

# Crane Country Day School Parent and Student Handbook 2016-2017

The Parent-Student Handbook serves as a guide to the philosophy, policies, and procedures that govern Crane Country Day School. The enrollment of a student at Crane Country Day School is a family's acceptance and agreement to follow all the policies, procedures, and expectations contained in the Handbook. Any questions regarding these policies or procedures should be directed to specific administrators or the Head of School as appropriate. Parents and guardians are asked to read the contents of this Handbook with their children. Signatures verifying understanding of the School's policies are signed and returned at Registration Days.

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# ABOUT CRANE

## **Mission Statement**

Crane Country Day School is dedicated to providing an experiential education characterized by a thoughtful balance of academic challenge and creative expression. We thrive as a community that builds character and confidence, while celebrating the joy in learning.

## **Overview and Philosophy**

Crane Country Day School was founded in 1928 to provide an enriched education to students in Kindergarten through Eighth Grades. The purpose of our program is to reach the whole child in a personal and consistent manner. Through innovative approaches to a traditional curriculum, we provide a thorough foundation in the fundamentals of English, engineering, mathematics, science, social studies, and Spanish. We deem art, drama, music, technology, service learning, and athletics to be essential parts of our curriculum. Library media and technological resources provide integral support for the program.

The School is divided into two divisions, the Lower School (Kindergarten – Fifth Grade) and the Upper School (Sixth – Eighth Grade). In the Lower School, the School is further divided into the first three years (Kindergarten, First, and Second) and the intermediate years (Third, Fourth, and Fifth).

We encourage students to be eager learners and take responsibility for their education through three simple principles: **1) be kind to one another, 2) concentrate in class, and 3) do the assigned homework.** A student mindful of these values will develop self-discipline and a sound approach to learning. Parents serve as important partners with the School in helping their children embrace these ideals. We believe in the importance of values in the curriculum, and we strive to build a moral community. We foster ethical, personal, and social values by emphasizing kindness, honesty, cooperation, self-reliance, compassion, and community service. We believe that helping build moral character in an ethical community will lead to the growth of inner sturdiness in every student.

Crane has a tradition of excellent teaching and seeks to attract and retain a talented faculty and staff who, by inspiration and example, serve as role models to accomplish the School's mission. For over eighty years, Crane graduates have enrolled in some of the finest secondary schools and universities in the country.

Crane is accredited by the California Association of Independent Schools and the Western Association of Schools and Colleges; in 2012, Crane was granted a full "seven-year clear" term of accreditation, the highest level and the longest term a school can receive. The School is also a member of the National Association of Independent Schools.

## **Diversity Statement**

Crane Country Day School is committed to sustaining a diverse and inclusive community in which each member is respected and valued. An important goal of a Crane education is to provide our students with a global perspective to navigate an increasingly interconnected world. All members of the Crane community share a collective responsibility to teach acceptance and embrace differences in order to learn and flourish in an inclusive community.

Crane Country Day School admits students of any race, color, religion, or national and ethnic origin to all rights, privileges, programs, and activities accorded or made available to all students at the School. It does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, or religion in the administration of its educational programs, admission and tuition assistance policies, and athletic or other school-administered programs.

## **Reasonable Accommodations Policy**

Crane School adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits unlawful discrimination against individuals with disabilities in public accommodations. As part of this policy, applicants and students with disabilities, or their parents, may request reasonable accommodations that would permit the applicant or student full and equal access to the goods, services, and operations of the School. The School determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. This policy prohibits unlawful harassment, discrimination, and retaliation because of an applicant's or student's own disability, or because of association with a person who has a known disability.

## **Governing Board**

A Board of Trustees governs Crane Country Day School, with membership ranging in numbers from twelve to twenty-one. Trustees hold office for three years, with the option to renew for an additional three-year term. Nominations for membership are accepted at any time from any member of the Crane community and are reviewed by the Committee on Trustees and presented to the full board for approval.

The Crane Country Day School Board of Trustees follows the National Association of Independent Schools' Principles and Practices for Independent School Boards and is governed by bylaws that are revised periodically to meet the changing needs of the board. The board meets approximately seven times per year.

The board has seven standing committees: Audit and Risk, Buildings and Grounds, Committee on Trustees, Development, Executive, Finance, and Head Support and Evaluation. The Parents for Crane President and a Faculty Representative serve on the Board as ex-officio members, along with School administrators, at full board meetings. In addition, The Head of School, Director of Admission, Director of Development, and Director of Finance and Operations serve as ex-officio members to several standing committees.

## **Parents For Crane (PFC)**

Parents for Crane (PFC) is Crane's parent organization in which all Crane parents are automatically members. The PFC's mission is to support the School by working closely with the administration to identify areas of need and develop programs that will strengthen the school experience. For more information, refer to the Volunteering and Support section of this handbook.

## **Teaching Fellowship Program**

Our teaching fellowship program brings recent college graduates who are interested in the field of education to our campus for two years. Our teaching fellows bring new perspectives, talents, and passions to our teaching community. As our fellows become

immersed in classroom experiential learning opportunities, they also provide enhanced support for our students. In each of these years, fellows are paired with a different teaching mentor. During their time at Crane, the fellows learn from experienced educators and take on an active role in the classroom and the greater Crane community. The professional dialogue and sharing among new and established faculty and staff provides for better articulation and development of our current program. Fellows live adjacent to campus near Head of School's residence. The candidate search for our teaching fellows positions extends to colleges all across the country.

## CRANE COMMUNICATIONS

### Public Communications

Crane maintains three public information sources:

Website – [www.craneschool.org](http://www.craneschool.org)  
Facebook page – [Facebook/CraneSchool](https://www.facebook.com/CraneSchool)  
Twitter feed – [Twitter/CraneSchool](https://twitter.com/CraneSchool)

### School Communications

Communication between home and school provides parents the opportunity to stay informed, to participate fully in the community, and foster connections with your children, the faculty and staff, and the School. Crane uses a parent portal, **ParentSquare**, to help keep parents informed about what is happening at Crane and in the classroom(s), as well as ways to get involved. ParentSquare manages digital mailings and groups, allowing the School to send direct email (or text) communications through its system and archives the information so it is accessible throughout the year. ParentSquare also provides parents the opportunity to log in, edit profile settings, find archived messages, sign up for volunteer opportunities, view the school calendar, and download photos or files that have been shared by the School in a password-protected environment.

Parents will receive an evening email digest from Crane via ParentSquare with the following types of school and class communications throughout the school year:

### Crane Communication Schedule

- Timely **Headmaster News** from the Head of School (Mondays)
- Weekly **Development News** from the Development Office (Wednesdays)
- Weekly **Focus on Learning articles** written by staff and faculty (Wednesdays)
- Monthly **PFC News** from the PFC President (Wednesdays)
- Weekly **Lower School Updates** from teachers (Fridays)
- Weekly **All-School Reminders and Announcements** (Fridays)
- Timely **Upper School Grade-Level or Class Updates** (Monday-Friday)

Throughout the week, additional information may also be sent, which may include administrative information, volunteer sign-up opportunities, or class information from teachers or room parents.

You will automatically be added to groups in the parent portal that apply to you and your student(s), which may include classes, sports teams, or clubs. For more Crane community news, parents can join the following groups: **Crane Happenings Group** for campus news and **Crane PFC Community News and Classified Group** for community news.

Quick links to ParentSquare and other parent tools may be found on the Crane website under the “**MyCrane**” page.

### Personal Communications

While ParentSquare centers on parent communication as a whole, nothing is as important as personal communication between parents, faculty, and staff. If you have concerns about your student's academic progress, behavior, or psychological development, please set up an appointment with the classroom teacher or with the division head. Sharing your concerns in a timely manner throughout the year allows the teachers, division heads, and the School to address your concerns in a thoughtful and productive way.

Contact information for Crane staff and faculty may be found in the Crane Directory, ParentSquare, and under “**MyCrane**” on the Crane website. It is our goal to respond to parents within 24 hours of receiving a message.

First quarter progress reports (Upper School only) and semester report cards are mailed directly to your home. Parent-teacher conferences occur once a year in the fall.

Please refrain from contacting your child during school hours. If you need to get an *important* message to your child during the day, you may contact the Main Office to have it delivered to your child. **Students are not permitted to use their cell phones for communication from the time they arrive on campus until the Main Office closes.** If necessary, students may ask to use the phone in the Main Office.

### Additional Sources of Communications

#### Moodle – Student Learning Management System

[Moodle.craneschool.org](http://Moodle.craneschool.org)  
[Crane Website/MyCrane](https://www.craneschool.org/MyCrane)

#### Scheduling Parent Conferences

[Crane Website/MyCrane](https://www.craneschool.org/MyCrane)

#### Purchasing Show Tickets

Contact the Main Office

#### Spring Benefit Auction Purchases

[Crane.ReadySetAuction.com](http://Crane.ReadySetAuction.com)

#### Gradebook, Zangle

# SCHOOL SAFETY

Parents with questions regarding safety should contact the Emergency Preparedness Coordinator, who also serves as the School's Safety Committee leader.

## **School Security**

Crane is a closed campus. All visitors, including parents/guardians, are required to **sign in at the Main Office** when coming to campus for any reason. Unfamiliar persons will be asked to state a reason for being on campus and may be asked to leave the School grounds. School personnel will contact local law enforcement to remove any unwanted or unauthorized persons from the School grounds, if necessary. Parents/guardians are asked to assist our office by reporting anyone loitering in, on, or near the campus.

## **Security Camera Policy**

Crane Country Day School uses video cameras on campus for the purpose of enhancing campus safety and security. Video recordings are to be used for School-related, internal purposes only. Video will not typically be provided to any parent, student, or third party absent of a court obligation to do so. Signage concerning the use of cameras is posted on campus. Security cameras will only be installed in public areas. These areas include but are not limited to fields, hallways, courts, entrances and exits to the campus, and parking lots. Security camera usage is prohibited in any space where there is reasonable expectation of privacy, which includes restrooms and the field house. No sound is to be monitored or recorded in connection with video surveillance. All video recordings are the sole property of Crane Country Day School.

## **Threat Prevention**

Immediately report to a teacher or administrator any concerns or information which could lead to violence within our community. If a parent or student becomes aware of any actual violence, imminent violence, or threat of imminent violence, they should immediately report the information to the School and, where appropriate, to the police. This includes potential or actual threats by anyone, including fellow students or employees, former students or employees, their relatives, or former friends. The School will endeavor to maintain the privacy of any confidential information shared with us. Parents and students may report any incidents of weapons possession, violence, or threats of violence without fear of reprisal of any kind.

Weapons of any kind are absolutely prohibited on campus or at Crane events. The possession of a weapon by anyone at Crane or at a Crane event should be reported immediately. Possession of a weapon on campus will be dealt with immediately by the administration and any student in possession of a weapon will face severe punishment that may result in immediate expulsion.

## **Drug and Tobacco Policy**

The School is a drug and tobacco free campus. Unless previously approved by the Head of School for adult-only school functions, alcohol is not permitted on campus. Any student who possesses, furnishes, uses, or sells narcotics, drugs, alcohol, or other intoxicants, as well as tobacco or nicotine products, on school premises or during school activities shall be subject to disciplinary action. Refer to the student discipline section of this handbook for more information.

## **Personal Property Inspection**

Any personal property (e.g. backpacks, electronics) brought onto School property may be examined if there is a reasonable and individualized suspicion concerning safety or misuse of technology. All School property is subject to search at any time, which includes a student's personal electronic devices that are brought onto campus to use with the School's resources. For more information, refer to the Technology Usage Policy in the Technology section of this handbook.

## **Fire, Earthquake and Security Drills**

Emergency drills for fire, earthquake, and security are conducted at regular intervals throughout the year. Our security/lockdown drill is referred to as the Safe Coyote Drill. Students are to follow the instructions of the teachers in a quick, quiet, and orderly manner. All visitors on campus at the time of a drill are expected to participate fully, following all procedures as instructed by staff and faculty.

