academy of Pediatrics, our position on lice is that children who have been properly treated need not be excluded from school even if eggs are still visible.

PINK EYE

Children diagnosed with pink eye may return to school once they are receiving treatment for it.

RINGWORM

Children with ringworm may attend school only if they are being treated for it because it is highly contagious. If it is discovered while at school, the child will be sent home until treatment begins.

SCABIES

Scabies are mites that get under the skin. If a teacher suspects that a child has scabies (intense itching, usually between the fingers) and red skin, the child will be sent to the office. The parent will be called and asked to take the child to a doctor for diagnosis. Scabies is highly contagious.

INJURIES

In the case of a serious injury, the school will call 911 and then contact the parent using the phone numbers, in the order indicated by the parent, under Emergency Contacts in Gradelink. If a child bumps his or her head, teachers will send him or her to the office for observation and an ice pack. The office will offer this care:

- Evaluate the student for symptoms of serious injury;
- Call, text, or email the parent to tell them what happened;
- Email or send home with the child a form that explains how the accident occurred, when it occurred, and what possible symptoms to look for if a concussion is present.

MEDICATIONS AT SCHOOL

Students are not permitted to possess or transport prescription or non-prescription medications at school because of the possibility of their sharing them and the ensuing issues of liability. Parents

or legal guardians must bring medication to the office in its original container with the child's name clearly written on the container.

PRESCRIPTION MEDICATIONS

The office will give prescription medications only to students for whom a "Prescription Medicine Form" has been completed and signed by both a parent or legal guardian and a physician. No exceptions will be made. Forms are available in the office, on Gradelink, and on the school's website. This form is school-year specific and must be completed each year. Parents are welcome to give their own children prescription medication at school if they are unable to get the above form completed before the child needs the medication.

EPIPENS

Anaphylaxis is a potentially life-threatening condition resulting from exposure to an allergen and requires immediate medical attention. If a student is diagnosed with a severe allergy that is documented by his or her medical provider, then the parent or legal guardian must supply the school with an EpiPen for emergency use along with a physician signed "Prescription Medicine Form."

The school will allow self-directed students, as assessed by a student's parents or legal guardian, their medical provider and the school, to carry life-saving medications with them. When this is the case, a duplicate EpiPen must be given to the office. Duplicate EpiPens will be transported on all field trips/outings by supervising adults who are trained in their administration. Any time an EpiPen is used, 911 will be called, the parents notified, and the child will be transported to the hospital.

EMERGENCY PREPAREDNESS

Schools are asked by local agencies to be ready to feed and house students for up to three days in case of natural disaster. Silverwood teachers and staff are trained in emergency preparedness, first aid, and CPR. Silverwood School maintains three-day survival ration kits for each child. Families are also asked to provide a personalized emergency comfort kit each September. In the event of a disaster, students are to be picked up as soon as the roads are declared safe for travel. Rest assured that all Silverwood children will be cared for by faculty and staff until parents or a parental designee has arrived.

When completing the Emergency Contacts Web Form, the school encourages parents to consider adding several names to increase the likelihood a student can leave school and join a friend at home when parents are unavailable. Parents should also be conscientious in providing the school with a three-day supply of any medications (with instructions) a child may need (see medications).

VISION AND HEARING SCREENING

Thanks to community volunteers, Silverwood School students have their hearing and vision tested at school. Permission slips will come home prior to assessment. Results are sent home only for those students who appear to need additional testing.

WEAPONS AND FLAMMABLES POLICY

(as written in the Board-Approved Silverwood School Policy Manual, rev. L)

Silverwood School strives to maintain a safe school environment for students, staff and visitors. We recognize the expectation of students, staff, parents, and patrons to be safe on school premises and at school activities. Accordingly, it is a violation of school policy and Washington State law (RCW 9.41.280 Possessing Dangerous Weapons on School Facilities) for anyone to carry onto school premises, school-provided transportation, or other facilities being used for school activities any firearm, dangerous weapon, or other object capable of producing bodily harm as defined in this policy and under Washington law.