## **Emergency Contact System**

The Emergency Contact System the School uses is Blackboard Connect. This system sends text and voice messages to all emergency contacts registered with the School during registration. This system is tested at least once at the beginning of each year. Outside of testing, it will only be utilized in emergency situations. Following the annual test, it is the parent's responsibility to notify the School if any of the methods of communication do not reach them.

During an emergency, landlines, cell phones, and Internet communications can be disrupted. It is often easier to contact people out of the region during emergency situations. The emergency contact your family records on registration forms should be the same person who serves as your family communications center.

## **Emergency Conditions**

In the event that a situation creates an emergency condition at the School, the following procedures are followed:

- If possible, all families, faculty, and staff will be informed through Blackboard Connect of the reason for the emergency condition, the current situation at the School, and the safe location of our students.
- If the campus is determined to be the safest location, you will be notified that students will remain at the School until you or someone you have previously designated on your emergency forms picks them up.
- If the campus is determined to not be a safe location, you will be notified that students have been evacuated with our staff to a safe location and where that location is.
  - If there is a tsunami threat, the School will evacuate to higher ground across the street from the School.
  - If there is a fire threat, the School will evacuate to Miramar or Summerland Beach.

## **Keeping Calm During Emergency Situations**

In any crisis, we know you will be intensely concerned about your child's safety. The safety of all students at Crane is our highest priority each day, especially during a crisis. Please do not create more emergencies by rushing to retrieve your child. If you are able

to come and retrieve your child, it is essential for you to sign them out with the designated attendance-keeper on campus.

## **HEALTH, WELFARE, AND SUPPORT POLICIES**

### **Student Medical Forms**

All students are required to have a signed Medical Release and Consent to Treat a Minor form and Permission to Administer Medication form on file with the Main Office. Any changes to the information on these forms must be promptly communicated to the registrar in the Main Office.

### **Immunization Requirements**

California State Law requires that children attending school be completely immunized against diphtheria, pertussis (whooping cough), tetanus, polio, hepatitis B, measles, mumps, and rubella. All Kindergarten students require the varicella (chicken pox) vaccine, if they have not already had the disease. Any new student from out-of-state or out-of-country will require this immunization. In addition, all students entering, advancing, or transferring into Seventh or Eighth Grades will need proof of the Tdap booster (tetanus, diphtheria, pertussis).

Prior to a child's first day at School, certification of immunizations must be on file with the registrar. As of January 1, 2016, Senate Bill 277 states that all parents or guardians of students in any school or childcare facility, whether public or private, will no longer be allowed to submit a personal beliefs exemption for required vaccinations.

### **Pre-Existing Medical Issues**

We request parents document any pre-existing medical issues that require needed accommodations on the student medical forms during registration.

### **Allergy Policy**

In an effort to provide a safe environment for students who have allergies related to consumption or exposure to certain foods, the School provides the following guidelines:

Parents are expected to:

- Notify the School of the student's allergies;
- Work with the School to develop a reasonable plan for the student;
- Provide medical documentation, instructions, and medications for use by School faculty and staff;
- Educate faculty and staff as to the proper administration of medications (including administration of EpiPens);
- Provide a reserve of appropriate items stored at School, should student have special dietary needs.

The School will provide reasonable accommodations for students with allergies, which include the following:

- Identify classrooms having students with allergies;
- Inform class parents, requesting they pack alternatives to known food allergies in the classroom;
- Ask that treats for birthdays and other special days not contain known allergy ingredients, although we understand that some items may be made in facilities that process certain foods;
- Work with the Hot Lunch Program to identify any known ingredients on the School's allergy list and inform those parents of students with allergies;
- If requested, designate and label a specific lunch table as an "allergy free" table where students with certain allergies may sit with friends;
- Educate staff and faculty on how to identify symptoms of specific allergic reactions;
- Store parent-provided medications in easily accessible locations (Main Office, classroom, field trips);
- Inform athletic-team parents of any student allergies so they may plan for alternatives to known ingredients.

While the School will make every reasonable accommodation to inform and education the community, we cannot guarantee the campus will be free of allergy-related products.

### **Medication**

Students are not permitted to carry medication of any kind on campus, with the exception of Upper School students carrying an inhaler or EpiPen, if approved by the Main Office and with written permission from a licensed physician.

All medications administered to students by Crane Office Staff will be logged in the medication log located in the Main Office.

### **Non-Prescription Medication at School**

Crane Office Staff may administer an over-the-counter medication if:

- It is for short-term use (2 weeks or less);
- Medication is in its original container;
- It is administered according to the instructions on the bottle for the students' appropriate age/weight;
- The appropriate Permission to Administer Medication form is filled out and signed by a parent or guardian.

### **Prescription Medication at School**

Any student prescription medications must be dropped off at the Main Office to a member of the Crane Office Staff. Students are responsible for coming to the Main Office and requesting authorized medication. If a younger child needs to be reminded to visit the office for medication, the parent is responsible for notifying the teacher of the required schedule.

Crane Office Staff may administer prescription medication deemed necessary by the parent if:

- A signed permission form from the parent/guardian and physician's note are provided to the Main Office;
- The medication has been prescribed by a licensed physician or dentist and dispensed by a registered pharmacist;
- The medication is non-expired and in the original, properly-labeled container with the student's name, physician/dentist's name, date of medication dosage, and directions for administration, including specific times and

duration that medication is to be given.

### **Minor Injuries and Illness at School**

If a student is injured or becomes ill while on campus, he or she will be sent to the Main Office for assessment and appropriate care. First aid will be administered as necessary. First aid kits are located in each classroom, the Field House, and the Main Office. During field trips and trip week, the teacher carries a first aid kit and emergency medical forms.

### **Major Injuries or Accidents at School**

A Medical Release and Assumption of Risk form must be signed by the parent and on file in the Main Office prior to the beginning of a given school year, which authorizes the School to seek emergency medical treatment for students. In case of a serious illness or accident, the parent/guardian will be contacted immediately to take charge of the child. In the event urgent medical care is required, EMS will be called immediately, the child will be transported to the nearest hospital with a staff member, and parents will be notified.

### **Student Accident Insurance**

Crane Country Day School provides a student accident insurance policy for each child at Crane. The policy is offered by IS/IT Claims and underwritten by Commercial Travelers Mutual Insurance Company. The policy covers injuries that occur while on the campus; while commuting—directly and without interruption to or from their place of residence and school for regular school-day session; while at Crane-sponsored events off-campus; and while traveling to or from any Crane-sponsored activity in a Crane-authorized vehicle. The policy provides partial coverage for reasonable and customary expenses incurred for necessary medical, dental, or hospital care in the amount up to \$30,000, with a \$100 deductible. The plan is limited to that part of the expenses, if any, which is in excess of the total benefits payable for the same loss under any other insurance plan. For students who do not have insurance coverage through any other source, the program provides first dollar coverage. In addition, the Catastrophic Plan Rider covers up to \$1,000,000 of excess coverage per student, per accident, with a \$30,000 deductible. Families may purchase the 24-hour supplemental coverage at their own expense. For further questions regarding the plan, contact the Director of Finance & Operations.

### **Head Injuries**

The School follows California standard protocols in dealing with head injuries. A parent will be called if a student has suffered any type of head injury on campus. If a student has a suspected concussion, further evaluation from a licensed medical professional is necessary, and a doctor's note is required to resume participation in school activities. For more information, see the Athletic Handbook within this handbook.

### **Illness at Home and Potential Communicable Diseases**

Students should remain at home when they exhibit the first symptoms of a potential communicable disease. No child should attend school if they are experiencing any of the following:

- Fever
- Vomiting
- Diarrhea
- Undiagnosed eyes issues
- Undiagnosed deep coughs
- Undiagnosed rashes
- Conjunctivitis (Pink Eye)
- Head Lice

### **Medical Return Policy**

A student may return to school after an illness if the student:

- Has been **fever-free for 24 hours** without the use of any fever reduction medications. A fever is defined as an oral temperature of 100° or greater;
- Has **not vomited or had diarrhea for 24 hours** and the student is able to keep food and liquid down;
- Has been on **antibiotics for at least 24 hours** at home, and is symptom free.

Any student returning to the School before the required 24-hour period for any of the above symptoms will be sent home.

A doctor's note may be required if an illness is prolonged or if there is a question of communicability such as rashes, sore throats, eye infections, and/or swollen glands.

If a student was out due to an **injury**, he or she must return with a written note to the Main Office from the parent and/or physician stating specific restrictions and time limits. The School will not assume the student can participate fully in activities, including PE and recess, unless a note is provided.

### **Head Lice Policy**

When live lice and/or nits are found, parents will be notified and required to take the infected student home immediately for treatment. Once the nits have been removed, the child may return after been checked by the School. Crane has a "no nit policy" and will not allow a student to return, even if they have been treated, until all nits have been removed.

In an effort to reduce the impact and spread of this parasite, the following procedures will be followed any time a case of head lice is diagnosed:

Parents will:

- Immediately notify the classroom teacher, division head, and registrar when head lice have been detected;
- Treat the infected student with a pediculicide (lice killing treatment) and ALL nits need to be removed using a special comb. We recommend parents treat ALL members of the household;
- Thoroughly check their student(s) for the presence of nits or lice every day for ten days (incubation period for lice);

School will:

- Immediately notify parents when a case of head lice has been reported in a particular class;
- Provide parents of students in the class with information on anti-lice precautions that need to be taken in the home once an infestation has occurred;
- Thoroughly clean the classroom;
- Conduct an individual head check of every student in the class to determine if there are any other infected students; additionally, siblings of an infected student will be checked;
- Screen students in infected class seven to ten days after the initial detection of head lice.

## **Student Welfare**

Our priority is to provide a safe environment for all of our students. Every student is entitled to attend the School without fear of threats, weapons, or violence. Students should immediately report any concerns or information that could lead to violence within the community to a teacher or division head.

### **Harassment or Teasing**

No student, teacher, or anyone connected with Crane may tease or harass another member of the community, on or off campus. Continual teasing or harassment is not acceptable behavior at Crane.

Students may not tease one another about their race, family, gender, religion, age, family orientation, mental disability, medical condition, or physical disabilities. Any behavior of a sexual nature is strictly forbidden. Students may not repeat jokes, use slang, or make comments that are sexual in nature. Drawings, cartoons, clothing, or computer-generated material of a sexual nature are not acceptable. Body language such as leering and suggestive gestures, as well as unwanted physical contact, are not acceptable. No student or adult may seek retaliation against another for reporting any of the above-mentioned behaviors.

If any student feels he or she is being harassed or teased by another student or adult, he or she should tell a division head immediately, or the Head of School if a division head is not available.

### **Sexual and Discriminatory Harassment Policy**

Crane Country Day School prohibits sexual and discriminatory harassment. No teacher, administrator, employee, volunteer, intern, visitor to campus, or student is allowed to engage in any form of sexual or discriminatory harassment of a student or employee of Crane on or off the campus at any time, as required by law. The School prohibits harassment of students by employees and of employees by students.

California Education Code defines sexual harassment as: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Prohibited sexual harassment includes, but is not limited to, the following types of behavior:

- Verbal conduct such as epithets, derogatory jokes, innuendoes, comments or slurs of sexual nature, unwanted sexual advances, invitations, or comments.
- Visual conduct such as sexually oriented posters, cartoons, photography, drawings or electronically generated material.
- Non-verbal conduct, such as leering, staring at sexual body parts, or making sexually suggestive gestures.
- Physical conduct such as unwanted touching, blocking normal movement, or assault.
- Threats or demands to submit to sexual requests as a condition of employment or academic status, or to avoid some other loss, and offers of employment or academic benefits in return for sexual favors.
- Retaliation for reporting or threatening to report sexual harassment, or for participating in a sexual harassment investigation.

The School also prohibits discriminatory harassment, which is harassment based on all other characteristics protected by law, which includes race, color, ancestry, national origin, religion, age, sex, sexual orientation, gender identity, physical or mental disability, medical condition (related to a genetic characteristic or cancer), auto-immune disorder, marital status, or veteran status.