A weapon or dangerous instrument includes, but is not limited to:

- Any firearm;
- Device commonly known as nunchucks (nunchaku), consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;

- Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
- Any device of the kind usually known as sling shot, sand club or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement;
- Any explosive device.

Additionally, no persons shall use articles designed for other purposes (laser pointers, belts, scissors, etc.) to inflict bodily harm and/or intimidate. Such use will be treated as the possession and use of a dangerous weapon. This policy is not meant to interfere with the instruction or the use of appropriate equipment and tools by students or non-students.

Certain very limited exceptions to the dangerous weapons policy are set forth in RCW 9.41.280. With specific regard to firearms, these include, in part:

- Any person in possession of a pistol who has been issued a license under RCW 9.41.070, or is exempt from the licensing requirement by RCW 9.41.060, while picking up or dropping off a student;
- Any non-student at least eighteen years of age legally in possession of a firearm or dangerous weapon that is secured within an attended vehicle or concealed from view within a locked unattended vehicle while conducting legitimate business at the school;
- Any non-student at least eighteen years of age who is in lawful possession of an unloaded firearm, secured in a vehicle while conducting legitimate business at the school;
- Any law enforcement officer of the federal, state, or local government agency.

While Silverwood School recognizes the right to carry firearms under the limited exceptions indicated above, it strongly urges all students, staff, parents, and patrons to refrain from carrying any dangerous weapons, particularly firearms, onto school premises, school-provided transportation, or other facilities being used for school activities at any time and whether authorized under Washington law. The safety of our students, staff, parents, and patrons is our highest priority.

In compliance with Washington law, the head of school will post "GUN-FREE ZONE" signs around school facilities giving warning of the prohibition of the possession of firearms on school grounds.

The school will act to enforce this policy and take appropriate action against any individual who violates this policy. All reports regarding the possession or use of dangerous weapons will be investigated. Student discipline for violation of this policy will depend upon specific circumstances and may include confiscation, student and/or parent conference, suspension, and/or dismissal.

TOBACCO/NICOTINE AND VAPING POLICY

(as written in the Board-Approved Silverwood School Policy Manual, rev. L)

Silverwood School as a community acknowledges that chewing and smoking tobacco and second-hand smoke are serious health hazards. For this reason, we embrace a policy of no tobacco use for students, teachers, and all persons visiting our campus at all times. This restriction applies to buildings, cars, and all outdoor premises. Anyone found smoking will politely be informed of our policy and asked to dispose of their tobacco. Repeat offenders will be reported to the head of school. Repeated offenses will not be tolerated and consequences will be determined by the head of school.

DRUGS AND ALCOHOL IN THE WORKPLACE POLICY

(as written in the Board-Approved Silverwood School Policy Manual, rev. L)

Silverwood School recognizes that substance abuse is one of the major health problems in our nation and that these habits often start at a young age. Teachers and school employees are role models for our students in the school and wider community. Acknowledging that drug and alcohol use on the job can impair judgment, lead to higher accident

rates, increase absenteeism and decrease productivity, we are committed to maintaining a work place free of drug and alcohol use.

Specifically, Silverwood prohibits the possession, manufacture, sale, purchase, and use of alcohol or illegal drugs on school premises or while on school business. We also prohibit coming to work, being at work, or operating School equipment/vehicles including rented equipment/vehicles under the influence of illegal drugs or alcohol. Your compliance with this policy is important to us for the employee's own benefit and for the benefit of the employee's co-workers and students.

If an employee is suspected of reporting to work under the influence of alcohol or illegal drugs, depending on the circumstances, the employee may be subject to corrective action up to and including termination.

The presence of alcohol on campus for social functions after business hours will be authorized on a case-by-case basis by the head of school and/or the Board of Trustees.

CHILD ABUSE AND NEGLECT

The teaching staff has been trained in recognizing signs of potential child abuse and follows the reporting guidelines established by the state Child Protective Services. As a school, we are mandatory reporters and are required to call CPS if we have any reason to suspect child abuse or neglect, or if a child tells us that he/she has been abused. The training is updated annually.