The determination of what constitutes sexual or discriminatory harassment will depend on specific facts and the context in which the conduct occurs. Sexual or discriminatory harassment may take many forms. It can be subtle and indirect, or blatant and overt. It can occur between people of either gender, between peers, or between individuals in a hierarchical relationship. A single incident of prohibited harassment could be grounds for discharge or expulsion, depending upon its severity. **Do not tolerate any form of harassment.** Your communication pursuant to this policy will be handled in a manner that respects the privacy of the parties concerned to the extent permitted by the situation.

**Reporting and Investigation:** If you believe that you have been or are being harassed, or you have questions regarding harassment, you should immediately speak with one of the Harassment/Discrimination Prevention Committee Members listed below, a division head, or a trusted teacher. The School will investigate all complaints of harassment promptly and thoroughly, and take corrective action if necessary.

If harassment is established, the offender will be disciplined. If the harasser is an employee, the individual will be disciplined up to and including discharge. If the harasser is a student, the individual will be disciplined up to and including expulsion. If the harasser is a visitor or someone not directly connected to Crane, the individual will be dealt with appropriately, such as permanent prohibition from visiting Crane and possible prosecution. Crane prohibits retaliatory behavior or reprisals against anyone who



complains or participates in the harassment investigation process.

Crane Country Day School's **Harassment/Discrimination Prevention Committee** members are Don Cook, Director of Finance & Operations; Bob Ingersoll, History Teacher; Gayle Sandell, Head of Lower School; Peggy Smith, Head of Upper School. If you do not feel that your concerns have been heard, or you are not satisfied with the action taken by the committee, please promptly speak directly with the Head of School or the President of the Board of Trustees.

## **Student Support**

### **Learning Support**

Beginning with admissions and continuing to graduation, the School's goal is to reasonably accommodate the learning needs and academic potential of all students. A Lower School Learning Specialist and an Upper School Learning Specialist are available to assist students who require additional support. At times, students may be referred to external specialists for evaluation. The School does not cover costs associated with outside assessment. Teachers or parents may request additional support. Support needs are identified by our Learning Services Department through informal assessment and standardized testing. Learning support plans will be reevaluated as needed for optimal student development.

### **Crisis Counseling**

Crisis counseling will be arranged by the school if a situation arises that requires advanced counseling resources for our students.

## **Resolving Conflict and Student Discipline**

Crane recognizes that through the growth process, students will make mistakes and learn from them. The School's goal is to help students understand what the School's expectations are and encourage students to take responsibility for their own actions. One of the immediate goals for each student is to become a disciplined learner. Discipline goes well beyond simple courtesy. Students learn to take on challenges until those challenges are finished, to learn in a way that does not interfere with the learning of others, and to be kind and cooperative with schoolmates. The classroom teacher is the first and most important person in the area of teaching discipline. Students who need further reminders are sent to the division heads. Serious infractions are referred to the Head of School.

### **Lower School Discipline Philosophy**

While individual teachers in the Lower School will share specific expectations in their classrooms, there are some general expectations that apply to all students. Each student is responsible for his or her own behavior. We expect behavior to support learning in the classroom. Most important, students will show respect for their teachers and fellow students. When a student does not meet expectations, the classroom teacher, special teacher, and the Lower School division head will meet with the student to discuss the behavior. Depending on the repetition and/or severity of the infraction, the teacher or Lower School division head will then contact the parents and decide on an appropriate consequence, which may include detention, suspension, probation, or reevaluation of enrollment.

### **Upper School Discipline Philosophy**

Upper School years are a time of growth, both academic and social. As a community, we understand that as students grow, develop value systems, and test limits, they will sometimes make mistakes. It is our goal to help them learn from these mistakes. We try to administer consistent consequences, when necessary, with firmness and compassion. It is our ultimate goal to encourage students to take responsibility for their conduct and behavior. As professionals, teachers are responsible for determining consequences for students whose behavior is inconsistent with their expectations. Teachers will assign consequences which they believe to be appropriate based on the behavior of the individual student and the standards of the School community. Effective communication and consistency of responses are essential to our collective success in the area of student behavior and the culture and climate of the Upper School in general.

## **Student Discipline**

**Lunch/Recess Detention:** Students report to the head of their division during lunch and recess to document their infraction and to think about and discuss appropriate behavior. Upper School students write an account of the misbehavior, reflect on why they had difficulties following School policies, and explore alternative actions they could have taken that would have been more appropriate. One copy of the report is kept on file in the Upper School Office, and another is sent home to the parents. Circumstances: minor or first-time infractions including, but not limited to, class disruption, tardiness, dress violation, unkindness or disrespect toward others, misbehavior during Assembly, foul language, or other violations of School rules.

**In-School or Home Suspension From School:** Students will temporarily lose the privilege of attending classes for a period determined by the division head and/or the Head of School. Usually, students will serve an in-school suspension, in which they will have access to their teachers but will work in isolation from their peers and without benefit of normal daily privileges. Circumstances: continued demonstrated lack of respect or understanding of School rules; serious infractions including, but not limited to, harassment, lying, vandalism, stealing, cheating, acts or threats of violence, truancy, and the possession or use of tobacco, drugs, alcohol, or other restricted substances.

**Probationary Status:** Students are placed on probation for a period not to initially exceed one semester; during the probationary period, any serious infraction will result in the reevaluation of the student's enrollment status at Crane and possible dismissal. After the initial probationary semester, a decision will be made by the division head in consultation with the student's teachers and advisor regarding the termination or continuation of probation. Circumstances: Students will often be placed on probation following a serious infraction resulting in suspension from the School. Students may also be placed on probation as a result of a series or pattern of minor infractions.

**Re-Evaluation of Enrollment/Dismissal:** Permanent dismissal from the Crane community is possible when it is determined that a student cannot function positively and productively within the School environment. Enrollment may be terminated due to a succession of serious infractions or a single serious infraction. Circumstances: Having an unusually high number of detentions during the course of one school year will automatically result in the re-evaluation of a student's enrollment contract. More than one suspension from the School for serious infractions may result in dismissal. Single infractions (such as drug and alcohol possession and harassment) that are in gross violation of Crane standards may result in dismissal from School.

# PARENT AND STUDENT INFORMATION AND GUIDELINES

## **Directory**

The Crane directory is published yearly with parent, student, faculty, and staff contact information and is provided to parents during registration. The directory is only for the School community and none of the information contained within the directory may be used for non-school related purposes or shared with outside parties, orally, digitally, or in writing, by any person or organization. **Any changes to contact information throughout the school year need to be immediately communicated to the registrar.**

## **Calendar**

Crane provides every household with a Crane calendar that contains all-school calendar events for the upcoming year during registration. Crane calendar information is also available in ParentSquare. Any changes after publication will be updated and communicated in ParentSquare.

## **Daily Schedule**

7:45 School Opens

**8:00 School day and classes begin**

8:00 – 9:00 First Period

9:00 – 9:50 Second Period

**9:50 – 10:05 Assembly**

10:05 – 10:25 Morning Recess

10:25 – 11:15 Third Period

11:15 – 12:05 Fourth Period

**12:05 – 12:45 Lunch and Recess**

12:45 – 1:20 Silent Sustained Reading (SSR)/Study Hall

1:20 – 2:10 Fifth Period

2:10 – 3:00 Sixth Period

**3:00 Dismissal**

3:05 – 3:15 Pick-up

## **After-School Schedules**

3:00 – 4:00 Homework Club (Monday, Tuesday, Thursday)

3:00 – 5:00 Lower School After-Care

3:00 – 4:30 Discoveries (end times may vary)

3:15 – 4:30 Athletic Practices

4:00 – 5:00 Athletic Games (sports game locations and times will vary)

## **Rotating A-F Day Schedule**

The School rotates on a six-day schedule cycle, and each day is named after a letter of the alphabet, A to F. The calendar identifies each day in the rotation. Grade level and individual student schedule grids outline each course within the cycle rotation. These schedules are distributed to each student and parent at the beginning of the school year. The Main Office also has a copy of each student's schedule.

## **Special Assembly Schedule**

Throughout the year, the Crane community comes together for special events such as class plays, Music Hour, and the Upper School Musical. When these events occur, a Special Assembly schedule is followed, which will vary based on the type of event. The Main Office has a copy of special assembly schedules.

## **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled once a year and are extremely important forums for parents and teachers to exchange information about student progress. Additional conferences may be scheduled during the year at the request of parents and/or teachers. Parents sign up for parent/teacher conferences on the Crane Website ([www.craneschool.org](http://www.craneschool.org)) under "MyCrane". Lower School parents may sign up to meet with the student's core classroom teacher. Upper School parents may meet with any of the student's Upper School teachers.

## **School Attendance Policy**

School hours are 8 am – 3 pm. **Students are not permitted to arrive prior to 7:45 am unless there is a planned morning activity supervised by a faculty or staff member.** Students may not be on campus without supervision. The library is supervised from 7:45 – 8 am.

**Students who have been absent are responsible for obtaining assignments and completing missed work.** Please refer to the Homework Section of this document for more details.

**A student who is absent for two or more classes on a given day, whether the absence is for illness or is unexcused, may not participate in extracurricular activities (after-school sports, class parties, evening performances) on the same day.** This does not apply to missing class due to a pre-arranged medical appointment or official School-sanctioned activities.

**Late:** Any student arriving after 8 am must report to the Main Office to get a tardy slip before going to class. Parents of students with repetitive tardiness of more than 3 days within a grading period will be required to meet with the appropriate division head. A student who is habitually late may be subject to detention, probation, and/or loss of privileges.

**Absent:** Student absences must be reported to the School's registrar no later than 8:15 am. The registrar will call all absent student's homes if no call was received.

**Excused for an appointment:** Students leaving the School for scheduled appointments during the day should be reported by the parent to the registrar. Medical and dental appointments should be scheduled before or after school whenever possible.

**Leaving campus during school hours:** When it is necessary for a student to leave campus before the regular dismissal time, parents are required to sign their student out in the Main Office, request a check-out slip to present to the teacher, and retrieve their student from the appropriate classroom. Students will not be excused from class without presenting a check-out slip to their teacher.

**Returning to campus during school hours:** Parents are required to sign their student in at the Main Office and request a check-in slip to present to the teacher. Students will not be admitted into class without presenting a check-in slip.

**Extended Special Absences:** Parents are required to notify the appropriate division head and registrar in writing if their student will have a planned absence of more than two consecutive days. This written notice should be provided at least one week prior to the planned absence. Children removed from the School for family trips and special events find it difficult to compensate for lost instruction time and for the disruption in daily routine, and the student will be responsible for completing all missed classwork upon his/her return. **After a total of ten days of absence, significant amounts of material will have been missed, and the School may deny credit for the year.**

**Excuse from Physical Education:** Any student who needs a temporary excused absence for health from physical education or other normally required activities must bring written notice of such excuse to the registrar. If excusing a student is not on a temporary basis, then the parent should speak directly with the division head about reasonable accommodations.

**Parent Absences:** Written notice of parent absence is required to the registrar prior to the parent leaving. Information required includes the student's guardian during the parent's absence, as well as contact information. Also include the names and telephone numbers of relatives who live locally.

#### **Medical Return Policy**

For information about a student returning after an illness, please refer to the Medical Return Policy in the Health section of this handbook.

#### **Item Drop-Off**

Anything a student needs during the school day should be brought to the Main Office and not directly to the classrooms, which includes, but is not limited to:

- **Forgotten lunches** should have the student's name written on it and should be dropped off by 11:30 am and placed in the shelving located outside the Main Office in the Cate Hall Plaza. Lunches will not be delivered to students—students are aware of the location of dropped off lunches.
- **Forgotten homework** should be marked with the student's name and brought to the Main Office for pick-up by the student outside of class time.
- **Items for a teacher**, including paperwork, should be brought to the Main Office. The teacher will be notified that something has been dropped off. **The Faculty Workroom/Mailroom is off-limited to parents.**

#### **Visiting Campus Policy**

All students, parents, or visitors must sign in and out at the Main Office and obtain a parent or visitor badge. Visitors are expected to adjust to the working atmosphere of the School and to abide by all School rules.

When you are on campus, please be respectful of the classroom time of teachers and students. If you are volunteering, please leave infants and toddlers with a caregiver so you can focus on volunteer efforts, and please follow the guidelines set by the teachers. Parents are not allowed to interrupt classroom teaching to drop off a forgotten item or ask questions. Parents must make an appointment with the teacher with questions or concerns regarding a student's progress.

Student visitors touring with the Admission Office or shadowing with a current student are expected to stay with their student chaperone, adjust to the working atmosphere of the School, and abide by all rules for enrolled students. Permission for a student visitor to be on campus must be obtained from the division heads or Director of Admission in advance.

Adult visitors touring or contributing to the School's educational program must be escorted by faculty or staff and led to their destination on campus. They must obtain prior permission to be on campus, sign in at the Main Office, wear a visitor's badge, and sign out before leaving campus.

#### **Pet Policy**

Allowing dogs or other pets on campus creates serious liability and health issues. Crane has declared the campus "pet-free." If you have a certified therapy dog or service animal, please register them with the Main Office before coming on campus. Otherwise, dogs or other pets must remain in the car or at home.

#### **Use of Crane Equipment and Facilities**

Any personal usage of Crane property outside the School's educational or athletic programs requires a written request and approval from the Director of Finance and Operations prior to usage.

**Crane Kitchen:** Crane faculty, staff, and parent volunteers share the kitchen at Crane. As a shared space, each party is expected to clean up after use.

**Copier Usage:** The School's copiers are for use by the office staff and faculty only. Parents are asked to use commercial printers for parent information letters, flyers, and other parental materials.

### **Driving Safety Around Crane**

It is critical that all drivers proceed cautiously when driving in and around Crane's campus. Parents should drive slowly in Crane's parking lot and on San Leandro Lane. **The speed limit within the School Zone is 25 mph, which is marked by radar signs. The remainder of San Leandro Lane is 35 mph. Crane's parking lot is set at 10 mph.**

**Cell Phones:** California State Law prohibits the use of cell phones while operating a vehicle. **Cell phones are also not permitted while cars are in the pick-up queue.**

### **Arrival and Drop-off Policy**

Unless a student has a previously scheduled morning activity, students are not permitted to arrive on campus before 7:45 am. The designated drop-off area for all students is in the semicircle outside the Main Office. The area is staffed from 7:45 – 8:00 am.

If your child independently walks or rides a bicycle, scooter, or skateboard to and from campus, please notify the Main Office. Bicycles, scooters, and skateboards are not permitted on the School's campus and must be walked onto campus in the morning, locked in the racks provided, left alone until the end of the day, and then walked off campus.

### **Dismissal and Pick-up Policy**

Students are dismissed at 3:00 pm and pick-up officially begins at 3:05 pm. The pick-up area is staffed until 3:15 pm. Students are required to proceed to the pick-up area at dismissal, unless they have an after-school activity scheduled on campus or attend After-Care.

Parents are welcome to park and be on campus at pick-up, but the School requests that parents who park arrive before 2:45 pm and leave after 3:15 pm to avoid disturbing the flow of traffic between 3:00 – 3:15 pm.

Lower School students who are not picked up by 3:15 pm will be sent to After-Care. No student is permitted on campus after 3:30 pm unless they are in a scheduled school activity or they have prior approval from a division head.

**Pick-up Queue:** The pick-up queue is the same semicircle used for drop-off.

- Hang your family placard from your rearview mirror to help staff and faculty on duty identify your car.
- Enter from the eastern direction (from Hixon/Santa Rosa) to alleviate traffic on San Leandro.
- **Do not get out of your car in the pick-up queue.** Staff and faculty will load your student(s) into your vehicle.

**Please Note:** Crane's Main Office must be notified by the parent, or have written permission from the parent, if someone other than the parent will be picking up a student.

### **Parent Driver and Chaperones on Class Field Trips**

Off-campus field trips occur at various times during the year to supplement classroom programming. All parents are required to fill out an Assumption of Risk form at registration for their student(s).

Room Parents will be called to arrange transportation in private cars for these trips. **Crane's automobile liability insurance does not cover parents or guardians when driving personal vehicles for a school function.** If you anticipate using your personal vehicle for a Crane-related trip, please review your individual car insurance policy. The School may request a copy of your insurance policy and driver's license prior to field trips. School SUVs driven by faculty and staff may be used when available.

#### **Parent Driver/Chaperone Field Trip Policy**

- Parent drivers are prohibited from using cell phones while driving, and must adhere to all driving and traffic laws.
- All student, faculty, staff, and parent volunteers represent the School while off campus and should behave accordingly.
- Only parents, faculty, or staff may drive students to and from field trips. Nannies or other family members are not permitted to participate in field trips.
- All parent drivers are required to fill out a Parent Assumption of Risk form during registration.
- There must be a seat belt for every student assigned to a car and that seat belt must be used for the child or car seat.
- Parents may not bring preschool-aged children or siblings on field trips.
- Review all driving instructions prior to departure.
- Parent chaperones are responsible for their subset of students—keep students with the group and maintain good behavior throughout trip.
- Parent chaperones are expected to follow the classroom teacher's instructions concerning supervision and transportation.
- Students are required to leave and return to campus in the same vehicle with the same driver to ensure accountability for each student.
- Remind students to use the restroom prior to departures.
- Parents should not make unscheduled stops with students during field trips (including gas, restroom, or snacks).

### **After-School Programs**

Kindness and respect for both adults and students during any after-school programs is expected, and should a student fail to follow these guidelines, they may be asked to leave.

**After-Care:** On-site after-school care is available for K – Fifth Grade students Monday – Friday 3 – 5 pm for an hourly rate of \$10.00, with amounts charged at half-hour increments, which is billed monthly. Drop-ins are welcome, as are day-of calls to the Main Office prior to 3 pm. Adult supervised, students are provided a healthy snack and the opportunity to play on the playground or soccer fields, do homework, read a book, or relax. Parents must park and sign out their student with the After-Care provider.

**Discoveries:** Classes are offered throughout the school year. Regular classes include yoga, chess, and karate. Classes typically run for eight weeks and meet once a week from 3 – 4:30 pm. Parents must check with the specific program's leader to determine pick-up procedures and time.

**Homework Club:** Students in Third – Eighth Grades are welcome every Monday, Tuesday, and Thursday from 3 – 4 pm in the library. Students are expected to use this quiet time to work on any assignment. Teachers and learning specialists supervise and offer assistance, if needed. No pre-registration is needed and there is no cost. Students in Third – Fifth Grades must be signed out by their parent or go directly to After-Care by 4 pm. Upper School students may sign themselves out at 4 pm.

**Sports:** Crane is a member of the Christian Athletic League (CAL) and participates in interscholastic team sports in soccer, volleyball, basketball, flag football, and surfing. The program emphasizes the development of athletic skills and good sportsmanship. Any student who wishes to be a member of an athletic league team will be allowed to participate on a team appropriate for his or her skill level and experience. Sports teams typically start in Fifth Grade and allow students to move to Junior Varsity and Varsity teams in Sixth – Eighth Grades.

After a practice or home game, parents can park and retrieve their student, or wait in the parking lot. Team parents will coordinate parent drivers to away games, but parents are expected to coordinate a pick-up for their student at all away games. Students are not permitted to return to Crane following away games, unless coordinated beforehand by team parents.

For more sports information, please refer to the Athletic Handbook within this handbook.

**Performing Arts:** Each spring, the Upper School students have the opportunity to participate in the Upper School Musical. Opportunities include singing, acting, stage crew, tech crew, costume design, and stage building. Participation is optional and auditions are held for singing and acting roles. After a rehearsal or show, parents can park and retrieve their student, or wait in the parking lot.

**Vibes:** Seventh and Eighth Grade students have the opportunity to join the 22-piece marimba xylophone group, which performs on and off campus throughout the year. Practices are after school. Students must audition to qualify. After rehearsals, parents can park and retrieve their student, or wait in the parking lot.

### **Lost and Found Guidelines**

Lost and Found items are collected regularly and placed in the Lost and Found shed near the basketball courts and Lower School science classroom. Parents are encouraged to label all student items. Please check the Lost and Found shed regularly. One the last Friday before holiday breaks or the end of the school year the items remaining in the shed are donated to a local charity.

### **Birthdays and Party Guidelines**

Each student is recognized in Assembly on his or her birthday. If a Lower School family wishes, teachers will be happy to celebrate the occasion in the classroom and the parents may provide treats. Arrangements must be made ahead of time with the teacher.

Because we are a small community, we feel it is important to be inclusive when planning events, both in and out of school. If you are planning a birthday party or another type of gathering outside of regular school hours, we encourage you to be sensitive to the feelings of classmates in both Lower and Upper Schools. Parties that include all the boys, all the girls, or the entire class are preferable to parties in which one or two children have been excluded. As a general rule of thumb, we respectfully but earnestly request that students invite either less than half of or the entire group to parties.

## **Enrollment and Parent Financial Responsibilities**

Throughout the year, parents are required to read, sign, and return the following documents to be filed in the Main Office.

### **Annual Enrollment**

All parents are required to sign a Crane Country Day School Enrollment Agreement along with a non-refundable reservation fee in order to reserve a space for the upcoming year. Enrollment contracts are mailed in early February and are due in mid-February. Tuition payments begin in mid-May. Careful consideration must be given to this document and the prescribed timeline. **Failure to complete the enrollment agreement and submit the non-refundable reservation fee by the February deadline may result in the space being awarded to another student.**

### **Registration**

Registration Days (Thursday and Friday before first week of school):

- Parent Assumption of Risk when Students Travel in a Personal Vehicle/ Activity Permission and Assumption of Risk (one per family) – Required
- Medical Release and Consent to Treat a Minor / Emergency Contacts (one per family) – Required
- Health Questionnaire (one per student) – Required
- Permission to Administer Medication (one per student) – Required
- Photo and Electronic Media Authorization & Privacy Options for School Emergency Communications (one per family) – Required
- Parent Information/Grandparent and Special Friends Information (one per family) – Required
- Secure Your Crane Account Credit Card Authorization (one per family) – Required
- Scrip Sign-Up (one per family)
- School Photo Order with payment (one per student)
- Yearbook Tribute/ Advertising Purchase/Message Board Purchase
- Trip Forms (Sixth and Seventh Grades only) one per student – Required
- Handbook Acknowledgment Form (one per family) – Required

During a School Year:

- Enrollment Contracts – Required (early February)

- Directory Information Form – Required (May)

## **Tuition Payments**

Tuition payments are made in one annual payment. Enrollment of your child in Crane Country Day School obligates you to pay the full tuition for the year. Non-payment of tuition is grounds for dismissal. Any family who has difficulty paying tuition should contact the Director of Business and Operations immediately. Families electing to pay in more than one payment must contact the business office to set up a payment plan—finance charges will apply. The School will provide a Truth in Lending Act disclosure that details certain terms of the payment plans, including interest charged, fees, and/or penalties.

Families may elect to enroll in an optional tuition insurance plan. Full details and restrictions are available in the Dewar Tuition Refund Plan brochure. Brochures are available in the Admission and Business Offices. Families who choose to pay tuition in multiple payments are required to enroll in the tuition insurance plan.

Holidays, missed days, sick days, or vacations are not deducted from payments or tuition. A payment is not the cost of education for the month, but simply a division of the total tuition cost. Students may not be allowed to attend school, take examinations, or participate in graduation if tuition accounts and incidental payments are not current.

## **Student Withdrawals and Transfers**

In the event a student must withdraw, the parent/guardian must submit a completed withdrawal form, which can be obtained from the Admission Office. When a student transfers to another school, the parent/guardian must notify the Admission Office. The date of and reason for the transfer will be recorded on the cumulative record.

## **Release of Records**

Please contact the School's registrar in the Main Office to request student records.

## **Student Fees**

It is possible that a student may owe for lost or damaged books, library materials, athletics, technology, or other school-related charges. The student is expected to pay the fine within 15 days of receiving a statement of account. If the fine or fees have not been paid before the next report card is due, the student may not be allowed to take end-of-semester tests. All monies owed must be paid before a student will be allowed to begin a new school year.