CPS CHILD INTERVIEWS

Silverwood is committed to the well-being of all students. It is our duty as mandatory reporters to report suspected child abuse or neglect and to cooperate with Child Protective Services (CPS) investigations that may involve child interviews at school. The caseworker conducting such an investigation has a legal responsibility to notify the parents/guardians as soon as he/she feels it can be done without compromising the investigation. The decision as to when to inform parents/guardians is made by the case worker.

Our school counselor (or another appropriate school representative) will be present and support the child in meeting the investigator when a child interview takes place at school. After the interview has been completed, the school representative typically will contact the parent/guardian unless the case worker's position is that such notification on the school's part will jeopardize the investigation. The school will not contact parents/guardians regarding the interview before it has taken place.

FIELD TRIPS

Powerful learning takes place away from school. Field trips are an integral and important part of our program. Parent volunteer drivers are needed for local adventures. If you volunteer to be a chaperone, please note that *field trips are reserved for students who are currently attending Silverwood School. This applies to day field trips and all adventure overnight programs.*

PARENT/GUARDIAN DRIVERS

We greatly appreciate parents/guardians able to provide transportation for field trips. Part of the learning that occurs on a field trip happens in the car, including the clarity of expectations in the car. Much like at school, field trips are a wonderful social experience. For this reason, we ask that families not use in-car videos while transporting students, and expect students in your car to be safe, kind, and respectful.

Drivers must be approved through our Volunteer database called RAPTOR. There, you have their own automobile liability insurance. Check to determine if your coverage is adequate to cover carrying other children. To protect the safety of children on field trips, all drivers must complete a Washington State Patrol screening form and provide Student Services with a copy of their driver license and proof of insurance. Parent/guardian drivers are encouraged to have a current First Aid/CPR certification. To drive students other than your own, Silverwood must have on file a photocopy of your auto insurance policy declaration with the cars covered, policy effective and expiration dates, and the following minimum auto insurance coverage:

- \$100,000 per person bodily injury
- \$300,000 bodily injury per accident
- \$ 50,000 property damage (\$100,000 is recommended, but not required, by our Broker)

Some insurance companies will issue a one-day waiver for these amounts. If you are unsure what coverage you have, please call your insurance company prior to committing to drive on a field trip. They may fax the coverage amounts from your policy in effect to the school at (360) 697-7537. Since most policies expire or are renewed every six months, please be in the habit of sending us a copy of the new coverage, with dates the policy is in effect, when you receive it.

Drivers for school activities must report any traffic violations that have occurred in the past three years to the head of school for review. Any failure to disclose criminal history or misrepresentation of the same could be grounds for losing the privilege of volunteering at Silverwood School. Drivers must abide by all laws while on field trips, including use of seatbelts and booster seats.

*Students who will be riding in another adult's car should leave their car seats and booster seats, with the child's name on them, in front of or inside the Commons.

COST OF EDUCATION

TUITION AND FEES

Silverwood offers two ways to pay tuition: pay-in-full, or monthly invoice over 10 months. , invoices are sent electronically to all families with tuition due on the 5th of each month. Payment is due by the 15th of the month. If either of these dates fall on a weekend, the invoice/payment dates shift to the next business day. All families that have not already paid in full will have a set amount due each month for 10 months. The first payments are due this month on August 15. These balances reflect the tuition deposit paid in the spring to secure your student's spot at school. Payments arriving after the due date will be assessed a \$25/mo. late fee.

Silverwood relies on tuition to meet its budget, and the school may take legal action to collect unpaid tuition. The Tuition Payment Agreement and Enrollment Contract provide more information about payment options and any associated fees.

PAYMENT OPTIONS

Silverwood accepts credit card, debit cards, ACH transfers, checks, and cash. While we all appreciate the flexibility and convenience of the electronic options (cards and ACH), Silverwood pays a significant amount of money in credit/debit card processing fees. **In 2021-2022, between tuition and the annual fund, the school paid almost \$30,000 in credit card fees.** We believe firmly in being good stewards of this school, and we would much rather spend that money on improving the school for your students and our teachers. Silverwood has settled on a credit card processing surcharge of 3% (which is what we pay our merchant services company). This fee will be in effect starting in September 2022.