## **Tuition Assistance**

Available tuition assistance is allocated upon determination of financial need. In order to assess the financial need of an applicant's family confidentially, the School uses the services of the School and Student Service for Financial Aid (SSS). SSS reviews the financial data provided by applicants, which provides the School with an assessment of the amount that an applicant could be expected to pay for tuition at Crane. SSS also considers extraordinary expenses that a family may incur, such as concurrent independent school tuition for siblings, parental care expenses, and so forth. Tuition assistance information may be obtained from the Director of Finance and Operations. Each applicant will be required to submit a completed PFS and applicable tax forms to the Director of Finance and Operations by the application deadline (mid-February). Families who own a business or farm are required to submit additional information. Tuition assistance documents and awards are confidential.

## **Confidentiality**

All student records are private and confidential. Parents, however, have the right to inspect their student's file. No information is released to non-educational agencies without parental consent unless we are directed by court order to do so.

## **Adult Civility Policy**

A productive working relationship between School and Parents is essential. For this reason, the School reserves the right to terminate student's enrollment or to decline continued enrollment at any time if, in the Head's sole discretion, parents are uncooperative, unreasonable, or unsupportive of the School, its administration, or its staff. If the School suspends or terminates Student's enrollment for any of the above reasons, the School may retain all sums paid by parents and requires parents, as agreed upon in the Student Enrollment Agreement, pay any remaining balance for the entire year. In the event that a student is suspended or dismissed from the School, no tuition refund will be granted and any unpaid balance for tuition and fees will remain due and owing.

## **Volunteering and Support**

For more than 88 years, Crane Country Day School has relied on the generosity of our community for both financial and volunteer support. It's your collective contributions that make our community profound. Our faculty, staff, and parents support the School with their time, talent, and treasure each year in any combination they feel comfortable. Many parents participate at the Board level, some are able to coordinate large fundraising events, some donate large or small contributions to our annual fundraisers or special opportunities, some volunteer to assist at school events, and some volunteer in the classroom or with the performing arts or athletics. There is something for everyone at Crane and we encourage you to participate as much as possible.

## **Parent Volunteering at Crane**

Crane welcomes all levels and skillsets of volunteering. You will make new friends and have exceptional experiences. There are many sign-up opportunities at the beginning of the year on ParentSquare to help the classrooms and the School. Classroom volunteer opportunities include coordinating class parties for the students, hosting parent get-togethers, helping serve Hot Lunch to students, coordinating volunteering for class plays, etc. Throughout the year, volunteer opportunities become available within the grades for drivers to field trips or assistance within classrooms. Parents are notified throughout the year as these volunteer opportunities arise. Two large PFC coordinated events take many volunteers—the Crane Country Fair and the Spring Benefit. Volunteer opportunities for these events are made available early fall and early spring, and all parents are asked to participate at a level they feel comfortable.

## **Parents For Crane (PFC) Parent Organization**

Founded in 1982, Parents for Crane (PFC) is Crane's parent organization that offers automatic membership to all Crane parents. The PFC's mission is to support the School by working closely with the administration to identify areas of need and develop programs that will strengthen the Crane experience. Many of the School's most cherished traditions and characteristics (Thanksgiving Feast, Hot Lunch, Spring Benefit) originated as PFC ideas. The PFC offers twenty different committees to join or chair and sponsors a variety of engaging and informative speakers. PFC meetings are held on campus on the second Tuesday of each month during the school year.

### Crane Café

All parents are welcome at the Crane Café near the drop-off area on Tuesday and Thursday mornings. Coffee and tea are provided.

## Parent Support of Crane

As an independent school we must be self-sufficient with both finances and governance. Since we receive no state or local monies, we stand on our own and primarily depend on tuition dollars. In alignment with the long-standing best practices of independent schools, tuition intentionally does not cover the whole cost of a Crane education. Families benefit by receiving a tax deduction for their Annual Fund gifts that cover the portion of the operating budget not covered by tuition. By doing so, Crane benefits by being able to attract and retain a diverse and vibrant student body as well as remain comparable to other regional school's tuition levels.

- **Crane's Annual Fund:** Crane's Annual Fund provides vital funding for our annual operating budget. Every year, we ask the entire community to contribute with a meaningful tax-deductible gift proportionate to each family's financial ability to support our outstanding programs. The Annual Fund makes up a critical one-tenth of all of Crane's annual expenses: one-tenth of each building, each teacher's salary, each microscope in the science lab, each soccer ball, and each drama costume, just to name a few. In this way, the Annual Fund benefits every Crane Student. Since 2000, we have had 100% participation from our Board and about 95% participation from parents. The Annual Fund runs from November to January, with pledges due by the end of the school year. Contributions to the Annual Fund of \$5,000 and above are at the Headmaster Circle level, which is recognized with a signature event and a small gift.
- **Crane Country Fair:** The Crane Country Fair is a fun-filled day of games and activities for children ages 3-13 years old. It includes a raffle, homemade food sales, and fair-specific merchandise. The fair is primarily a community-building event, with all proceeds supporting the school's operating budget. An individual or set of volunteer parents chair this event and are assisted by the Development Office. Almost all Crane parents volunteer for this event. Each class sponsors at least one booth or activity, and booths are planned and run by parent volunteers.
- **Spring Benefit:** The annual Spring Benefit is a themed fundraising gala featuring a silent and live auction, raffle, a meal, paddle-raise "ask," and music and dancing. Parent volunteers chair this event and are assisted by the Development Office and many parent volunteers. Proceeds from the benefit provide necessary support for Crane's operating budget.
- **Special Campaigns:** Some years the school asks for parent support for new projects and initiatives as well as renewed contributions to the annual fund and annual events.

## Student Guidelines and Expectations

Crane is a community in which *every* person is expected to treat every other person (and the campus) with care and respect. Crane is a unique school in that students and teachers from Kindergarten through Eighth Grade participate in common activities and share common spaces. Be kind and respectful to everyone in the community.

Students are expected to be honest in all matters. Students are expected to be kind and respectful of others. As defined in the student welfare section of this handbook, the School prohibits bullying or harassment. As defined in the Technology section of this handbook, sending inappropriate, bullying, or anonymous e-mails, instant messages, text messages, or voicemail messages is unacceptable.

An adult must always be present when students use any space on campus, which includes, but is not limited to, Cate Hall, the library, the computer lab, and playground.

All students will discover that there are many people who care about them at Crane, and all teachers or administrators are adults whom a student can go with any questions, ideas, or concerns. We encourage students to make good judgments by seeking the help and support they need from the adults in our community.

**Student Expectations:** Please remember that our actions are often observed and our words are often heard. Without even realizing it, each student is a role model to others.

- Walk in the hallways, classrooms, and public walkways.
- Keep all walkways and other places on campus free of garbage, books, and backpacks. When you see trash on campus, please pick it up.
- Hold doors for adults and smaller students and always be aware when younger students are present.
- "Hands off" is a good general rule to remember. Jabbing, poking, and pushing can be hurtful to others, either in the classroom or on the playground.
- Always arrive to school and class on time, and wait until you are dismissed to leave.
- When the bell rings, make your way to class.
- Arrive at class having completed the necessary work and having the necessary materials with you.
- Always take personal responsibility for your work, keeping in mind that you should neither give nor receive unauthorized assistance on any assignment, test, paper, or project.
- Raise your hand and wait until you are called on before speaking in class.
- Sit up straight, listen to the speaker or program, and keep your feet off the chairs during assembly and in classes.
- Before leaving a classroom, gather your belongings, push in your chair, and put all trash/recycling in the bins.
- When you see people, make eye contact with them and greet them by name.
- If someone is speaking, please wait until he/she is finished before you speak.

- If someone asks to join your group, activity, or lunch table, please include this person.
- If you would like to use something that belongs to someone else, please ask for permission.
- Be careful not to damage the belongings of others.
- Always take personal responsibility for your words and actions, making thoughtful choices and telling the truth.
- When asking for something, remember that it is common courtesy to say *please*, and when receiving something, remember it is common courtesy to say *thank you*.
- Keep your possessions in your designated grade-level area. Do not leave your belongings in classrooms, hallways, or public walkways.
- Put your name on your belongings so that you can easily identify them.
- Candy, gum, and caffeinated soft drink are not permitted on campus, unless approved by a division head for a special event.
- The use of weapons—imaginary or real—is prohibited. Artwork depicting any act of violence is also prohibited.

### Student Dress Code

All clothing should be neat and clean and suitable for school. The School expressly retains the privilege of determining what constitutes appropriate dress on campus and in the classrooms. Students in violation of the dress code will be asked to promptly change—those students without a change of clothing will be sent to the Main Office to call home for a change of clothes. After changing, students may return to class or sports activities.

In general, the guidelines for appropriate dress are as follows:

- Excessively revealing clothing is prohibited; midriffs, chests, and buttocks must be completely covered.
- Tank tops, spaghetti straps, razorback styles, and camisoles are not permitted as outer layers.
- Undergarments may not be visible.
- Shorts must have an inseam of at least three inches (no rolling them up to make them shorter).
- Clothing displaying offensive messages or advertising alcohol or tobacco products is not permitted.
- Hoods on hooded sweatshirts are not to be worn during classes or assemblies.
- Footwear is required at all times.
- Hats are not permitted in assemblies.
- For PE classes and after-school sports, appropriate athletic footwear and clothes in which students can run and work out are needed.
- During all sports seasons (including volleyball), athletic shorts are required for playing; spandex briefs are not allowed as an outer layer at Crane practices or games.

### Classroom Guidelines and Expectations

The classroom is a place for learning, making friends, and working together. Learning happens best in places that are orderly, clear, and manageable. Every student has the right to learn in an environment free from distraction. Each student is responsible for his or her own behavior. Students will show respect for their teachers and fellow students. Excessive talking, joking and teasing, arriving to class late, or any action that interrupts instruction is not permitted. Students are expected to be attentive and focused during class. Please take care of your belongings and materials, and do your part to take care of the classroom materials that are shared by everyone.

### Academic Dishonesty Policy

All students are expected to conduct themselves with honesty and integrity on all assignments. Academic dishonesty and plagiarism includes, but is not limited to, the following:

- Copying or exchanging duplicate assignments that will be turned in as original work;
- Using cheat sheets or writing on your person or property during a quiz or test, unless approved by a teacher;
- Utilizing technology (i.e. text messages, emails, etc.) to exchange answers (giving or receiving) with classmates;
- Using someone else's assignment and submitting it as your own;
- Allowing parents, family members, or friends to complete your work;
- Submitting material created by someone else without giving credit to the author of the source, publication, or website.

Academic dishonesty cases are handled on a case-by-case basis, with disciplinary action being decided by the teacher and/or division head.

### Program Guidelines and Expectations

**Morning Assembly:** Assembly takes place each morning at 9:50 am. Assembly is a time for announcements, presentations, celebrations, and sharing of talents and information. It is an opportunity to learn more about what is happening in our community and each other's lives. A teacher leads Assembly each week. Each day, students should listen carefully and give the speaker his/her full attention during assemblies.

- The most important kindness at Assembly is courtesy and consideration for the speaker or performer.
- Food, drinks, and sports equipment are not permitted in Cate Hall at any time.
- Hats must be removed.
- No yelling, whooping, or shouting is permitted during Assembly.

**Recess:** There are two recesses each day—one after Assembly and one after lunch. It is a time for students to stretch, enjoy friends, eat a healthy snack, or have some quiet time outside or in the library.

- Rough play is strictly prohibited everywhere on campus and may include, but is not limited to, tackling, wrestling, or hitting. The "hands off" rule should always be followed on campus.
- Hard balls, sticks, and rocks are not to be used during recess.
- Be inclusive of all students when organizing games. "You can't play" should never be spoken.
- Always be mindful of the presence of younger students during recess.
- Use all play equipment in a safe and respectful manner. Return all equipment to the correct storage area after every use.
- The use of any type of weapon—imaginary or real—is prohibited. Artwork depicting any act of violence is also



prohibited.

- The “stop” rule is used whenever any negative behavior needs to stop. You may say, “Please stop,” when someone is doing something that is unkind or makes you feel uncomfortable. You must stop when you are asked to do so.
- All students are required to stay on campus grounds, not be in any classroom without teacher supervision, and not be in the parking area.