As your family considers if and how they will adjust to this new fee, please use this list below for easy options:

1. **Use your bank's Online Bill Pay** - If your bank offers online bill pay, you can elect to send a check each month to Silverwood School. We will likely not appear as a "known" company, but they will still send us a check. Here's how:
 - o *Company Name:* SILVERWOOD SCHOOL
 - o *Address:* 14000 CENTRAL VALLEY RD NW, POULSBO, WA 98370
 - o *Account Number:* (use the "RE: STUDENT NAME" as seen on your invoice)
 - o If you would like to make this *even easier* you can set up recurring payments to Silverwood. Each payment is due on the 15th of the month for 10 months (first payment due August 15, last payment due May 15). Banks usually need longer lead times for making payments to small businesses like ours.
2. **Pay by Check** - We accept personal checks. The check must be received by our office on the 15th of each month to avoid late fees. We ask that you either mail the check to Silverwood or walk it to the Front Office. Please do not pass checks/money directly to staff members outside the Office. Thank you!
3. **Pay by ACH** - Silverwood still pays a fee for ACH transfers, but it is lower than the Credit / Debit Card fee. This is an option on your invoice from Intuit that you receive via email each month.
4. **Pay by Card and pay the Surcharge** - This is also an option on your Intuit invoice. Silverwood *does not* benefit from the surcharge. It simply covers the cost that the school pays the merchant services company.

TUITION ASSISTANCE

Silverwood School believes economic diversity is vital to our school. We have a long history of assisting families who could otherwise not afford a Silverwood education for their child. Therefore, the school offers assistance to qualifying families in meeting tuition obligations. Silverwood relies on Student and School Services (SSS) to impartially determine a family's financial needs. Families seeking tuition assistance should begin the financial aid application process as early as possible. Decisions concerning admissions are not related to application for, or determination of, financial need. The Financial Aid Committee meets to consider requests and make decisions regarding grants in the spring, and periodically during the year as needed. Tuition, the Enrollment Agreement, and Tuition Assistance information are available on our website.

DIVORCED PARENTS

In situations where a student's parents are not living together or are divorced, Silverwood strives to put the child's interest first. Generally, the school will communicate with both parents and honor their parenting rights unless a court

order or approved parenting plan stipulating a different approach is on file in the office. Silverwood School also requires a signed financial agreement from both parents if both parents are contributing to the tuition and other financial obligations.

PHILANTHROPIC SUPPORT OF SILVERWOOD SCHOOL

Because Silverwood is a 501(c)(3) and receives no revenues from taxes, the school relies heavily on the annual fund and other fundraising avenues such as Amazon Smile purchases and Box Tops. Silverwood is committed to avoiding “nickel and diming” parents during the school year and will not sponsor any other fundraising events unless approved by the head of school and Board of Trustees.

ANNUAL FUND CAMPAIGN

In the fall, each family at Silverwood is asked to contribute their best possible philanthropic gift to the Annual Fund Campaign. No gift is too small or too large. *The goal is 100% participation from all families.* Silverwood alumni and grandparents are often generous contributors as well, and all donors receive tax advantages through their philanthropy. Reaching 100% participation of current families also helps the school attract grant monies because it shows the commitment families have to the school above and beyond tuition. All gifts are tax-deductible. The school welcomes pledges, cash, and checks as contributions to the annual campaign.

AMAZON SMILE

Your purchases may shop at www.smile.amazon.com. Check with other retailers you frequent to see if your purchases could provide a donation for your favorite charitable organization.

OTHER FUNDRAISING

Fundraisers, including those for Silverwood or other non-profit organizations, require prior approval from the Board’s Development Committee. Sales of Girl Scout cookies, Boy Scout treats, or Campfire candy are typically allowed only by current students or alumni from the office or via our newsletter.

ORGANIZATIONAL HISTORY

The Farm Montessori School, PS-K, served as the seedbed for Silverwood in 1984, known at first as Clear Creek Montessori. Springing from this progressive foundation and outgrowing its space, the school moved from The Farm to leased facilities on Dickey Road in 1986 and became "Silverwood." As each grade was added, more space was required leading to the purchase of a portable classroom and an expanded faculty. Patty Sleasman and Peggy Iversen taught in the classroom while serving as co-directors. Silverwood was incorporated as a non-profit corporation in 1988.

When Ben Kimball decided to sell his farm on Central Valley Road, Silverwood's opportunity was at hand. A capital campaign in 1997-98 made it possible for the school to purchase five of Ben's 18 acres, renovate the barn into a primary classroom, and move the portable classroom from Dickey Road for the intermediate grades. With the addition of an annual campaign in 1999, Silverwood's Board of Trustees took another step in providing the support and governance required of an independent school. In 2000, financing was arranged with Ben Kimball allowing the school to purchase the remaining 13 acres of the original property. This addition provided a physical and visual buffer for the school and added woods, a pond, a stream and a meadow – greatly enhancing the school's outdoor laboratory and play space.

In 2002, Silverwood was accepted as a candidate member by the Northwest Association of Independent Schools (NWAIS). The school completed its first self-study and hosted a NWAIS accreditation team in April of 2009. While the Accreditation Team recommended suspending the application for Accreditation in 2009, they strongly encouraged the school to address the findings and reapply. The resulting report provided an excellent road map for the school's strategic plan. Silverwood remains a subscriber school, but will re-apply for Candidate Status in July 2023.

The school was founded by Patty Sleasman and Peggy Iversen. In June, 2010, the first annual Founders' Day celebrated the history of Silverwood and honored these founders . They were also honored at a celebratory dinner in November of 2003, and the Patty and Peggy Endowment Fund for Teaching Excellence was established. Patty Sleasman retired in June of 2004, and Peggy Iversen retired in June of 2007. Peggy continues her involvement at Silverwood as an ex-officio board member.

Since Patty and Peggy stepped away from directing operations, Silverwood has had five Heads of School: Jaime Estill, Susan Radke, Bill Bedouin, Jon Torgerson, and Lisa Heaman.

Through all these moves and changes, the students and their learning remain the priority and focus of Silverwood's dedicated faculty. The school continues to adopt a wide array of teaching methodologies to meet the needs of Silverwood students. Silverwood parents remain involved and staunchly loyal to the school, volunteering many hours of labor and assistance.

GLOSSARY

Here are some useful terms, nicknames, and acronyms for life at Silverwood:

Accreditation – Silverwood is a subscriber member of the Northwest Association of Independent Schools. We also are approved by Washington State.

Annual Fund or Annual Campaign – Silverwood’s major fundraiser, this fall fund drive helps close the gap between tuition charged and the actual cost of a Silverwood education. It provides funding for the following school year and helps keep tuition costs more affordable. The Annual Fund goal is 100% participation among Silverwood families; this show of support for the school also helps in getting grants. Gifts to the campaign are tax-deductible.

The Barn – The original Primary classroom building, which was Ben Kimball’s working horse barn before Silverwood purchased the 18-acre property off Central Valley Road.

Board of Trustees – Silverwood School is a non-profit institution governed by a self-perpetuating, volunteer Board of Trustees (BOT) under the corporation laws of the State of Washington. The Board’s members “hold the school in trust” and include current and former parents and other community members dedicated to the mission of Silverwood School. The Board of Trustees hires and evaluates the head of school, votes on school-wide policies, approves the budget, and provides financial oversight but does not become involved in operational or day-to-day decisions.

Carline – Another term for the line of cars during drop-off and pick-up at school. Also a reference to the time of day when drop-off / pick-up occurs.

Closing Ceremony (Graduation) – The final event of the school year. This ceremony is held at the end of the school year and features graduating 6th grade students. A staff member speaks about each graduating student. Younger students sing during the Ceremony and their families are encouraged to attend. Closing ceremonies are followed by a celebratory cake and sparkling cider reception and all school picnic.

The Commons - The large metal building between the Barn and the Lodge that serves as the school’s auditorium, cafeteria, music hall, and gym.