**Lunch Recess:** All the above rules regarding recess should be followed during lunch recess, along with the following rules:

- Fifteen to twenty minutes after lunch begins, a teacher will ring the gong, which signals the beginning of lunch recess. Students are not permitted to play sports or activities before the gong is rung.

**Lunch:** Everyone on campus eats lunch at the same time each day. Kindergarten students eat at the Kindergarten classrooms. First – Seventh Grade students eat lunch at the picnic tables every day. Eighth Grade students may eat elsewhere on campus, as long as there is adult supervision.

- Everyone is expected to be inclusive, allowing any student to join you for lunch.
- Everyone on campus is to clean up after he/she has finished eating.
- Recycling bins are provided for cans, bottles, and paper products; compost containers are provided for biodegradable material; trashcans are provided for all other materials. ALL trash on and around the tables needs to be picked up before dismissal.
- Kindergarten – Seventh Grade students are not permitted to eat on the grass for lunch.
- Eighth Grade students are permitted to order pizza on Wednesdays following Assembly. They are required to make these phone calls from the Main Office. No phone calls are permitted during class time.
- As noted in the Allergy Policy, an “allergy free zone” will be designated upon Parent request.
- “Fast food” meals are strongly discouraged, except for Eighth Grade optional pizza orders on Wednesdays.

**Hot Lunch:** Lunch is provided on Mondays and Fridays to all students. The cost of this program is included in annual tuition. Meals are prepared with local, organic ingredients, when available, and a protein-rich salad bar is always offered. The menu is available in advance via ParentSquare so that students may bring their own lunch if they prefer. Kindergarten students are escorted to the Hot Lunch area and assisted by teachers. They then return to the Kindergarten area to eat.

- Students should line up quietly to be served Hot Lunch by parent volunteers.
- Please remember to thank everyone who serves you food.
- Help younger students, if needed.

**Mid-Week Lunches:** Students should bring their lunches from home on Tuesdays through Thursdays. Parents may also sign their student(s) up for a lunch delivery through Locally Grown Kids, which the PFC coordinates. Pricing and order information for this delivery service is located on ParentSquare.

**Families Lunch:** The Families program matches younger and older children together into groups for a monthly lunch gathering. Eighth Grade students act as parents of their family group by coordinating activities, discussion topics, and sometimes snacks. Faculty and staff are also assigned to family groups to act as “grandparents” and mentors to our eighth graders. Every student is expected to work with his or her family members towards a cooperative goal, discussion, or project. All age levels should feel welcome and older students are expected to help the younger students.

**Library:** The library is available to serve the academic needs and interests of students, faculty, and staff. The library is open Monday – Friday 7:45 am to 4:00 pm, except Wednesdays when it closes at 3:20 pm for weekly staff meetings. All students have a weekly library period. Students in Kindergarten through Second Grades hear stories and select library books; Third through Fifth Grades learn library skills and produce research papers; Upper School students participate in a library reorientation program (they may use the library at any time and perform assigned research as part of the curriculum under the supervision of the librarian). Books are typically checked out for 2 weeks and are considered overdue if turned in after the due date. Overdue notices will be sent to students—there are no overdue fines. Students may not receive yearbooks until all materials have been returned to the library at the end of the school year.

**Community Service and Service Learning Program:** Crane's Service Learning program provides students the opportunity to care for each other and the world around them. Students are encouraged to pursue causes about which they are passionate, empowering them to make a difference both locally and globally. In the Lower School, service learning is built into the social studies curriculum through identifying issues affecting the world today and figuring out how the students can be part of the solution. In the Upper School, service learning fosters a sense of civic responsibility. Sixth graders reflect on the connection between self and community, building a foundation for the service work they will do as seventh and eighth graders. Seventh and eighth graders work on both direct and indirect service learning projects in a designated semester-long course that allows students to understand issues, research organizations, collaborate efforts, volunteer off campus, and reflect not only on the process, but how their involvement relates to the common good.

## Technology Policies

**Cell Phone Policy:** Students are prohibited from using cell phones from the time they arrive on campus until the Main Office closes around 4 – 4:30 pm. Further guidelines are as follows:

- The School discourages all students from having cell phones at school, especially those in the Lower School.
- If cell phones are brought on campus, they must be placed in a backpack and powered OFF.
- Any important student messages can be delivered via the Main Office at any time.
- Parents should not text their student(s) during school hours.
- Cell phone theft is rare, but possible. The School assumes no responsibility for the theft or loss of cell phones.

**Lab and Library Computer Use:** The computer lab and library provide students and teachers with a network of Macintosh computers that have access to the Internet. Students may use the computers under supervision by an adult during the school day for formal coursework. All students in the School share the computers in the lab and the library, and it is important for the area to

be kept clean and organized. Any problems or malfunctions with computers or computer equipment should be reported immediately to a teacher.

**Responsible Use Policy (RUP):** The School believes access to the Internet for educational purposes is a necessary resource for the School and is an important extension of the classroom. Along with the School's technological capabilities comes a responsibility shared by each member of the Crane community. Access to the Internet is a privilege, not a right. A student using personal or School desktop and laptop computers or iPads at School has the responsibility to abide by the guidelines of this policy. Failure to comply with any of the guidelines will result in disciplinary action.

- Students are required to use pertinent and appropriate language when submitting academic work, participating in online communities, and working collaboratively.
- Passwords and personal information about students, family, friends, and/or teachers is not to be shared with others.
- Any use of email requires approval of a teacher.
- Social networking and messaging is prohibited.
- Uploading or posting personal information, private communications, or photos of others is not allowed without prior permission.
- Students may not listen to personal audio (i.e. music, YouTube, etc.).
- Computers, including student laptops, are used for educational purposes and not for playing games or other recreational use.
- The use and/or viewing of impolite, obscene, or otherwise inappropriate language or material is prohibited.
- Students should immediately speak with a teacher if they feel unsafe, bullied, and/or have witnessed unkind behavior.
- Students should report any misuse and/or inappropriate content to a teacher.
- Using copyrighted material without proper permission and/or citation is a violation of academic standards and is considered plagiarism.
- Students may not alter computer operating system files (extensions) or interfere with network security.
- Students may not alter the system preferences on any computers or laptops during instructional time unless directed to do so by the teacher.
- Students are not allowed to gain access as an administrator or any other user other than themselves on any device, including laptops.
- Students should ask questions and seek help when using technology.
- All technological equipment should be handled with care, kept dry and clean, and away from food and liquids.
- Students are responsible for backing up their own files.

Because Internet access provides connections to other computer systems worldwide, users and parents must understand that the School does not control the content of the information available on other systems. Some of the information available is controversial and may be offensive. Crane does not condone the use of such materials. We encourage parents to instruct their children in the appropriate use of computers and the Internet and to support the School's efforts to make our students responsible users of educational technology.

Everything done electronically is not private and can be monitored while on campus. The School reserves the right to access and inspect all electronic equipment, including personal devices brought to campus that use School resources and communications, including Internet usage, and there is no reasonable expectation of privacy regarding access.

As an extension of this policy, Upper School students are required to sign a Responsible Use Policy Agreement at the beginning of each school year that reiterates the above policies.

### **Google Apps for Education**

The School uses Google EDU (also known as GAFE: Google Apps for Education). The School utilizes Google's suite of online applications, which includes web-based programs for email, word processing, spreadsheet, presentation, calendaring, and collaboration tools. The suite empowers users to have their own files all in one place, accessible via the Internet. Our intentions are to provide tools that enable the students, staff, and faculty to collaborate on projects and share work easily.

Students in Third – Eighth Grades are provided limited-access Google accounts; the accounts are part of a "walled garden," which means students can only send and receive emails between classmates, faculty, and staff. Student limited access includes Gmail (internal-use only), Drive, Calendar, Docs, Sheets, and Slides. Google+, Hangouts, and YouTube will not be used due to age restrictions.

Students under age 13 ordinarily need parental permission to have an email account; however, COPPA (Children's Online Privacy Protection Act) allows schools to act as the parents' agent and approve the account on their behalf. To be COPPA compliant, we must provide an opt-out option. Parents should contact the Director of Technology if they would prefer to opt out.

### **School Work and Homework Philosophy**

Every student at Crane Country Day School is expected to do his or her best work. The purpose of homework is to help students review the material covered in the classroom. In addition, homework assists in the development of organizational skills and the ability to follow directions. It also helps students become independent learners as they mature. In all grades and classes, the amount of homework assigned will vary. Teachers understand that students work at varying speeds, and they will communicate with one another in an effort to keep the homework load so as not to make unfair demands on students' time outside of school. Kindergarten does not have homework.

If a student finds the homework load extreme or has difficulty regularly completing the work, the student should discuss these concerns with a teacher or advisor. In the event that a student is unable to complete an assignment, the student should speak to the assigning teacher before class to alert him or her to the situation. Special arrangements to complete the missed assignment, either during study hall, before or after school, or at another designated time might be arranged.

### **Homework Tools**

**Student Planners for Fourth – Eighth Grades:** Crane provides every student in Fourth – Eighth Grade with a student planner. The student should write down homework assignments in the planner on a daily basis. The planner is an important tool for all grade levels and helps students learn organizational and time management skills. Teachers will go over how best to use the planner during the opening days of the school year.

**Moodle for Third Grade – Eighth Grades:** Moodle is a web-based Learning Management System that allows teachers an online password-protected platform for their students. Within this system, teachers can supplement course curriculum with links to online resources and documents for student access, as well as maintain homework assignment lists and expectations. Students are assigned a Moodle account and password. Parents are encouraged to access Moodle with their child, but to refer first to the student homework book as the primary source of daily tasks and assignments. Crane’s Moodle website can be accessed directly at [moodle.craneschool.org](http://moodle.craneschool.org) or from Crane’s website.

**Textbooks:** The School supplies required textbooks in almost all grades. Upper School students are given a copy of their hard cover textbooks to leave at home in order to minimize the weight of their backpacks. Children are responsible for the books assigned to them and must return them, on request, in a condition suitable for further use. Families will be billed for the cost of replacing books lost or damaged by students.

### **Parents and Homework**

One of the most positive ways a parent can assist their student(s) is to help him/her establish a place and routine for study. It is crucial for each student to have a predictable routine for completing work—a schedule that fits the cycles of your family life. The actual study place and position in the home are very important. In general, your child’s homework environment should be quiet, well lighted, and comfortable. Study places should be “low stimulus” areas where the telephone, television, and other people are unlikely to interrupt concentration. Establishing such a place and routine early in the year will make the homework experience less taxing on both students and parents. While parental involvement with homework is encouraged, students should assume growing responsibility for the tracking, completion, and submission of all homework.

### **Grading Systems**

Crane’s academic calendar provides two full semesters for students. Student report cards are mailed to parents for all grades twice a year at the end of each semester.

**Kindergarten – Fourth Grade** students do not receive official grades. Instead, they receive narrative reports and a 1-3 Baseline Rating System for academic and social skills to indicate progress in each of the skill areas (benchmarks) identified in each discipline. In the area of **social skills**, a 1 indicates that a child seldom or rarely displays or demonstrates the behavior indicated. A 2 indicates that a child occasionally demonstrates (but still needs reminders or redirection) the desired behaviors, while a 3 indicates the child consistently demonstrates the behavior independent of additional reminders from teachers. In the area of **academics**, a 1 indicates a child has not yet grasped the concepts being taught and will need additional time to acquire the skills. It is important to remember that each child develops at a different pace and the growth from the fall to mid-year is laying the foundation for all skills that follow. A 2 indicates that a child is developing and can demonstrate a level of understanding that approaches expectations as they work toward mastery of the skill. A 3 indicates that a child understands and can independently apply the concepts being taught and is consistently meeting expectations.

**Fifth Grade** is a transitional year and homeroom teachers record letter grades in core subject areas. Students continue to receive number grades in all other areas. It is important to remember that the numbers do not correspond to letter grades in any way, either in Fifth Grade or in any of the grades.

**Upper School Report Cards:** Sixth, Seventh and Eighth Grade students receive letter grades and comments from all teachers. Students also receive a written progress report in the winter and spring that will explain in detail how they are doing.