The Counseling Cottage - The small structure near the Office, donated to Silverwood’s auction in 2002 by a school parent, then purchased and gifted to the school by another parent. The School Counselor uses this space for one-on-one and group discussions.

Cubbies – Space inside each classroom building where each child is assigned a space to keep his or her boots, books, jacket, and other personal items. Food items should be removed at the end of each day. Teachers communicate to their students their expectations about cubby organization and use.

Dahl Garden – The garden area in the center of The Loop, named in spring 2004 to honor past trustees, parents, and generous donors Donna and Dale Dahl of Dahl Construction.

Elves’ Workshop - In December, teachers and parent volunteers assist primary students in making and wrapping simple gifts for family members or friends.

Emergency Comfort Kit – Each September, parents put together a “comfort kit” for each child to be available in case of inclement weather or other emergencies which cause students to remain on campus.

The Farm – The Montessori Preschool on Clear Creek Road where Silverwood was founded as a 1st grade class in 1984.

Field Day – Just before school concludes for the summer, students participate in a day of outdoor games and fun. This day is much anticipated by students. Parent volunteers are welcome to assist.

Founders - Patty Sleasman, who retired in spring 2004, and Peggy Iversen, who retired in 2007. Patty and Peggy and their husbands John and Larry comprised the original Board of Trustees.

Gradelink - A private and secure parents' portal that Silverwood uses to allow parents to view academic information specific to their children. Parents can communicate with teachers, and parents are kept up-to-date on their students' progress. You may view your child's grades, attendance, homework, school calendar, and other useful school information.

The Grotto – The front half of the Treehouse Classroom building, which is home to art and science classes. The Grotto used to be located on the lower floor of the administration building.

Head of School – The head of school (HOS) is the sole employee [overseen by/supervised by/under management?] of the Board of Trustees and is charged with overseeing all aspects of the school's operation.

Independent School – The term used to define schools, such as Silverwood, which are independently governed by a Board of Trustees. Independent schools define their own mission and have the freedom to design a quality curriculum which best meets its mission. The financial support for independent schools does not come from taxes or church funds, but rather from tuition-paying families and charitable contributions. Such support comes from families who recognize that their children are receiving a quality education. Silverwood is a Subscriber Member of the Northwest Association of Independent Schools (NWAIS). For more information, visit NWAIS.org.

The Lodge– The oldest students on campus are housed in the Lodge (East and West classrooms), the northernmost building on campus.

The Loop – The circular driveway that also serves as the drop-off and pick-up areas for students.

NWAIS – Northwest Association of Independent Schools is the organization that accredits independent schools in Washington, Oregon [other states], and provides continuing professional education and support for the Trustees, head of school, and Faculty. The national organization is NAIS. See www.nwais.org and www.nais.org for more information. Silverwood is a subscriber member of NWAIS and is working toward NWAIS accreditation.

Self-Study – The process through which Silverwood is working toward accreditation with the Northwest Association of Independent Schools. See NWAIS for more information.

Talent Show – Silverwood's evening program that showcases the diverse talents of Silverwood students. Typical performances include student choruses as well as individuals and small groups playing musical instruments, dancing, performing in skits, reciting poetry, doing magic tricks, and displaying other talents.

The Taste of Silverwood – A newer annual tradition in early December that features local businesses – sort of like a central European “Holiday Market.” Parents are invited to meet and mingle with each other on campus after hours while listening to music and sit around fire pits (weather permitting).

The Treehouse – The Treehouse sits beside the Barn and across from the Grotto.

Wax Museum – A tradition where students play the role of a real or fictional character, and during an open house, teach their fellow students, parents, and other visitors about that person.

Maintenance Workday – At least twice each year, the Buildings and Grounds Committee of the Board of Trustees hosts a Saturday work party to accomplish needed tasks of building and grounds maintenance and improvement. This is a great opportunity for families to “work off” some of their volunteer hours. Parents who cannot attend a work party are also welcome to undertake tasks on the school's behalf whenever convenient.

Writers Workshop (Young Authors) – Intensive writing experiences where students practice all phases of the writing process, and then are “published.” Each spring, parents are invited to an annual Young Authors event to hear the student authors read from their original works.