### **Annual Testing**

The ERB (Educational Records Bureau) comprehensive testing program is administered in December of each year to students in Third – Eighth Grade. The test results are used in a variety of ways, including teacher review of individual and class progress, planning for secondary school placement, review of the Crane curriculum, student eligibility for special programs, and long-term evaluation of classes. Parents interested in an interpretation of their child’s results are encouraged to attend ERB Information Night, which is presented by the School’s Learning Specialists.

## **LOWER AND UPPER SCHOOL-SPECIFIC GUIDELINES**

### **Lower School: Kindergarten – Fifth Grades**

**The First Three Years:** The goal of the first three years is to nurture the child’s strengths and sense of competence; to help the child develop an awareness of others; to take pleasure in being part of a group; to foster self-reliance and self-esteem in the child; to stimulate curiosity, inventiveness, and a love for learning; and, to build enthusiasm for and excellence in all academic areas. In the first three years, Crane teachers use a variety of methods to provide an academically stimulating atmosphere that encourages active involvement in the learning process. The objective is to have our students take pride in their work, to enjoy school, and to begin a life-long love of learning. In addition to the basics of reading, math, writing and social studies, students receive instruction in engineering, science, physical education, Spanish, art, music, drama, technology, library, and life skills.

**The Intermediate Years:** The intermediate grades are years of constant growth when each student begins the process of becoming an independent learner. The Crane intermediate curriculum offers an academically stimulating program. Beyond the traditional subjects of reading, math, and writing, students receive instruction in engineering, science, physical education, Spanish, art, music, drama, computers, library, and life skills. During the intermediate years, the students develop their own individual style of learning. They begin to build the academic framework needed to make the transition into the Upper School. The intermediate years provide the transitional bridge between a student’s self-exploration in grades Kindergarten through Second to their becoming independent learners in grades Six through Eight.

### **Lower School Programs**

**Lower School Sustained Silent Reading:** Each day after lunch recess, Lower School students and teachers take time out to read books. This is a valuable time for students to enjoy reading for pleasure and to develop a habit of sustained reading.

**Lower School Peaceful Partners:** All students participate in a regular Peaceful Partners, a life-skills class that focuses on the social and emotional growth of the student. The class offers character-building opportunities and discussions identifying emotions, acknowledging the unique qualities of individuals, celebrating families, introduction of the concept of community, and an introduction to "warm fuzzies" and "cold pricklies."

**Lower School Spring Study Week:** Each year during the last week before Spring Break, the Lower School devotes an entire week to an in-depth study of a theme, culture, or time period. Traditional instruction is replaced by experiential opportunities for students to gain knowledge and learn a variety of skills while working in cross-age groups. Lower School Spring Study Week immerses the students in an interdisciplinary theme, and the week ends with a half-day culmination.

**Lower School Athletics:** Fourth and Fifth Grade offers co-educational soccer in the fall, boys and girls basketball in the winter, and co-educational volleyball in the spring. Lower School practices are during lunch or after school with home and away games after school.

### **Fifth Grade Trip Guidelines and Expectations**

In the spring, fifth graders travel to Boston to explore revolutionary history as a culmination to their yearlong study of US history. All Crane students are expected to participate in these activities, as these excursions are essential parts of the curriculum. The goals of this experience include increased self-esteem, better understanding of others, and effective cooperation. The trip is a privilege, not a right. Students whose behavior at School is unsatisfactory may be ineligible to participate in the class trip. Unacceptable behavior on the trip may result in students being sent home early. Parents will be responsible for the transportation for any student sent home early from the trip. Teachers and the administration reserve the right to determine eligibility for any trips. Students and chaperones are representing the School; students are expected to stay with their group and follow all teacher and chaperone instructions. Chaperones will update parents via ParentSquare throughout the trip. Students are not permitted to travel with any technology, including cell phones or computers.

### **Upper School: Sixth – Eighth Grades**

In the Upper School, students work in departmentalized classes and pursue a stimulating curriculum in the five major subject areas of English, math, history, science and Spanish, as well as in engineering, athletics, technology, and the visual and performing arts. All students also utilize the computer lab and the library as integral parts of their academic program. Learning is active. In small classes, students participate in discussion, inquiry, analysis, and hands-on learning. They learn to express themselves clearly in writing and speech, solve problems, develop good study habits, and gain confidence in their own academic abilities.

### **Upper School Programs**

**Upper School Homeroom:** Each Upper School student is assigned a faculty advisor and homeroom group of his or her peers, which will be the assigned location for attendance and study hall. . If an Upper School student ever has any concern or problem – academic, social, or extracurricular – they should speak with their advisor. An advisor is the student's advocate at the School. The advisor is there to help students learn about personal responsibility. A student may discuss any issues confidentially with an advisor. However, issues involving your safety or the safety of others cannot be kept confidential. If a teacher feels that a student is having difficulty in a particular course, the teacher will speak both to the student and to the student's advisor; the advisor may then work with the student and the teacher to determine how best to remedy the situation. If a student has any disciplinary problems, the advisor will usually be involved in the discussion of the matter and the determination of the consequences.

**Upper School Seminar:** All students participate in a program called "Seminar" that emphasizes decision-making, peer relationships, and definition of values.

**Upper School Study Hall:** Each day after lunch recess, Upper School students have Study Hall. All Upper School teachers will be available during this time to assist students. Once the bell rings marking the end of lunch/ recess, students should head directly to a designated study area where they will remain until the end of the period. All Upper School rooms are designated study areas. No outside locations are designated study areas. Students need to focus and work quietly. Appropriate use of Study Hall time includes meeting with a teacher or an advisor to get extra help or to do make-up work; working on homework assignments; studying for tests/ quizzes; writing or reading for pleasure. Students should always have a book or other reading material with them in case all homework is completed during Study Hall.

**Student Leadership Council:** The Student Leadership Council acts as the student government for the Upper School at Crane. The group consists of elected officers and class representatives, who address student-life issues, plan social events, coordinate fund-raising efforts for student activities, and participate in community decision-making. The officers are responsible for leading announcements each morning during Assembly. The elected members of the Council include; four executive officers from the Eighth Grade, class representatives from each advisory, and a faculty advisor who guides the students in their leadership roles.

**1-to-1 Laptop Program:** Upper School students have a 1-to-1 laptop program. Individual access to a laptop throughout the day and at home allows students to be more active and engaged in the classroom and provides opportunities to collaborate with peers and work on advanced software programs beyond school hours. Families have the option to purchase a new laptop at a significant discount, bring a laptop that meets certain requirements, or borrow one of Crane's existing laptops. Refer to the Technology section of this handbook for more information.

**Digital Citizenship Program:** Upper School library classes also include topics related to Digital Citizenship that help students define appropriate and responsible behavior in regard to technology and the Internet. Topics include cyber bullying, privacy of digital information, and ethics related to technology.

**Eighth Grade Public Speaking Program:** In Eighth Grade English, students are expected to research a self-selected topic, prepare a PowerPoint presentation, and develop a formal speech on that topic, which they present during Assembly to the entire school.

**Eighth Grade Ambassador Program:** Every year a small group of Eighth Grade students are selected to represent Crane in the Ambassador Program. These students will work closely with the Admission Office and represent Crane by greeting the prospective candidate students and families and then supporting the student throughout their visit.

**Upper School Athletics:** Upper School offers soccer, basketball, volleyball, surfing, and flag football teams for girls and boys. Teams are open for all skill levels. Upper School practices are Mondays, Wednesdays, and Thursdays. Away and home games are usually scheduled for Thursdays and Fridays. Please refer to the Athletic Handbook section for a full summary of the program.

**Upper School Clubs:** Many Upper School clubs are offered to students interested in certain topics. Many of these clubs meet during morning recess or lunch recess. Examples of club topics at the School include, but are not limited to, dance, theater tech, costuming, camera crew, video games, spectrum, diversity, and vibes.

**Upper School Social Events:** At certain times during the year, the Upper School may sponsor social events (dances, for example) for students. The dates for these events will be provided well in advance; the Student Leadership Council will assist in the planning of these events. Attendance at these events is optional. If an Upper School student decides to attend one of these events, they must remain on campus until picked up by a parent or a person designated by their parent(s). Each student is responsible for arranging transportation to and from such events. Dances are chaperoned by members of the Crane faculty or staff.

### **Upper School Trip Guidelines and Expectations**

The goals of this experience include increased self-esteem, better understanding of others, and effective cooperation. In October, the Upper School departs for week long trips: Sixth Grade studies environmental leadership on Catalina Island, Seventh Grade undertakes a wilderness trip to Yosemite, and Eighth Grade experiences Spanish immersion and community service in Peru. All Crane students are expected to participate in these activities, as these excursions are essential parts of the curriculum.

Trip Weeks are a privilege, not a right. Students whose behavior at School is unsatisfactory may be ineligible to participate in class trips. Unacceptable behavior on trips may result in students being sent home early. Parents will be responsible for the transportation for any student sent home early from a field trip. Teachers and the administration reserve the right to determine eligibility for any trips. Students and chaperones are representing the School. Students are expected to stay with their group and follow all teacher and chaperone instructions. Chaperones will update parents via ParentSquare throughout the trip. Students are not permitted to travel with any technology, including cell phones or computers.

### **Field Trips**

Class excursions and field trips at various times during the year constitute an important supplement to the program in certain classes. Our students take trips to learn more about history, nature and science, art, music and more. Off campus trips are a privilege, not a right. Students whose behavior at School is unsatisfactory may be ineligible to participate in field trips. Unacceptable behavior on trips may result in students being sent home early. Parents will be responsible for the transportation for any student sent home early from a field trip. Teachers and the administration reserve the right to determine eligibility for any trips. Students and chaperones are representing the School. Students are expected to stay with their group, follow teacher and parent chaperone instructions and return in the same car they arrived in for student accountability.

### **High School Requests for Records and Recommendations**

Upper School students may require a copy of their transcript for applications to high schools. School transcripts include all Upper School grades, ERB scores, and participation in clubs and athletics. To request a transcript contact the School's registrar in the Main Office.

Upper School students may require teacher recommendations for applications to high schools. Upper School teachers are happy to write recommendations for students. Students need to ask the teacher directly and then provide any paperwork required including a self-addressed, stamped envelope for their convenience. Recommendations are sent directly to the appropriate school(s) and are not shared with students or parents.

# CRANE COUNTRY DAY SCHOOL ATHLETICS HANDBOOK 2016-2017

## Crane Sports

I would like to welcome you to the Crane Athletic Seasons. As Athletic Director I hope to help make your experience with sports the best it can be. We are dedicated to developing fundamentally sound players in a positive environment. Year after year we have a great group of coaches that are eager to make each season a success. As coaches, we appreciate your efforts and dedication to becoming a skilled player. At the beginning of each season your coaches will evaluate your skills and ability to handle competitive situations. Our goal is to place you on the appropriate team that will enable you to develop your potential as an athlete. No one is cut from any team at Crane.

We carry Varsity, Junior Varsity, and Fifth Grade teams. These teams will compete in the Christian Athletic League. Attendance at all practices is important in developing an understanding of the game. I look forward to a great year of athletics.

Terri Willis, Athletic Director, [twillis@craneschool.org](mailto:twillis@craneschool.org)

## Participating Schools in the Christian Athletic League, California Middle School Conference

Crane Country Day School, Laguna Blanca School, Marymount School, Mt. Carmel School, Notre Dame School, Santa Barbara Christian School, St. Raphael's School, Garden Street Academy, Santa Barbara Middle School

## Christian Athletic League Philosophy

The Christian Athletic League encourages skill development, a healthy attitude toward team competition and good sportsmanship. By providing opportunities for students to work in team situations, it strives to foster an understanding of the dynamics of team effort and fair play. The league creates opportunities for students to be introduced to a healthy, physical way of life, to learn good sportsmanship in a competitive atmosphere, and to establish desirable interpersonal relationships through competition with students from other schools. We aim to instill commitment and personal responsibility in our athletes. The sports program also provides enjoyment, the release of energy, and the development of strong bodies and minds. Ethical conduct is to be emphasized at all times.

All student participants are expected to commit themselves to the sport through hard work, practice, and respect for the game. Good grades, citizenship, maintaining a positive attitude, and being a role model to others are expected of every student.

## Sports Seasons

**Fall:** Boys Soccer, Girls Volleyball, Fifth Grade Soccer

**Winter:** Boys Basketball, Girls Soccer, Fifth Grade Basketball

**Spring:** Boys Volleyball, Girls Basketball, Fifth Grade Co-ed Volleyball

**Spring Intramurals:** Co-Ed Flag Football (7/8 and 5/6 divisions)

## Practice Times

Fall, Winter, and Spring Sports: Mondays, Tuesdays, and Thursdays 3:15 – 4:30 pm

Surf Team: Wednesdays 3:15 – 5:30 pm

Spring Intramurals: Tuesdays and Thursdays 3:15 – 4:30 pm

## Games

Upper School games will be played on Tuesdays and Thursdays. Nearly all games start at 3:30 pm or 4:30 pm and teams are usually finished by 5:30 pm. Fifth Grade teams will play on Wednesdays and Fridays at 4:00 pm.

## Team Schedules

Throughout each season, a schedule will be posted in your team's ParentSquare group.

## Uniforms and Safety Equipment

Each student has been issued a jersey and black shorts to be worn at each game. A second uniform may be ordered through the Athletic Director for a \$50 fee. If a student loses their uniform, a new one must be ordered. Any student who forgets their uniform on game day will not be allowed to play. All students will be responsible for purchasing safety gear such as shin guards and kneepads for their sport. These items are not optional.

## Athletics Attendance Policy

Athletes are responsible to be at every practice, every meeting, and at every game. If a player is absent from practice, the following policy applies. There is no penalty for absence if a student has an illness, meeting or doctor's appointment, as long as the coach is notified. Penalties will be incurred if the student is absent due to a school event, family trip, or has been absent in class all day. A student who has been absent during more than half of a school day is not permitted to practice or participate in a game that same day.

## Head Injury Policy

The School follows California standard protocols in dealing with head injuries. A parent will be called if a student has suffered any

type of head injury on campus. If a student has a suspected concussion, further evaluation from a licensed medical professional is necessary, and a doctor's note is required to resume participation in school activities. Returning too early to play may put the student at higher risk of a second concussion, which can potentially cause permanent brain damage.

Symptoms reported by an athlete with a head injury may include: headache; nausea or vomiting; balance problems or dizziness; double or blurry vision; sensitivity to light or noise; feeling sluggish, hazy, foggy, or groggy; concentration or memory problems; confusion; just not "feeling right."

## Expectations of Student Athletes

Participation in Crane Athletics is voluntary and it is a privilege to participate.

- A student's academics must always come first. Maintaining academic eligibility is the student's responsibility, not the coaches, teachers, or parents. Eligibility can be lost through poor academic standing, poor attendance, or bad behavior. A grade point average of "C" (2.0) during each grading period.
- Participation in athletics may mean sacrifice. The dedication and commitment an athlete makes to his/her team and coach requires choices and priorities be made and kept. The athlete should be aware that nothing worthwhile is accomplished without hard work and a sincere desire to succeed. The athlete must also realize that he/she must work out of season as well during the season and must be willing to sacrifice his/her own desires for the good of the team.
- Teamwork is essential to every team. To be successful, every member of a team must work together to make the whole great than the sum of the parts.
- Athletes are expected to be at practices on time, ready to listen and learn. Athletes should prepare physically and mentally for the season, whether it be through pre-season training, or taking care of your body and mind during the season.
- Athletes should be conscious of their appearance and manners at all times.
- Good sportsmanship is required at all times. Winning and losing are part of every competition. Students are expected to demonstrate modesty in victory and graciousness in defeat.

## Conduct On and Off the Field

- **On the field:** Athletes are respectful towards their teammates, coaches, opponents, fans, and officials. Athletes always play by the rules of the game.
- **On campus:** Athletes set an example of good citizenship. They help promote school spirit and should strive to be positive leaders in school activities.
- **In the classroom:** Athletes show respect for teachers and fellow students. Athletes represent their team, school, and community.

## Sportsmanship

Athletics provides a public space for participants to represent the School through good sportsmanship. As a reminder, all School policies in the Parent Student Handbook are to be followed on or off campus at sporting events. Students should treat opponents, officials, and spectators with respect and should never use improper or foul language. It is our objective to develop and maintain the highest standards of courtesy, emotional discipline, and good sportsmanship at all times. As a simple but important act of sportsmanship, all teams are asked to participate in the post-game handshake with opponents in a respectful manner. This is an opportunity to congratulate, thank, or wish good luck to your opponents. This act should be a meaningful act and not overlooked regardless of the outcome of the contest.

## Travel Rules

Coaches will remind student athletes to inform parents of travel information including the opposing team, where the game is located, what time the game is held, approximate return times, and any other pertinent information. Parents are expected to be at Crane awaiting students upon returning from an away game. The coach will allow students access to a phone, if needed.

## Athletic Goals

It is the goal of the Crane Athletics Program that all students learn the following:

- **To work with others:** A person must develop self-discipline, respect for others, and the spirit of hard work and sacrifice. The team and its objectives must be placed above personal desires.
- **To be successful:** We live within a culture of competition. We do not always win, but we succeed when we continually strive to do so. You learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel and always give your best effort.
- **To develop sportsmanship:** Accept any defeat like a true athlete. As athletes, we must learn to treat others with respect. We need to develop desirable social traits including fair play, emotional control, honesty, cooperation and dependability.
- **To improve** as an athlete, athletes must establish goals and constantly strive to better themselves in order to reach goals.
- **To enjoy athletics:** It is necessary for athletes to enjoy participation, to acknowledge all the personal rewards to be derived from athletics, and to give sufficiently of themselves in order to preserve and improve the program.
- **To develop desirable personal health habits:** To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.
- **To respect the game through ethical competition:** Citizenship, sportsmanship, and perspective.

## Code of Ethics

- To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- To eliminate all possibilities, which tend to destroy the best values of the game.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams and officials.
- To establish a friendly relationship between visitors and hosts.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- To encourage leadership, use of initiative, and good judgment by the players on a team.

- To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of individual players.
- *Remember that an athletic contest is only a game, not a matter of life or death, for the player, coach, school, fan, and community!*

### **Award Assemblies**

Award Assemblies are held three times a year to honor students and coaches for their efforts and accomplishments for each season. The head coach is responsible for setting up and coordinating their own format for his/her portion of a 3-5 minute presentation.

### **Team Parents**

Team Parents are a group of parents who have volunteered to aid the coaches in organizing drivers to away games, and who organize the snack schedule for game days. Each sport will have a Team Parent who will be the contact person for immediate needs or concerns. Team Parents may contact you during the season if they are interested in holding team parties. It is important for all coaches to speak with their Team Parent at the beginning of each season to discuss protocol. The Team Parent is there to simply bridge the gap between parents and coaches.

### **Coach and Parent Encouragement of Sportsmanship**

Be an example to student athletes:

- Look for teaching moments. Use incidents that occur in a game or practice to stimulate discussion.
- Set sportsmanship rules and standards and enforce them.
- Give players your support whether they are winning or losing.
- A coach is responsible for handling all acts of poor sportsmanship immediately. If an athlete displays poor sportsmanship, he or she should be removed from the contest immediately and also have a conversation with the coach.
- Report all sportsmanship infractions to the Athletic Director.

### **Expectations of Parents**

#### **Keeping Athletics in Perspective**

- Emphasize that *academics* always come first.
- Assist the student structure time wisely so that athletics do not interfere with academics.
- Use athletics as a way to teach students how to react and interact with other people during tense situations.
- Help your athlete understand that athletic ability varies with body maturity and that *effort* is just as important as natural ability.

#### **Supporting Your Student Athlete**

- Encourage participation by both girls and boys.
- Allow the student to select the sport based on his/her perceived ability and likes.
- Provide a pressure free environment regarding scholarship expectations.
- Be supportive of your athlete; see that his/her medical needs are met; see that he/she has proper equipment; attend as many of your student's contests as possible.
- Stress the importance of the complete athlete, both mental and physical preparation.
- Do not emphasize, "quitting" as the best way to solve problems, but rather perseverance.

#### **Supporting the Program**

- Be supportive of the coaching staff.
- Go to all meetings requested by coaches.
- Being on a successful team is important to your athlete.
- Support the coaches' preparation plan.
- Talk to your athlete frequently about how things are going with his/her sport.
- Make arrangements to talk to the coaches privately and early about perceived problems.
- Keep negative comments about the program between you and the coach and reviewed in a professional setting not on the playing field, or pool, etc.
- During the season, take into consideration practice games when planning family events.
- Understand the needs of the particular sports.
- Some take more equipment, some take more time, and others may call for some form of year-round preparation.
- Support the district policy of no profanity, alcohol, illegal drugs, or tobacco.
- Model positive behavior towards everyone involved in the event as described in the Code of Ethics.

### **Directions to Schools**

Google Maps is a great source for mapping information.

**Bishop Diego Garcia School:** 4000 La Colina, SB, 967-7517

From 101 north take the State St exit toward CA-154/Cachuma Lake. Take a slight left at Calle Real. Turn right at Pesetas Ln. Turn left at La Colina Rd.

**Carpinteria Girls' Inc:** 5315 Foothill Rd., Carpinteria

From 101 freeway south to Linden Ave. Turn left on Linden. At Foothill Rd. turn right. The gym is on the right about 1/4 mile down Foothill Rd.

**Marymount School:** 2130 Mission Ridge Rd., SB 968-1911

From freeway 101 north to Mission St exit, turn right onto Mission St. Continue on Mission turn left at Laguna St – Turn right at E Los Olivos St. Turn right at Mountain Dr. Turn right at Mission Ridge Rd. Turn left to stay on Mission Ridge Rd.

**Mount Carmel School:**



530 Hot Springs Rd., Montecito From 101 take exit 94A toward Olive Mill Rd. Merge onto Spring Rd. Turn left at Olive Mill Rd. Slight left at Hot Springs Rd. Turn right to stay on Hot Springs Rd.

**Notre Dame School:**

33 E. Micheltorena St., SB From 101 freeway take Mission St. exit, turn right. Continue on Mission turn right onto State St. Turn left at E Micheltorena St.

**Ojai Valley Middle School:** 723 El Paseo Rd., Ojai

From Crane take freeway south to Hwy 150. Follow 150 into Ojai. As you enter Ojai, across from the Ojai Valley Inn and Country Club, turn onto El Paseo Rd. School is on left.

**Page Memorial Youth Center:** 4540 Hollister Ave, SB 967-8778

From 101 north. Get off at Turnpike turn left pass San Marcos High. Turn left at Hollister. The youth center is about 2 miles down the road, on the left side, just after the fire station. Look for the little league fields, the gym lies between Hollister Ave. and these baseball fields.

**St. Raphael's School:** 160 St. Joseph's St., Goleta

From 101 freeway north take Patterson exit. - turn left onto Patterson. Turn right at Hollister turn right - at St. Joseph's St.

**San Roque School:** 3124 Calle Cedro, SB

From 101 take freeway take the Las Positas exit and turn right. Las Positas becomes San Roque as you cross State St. The school is four blocks past State St., on the right.

**Garden Street Academy:** Garden St. Campus: 2300 B Garden St.

From 101 North Take the Mission St. exit. Turn right at Mission St. Turn left at State St. Turn right at E Pueblo St. Turn left at Garden St. It is through St. Anthony's Seminary Gate.

**Santa Barbara Christian School:** Volleyball @ St. Vincent's School,

From 101 North take the Las Positas exit, turn right on the frontage rd. (Calle Real) and head towards La Cumbre. Enter the gateway to St. Vincent's and look for the volleyball courts along the entranceway.

**Santa Barbara Middle School:** 2300 A Garden St., SB 687-2977

From Crane take freeway north to Mission Street. Turn right. Continue on Mission to Garden and turn left. After 3 blocks turn into gate of St. Anthony's Seminary. At fork veer left, the school is just ahead.

**Laguna Blanca School:** 4125 Paloma Drive, SB

From Hwy 101 north exit La Cumbre go left to La Cumbre turn left again enter Hope Ranch and continue past the golf course you will see the gym on your left past the fields.